



## APPLICATION FOR ENROLLMENT

Please visit [www.Schiller.edu](http://www.Schiller.edu) if you wish to apply online.

Please place an X in the box for the campus you wish to attend.

	<b>U.S.A - FLORIDA</b>	<b>GERMANY – HEIDELBERG</b>	<b>SPAIN – MADRID</b>	<b>FRANCE – PARIS</b>	<b>ONLINE</b>
	8560 Ulmerton Road Largo, FL 33771 Ph: +1 855-787-2262	Zollhofgarten 1 69115 Heidelberg, Germany Ph: +49 6221 4581-0	Calle Serrano 156 Plaza de la Republica Argentina, Madrid 28002 Ph: +34 91-448-24-88	9, Rue Yvert 75015 Paris Ph: +33 1-45-38-56-01	Ph: +1 855-787-2262

Date: \_\_\_\_\_ Admissions Rep: \_\_\_\_\_

Are you working with an agency? Yes \_\_\_\_\_ No \_\_\_\_\_ Agency Name: \_\_\_\_\_

### **CHECKLIST FOR STUDENT APPLICANTS**

All items listed below are required, and must be submitted with a signed copy of this Application for evaluation purposes.

#### U.S and International Students

- Non-refundable application fee of (see last page for payment details):
  - \$20 for students applying to the Florida/Online campus
  - €50 for students applying to any European campus
- Official certified transcripts (certified English translation, if not issued in English). All students must submit one of the following no later than the end of the second course during the first semester of enrollment:
  - High School transcript (for Bachelor programs) or Undergrad transcripts (for Master programs) showing proof of graduation.
  - GED or other High School equivalency test (must be successfully completed prior to enrollment).
  - Post-Secondary Institution transcripts showing completion of at least 24 earned credits.
- Nursing only – A minimum score of 75 is required on the HESI Test

#### International Students Only

- Proof of assets sufficient to fund your studies (for students seeking admission into the Florida campus only)
- Proof of English Language proficiency level (tests must have been taken within the past 2 years)
  - TOEFL (Test of English as a Foreign Language) 80 (IBT – Internet version) for Bachelor and 89 for Masters, Schiller, TOEFL number is 0835.
  - TOEIC (Test of English for International Communication) score of at least 650 for Bachelor and 700 for Masters.
  - IELTS (International English Language Testing System) score of at least 6.0 for Bachelor and 6.5 for Masters.
  - CAMBRIDGE FCE (First Certificate in English) grade of “B” (B2 level) Or higher – Cambridge Advanced (CAE) or Proficiency (CPE) preferred.
- Photocopy of valid passport (valid student visa may apply depending on campus selected)
- Submit an advance deposit for the first semester of tuition and fees prior to enrollment
- Two (2) passport size photos (European Campuses)



**STUDENT PERSONAL INFORMATION**

Please complete the following, print clearly in CAPITAL LETTERS. All fields must be completed.

**Legal Name of Student Applicant (as stated on Passport, Driver's License, Soc. Security Card, etc.):**

Family (Last) Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Expected Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Degree Desired:  Associate  Bachelor  Master

Degree Program Name: \_\_\_\_\_

Social Security#: \_\_\_\_\_ (USA Only) Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Permanent Mailing Address: \_\_\_\_\_ Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (include country code): \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address (write clearly): \_\_\_\_\_

**Citizenship:**  U.S. Citizen  U.S. Permanent Resident  Non-U.S. Citizen or Resident

If Non-U.S. Citizen or Resident, please list Country of Citizenship: \_\_\_\_\_

Primary Language: \_\_\_\_\_ Are you fluent in English (if not primary language)  Yes  No

**Gender:**  Male  Female

**Ethnicity (Optional):**  African American  Alaska Native  American Indian  Asian  
 Hispanic or Latino  Native Hawaiian  Pacific Islander  White  Two or More Races

**Are you a veteran or currently active in the U.S. military?**  No  Yes

If yes, please detail: \_\_\_\_\_  
Military Branch Current Status Separation Date (MM/DD/YY)

Are you eligible for Veteran's benefits?  No  Yes

Do you have military transcripts detailing your training (such as AARTS, SMARTS, CCAF, Etc.)?  No  Yes

If yes, please detail: \_\_\_\_\_

**How did you hear about Schiller International University?**

- Institution or company, please name: \_\_\_\_\_
- Military Personnel, please name person & base: \_\_\_\_\_
- Advertisement, please specify where: \_\_\_\_\_
- Internet, please specify which website: www. \_\_\_\_\_
- Current Student or Alumni, please specify name: \_\_\_\_\_
- College Fair, please specify name & country: \_\_\_\_\_
- Friend  Other: \_\_\_\_\_



**PARENT OR LEGAL GUARDIAN OF STUDENT INFORMATION FOR STUDENTS UNDER 18 YEARS OF AGE**

Full Name of  Father  Mother  Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address (write clearly): \_\_\_\_\_

**STUDENT ACADEMIC INFORMATION**

**IMPORTANT NOTE:** Applicants must submit full documentation for ALL education, past and present. Only what is mentioned and submitted along with this agreement will be evaluated by SIU. Documents not mentioned here that are submitted after admission to Schiller will not be accepted or considered for admissions purposes.

What is your highest level of education?  High School  Undergraduate  Graduate  Other

I attest that I have received a HS diploma, or its equivalent, prior to starting my classes with Schiller International University.

Yes  No

**High School Education/ (or its equivalent)**

School Name: \_\_\_\_\_ Country: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Qualifications Earned: \_\_\_\_\_

**Post-Secondary Education (please list all colleges or universities with the most recent first)**

School Name: \_\_\_\_\_ Country: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

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School Name: \_\_\_\_\_ Country: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**ADDITIONAL INFORMATION FROM STUDENT APPLICANT**

Please write below in English a brief personal statement indicating why you are interested in studying at Schiller International University. Attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Signature** **Date** **Parent/Guardian Signature** **Date**

\_\_\_\_\_



## Schiller International University Disclosures

Emergency Contact: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

### ALCOHOL & TOBACCO POLICY

Schiller International University is primarily concerned with the health, safety, and wellbeing of all students with respect to the intelligent use and non-use of alcohol. Schiller International University expects those who use alcohol to do so responsibly and within the bounds of the laws of the State of Florida and the City of Largo. The use of alcohol is strictly prohibited on campus premises and on SIU activities, and the use of tobacco products is only allowed on designated areas.

#### General State Laws

Possession or consumption of alcoholic beverages, including beer, by anyone under the age of 21 is a violation of the Florida Alcohol Beverage Control Commission. It is also a violation of this same statute for anyone to buy for, or give to, anyone under the age of 21 to misrepresent his or her age, or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own.

#### General Local Laws

With the City of Largo, it is a violation to be in possession of an open container of alcohol or to be in a state of intoxication on any public property or in any public place. It is also unlawful to drink any alcoholic liquor or beer in any motor vehicle or possess alcoholic liquor in an amount in excess of one gallon, in containers not bearing the stamps or seals of the Florida Liquor Control Commission.

#### University Tobacco Free Policy

The use of any type of tobacco products (cigarettes, cigars, snuff, chewing tobacco, and so forth) is prohibited in any building on campus, including residence halls. This includes offices, lounges, cafeteria, gymnasium, elevators, stairs, classrooms, bathrooms, hallways, and all other interior spaces. Also, the use of any type of tobacco product is prohibited within the University's fleet of vehicles. Smoking of tobacco products is only allowed in the assigned exterior designated area. **I have read and understand Schiller International University's policy on alcohol and tobacco.**

Initials: \_\_\_\_\_

### AUTHORIZATION TO RELEASE INFORMATION SCHILLER INTERNATIONAL UNIVERSITY

I authorize my employer (current or future) to release the below information regarding my employment to Schiller International University. I understand that my individual student information will not be published externally, but that it may be used for internal data analysis. I further understand that consolidated information will be utilized for the purposes of fulfilling regulatory graduate employment reporting requirements.

- **Place of Employment**
- **Date of Employment**
- **Job Title**
- **Description of Responsibilities Salary**

If applicable, I authorize verification of my continued education at a University or College after graduating from my current academic program. This information will be utilized for the purposes of fulfilling regulatory graduate employment reporting requirements.

- **Enrollment/Attendance Date**
- **Degree Program**

I understand that Schiller International University does not guarantee employment or salary following graduation but does offer career planning and placement assistance to students and graduates.

Initials: \_\_\_\_\_



**CATALOG ACKNOWLEDGMENT**

I have reviewed the catalog during the interview and have been given the opportunity to familiarize myself with the information in the Schiller International University catalog. I understand that the Schiller International University catalog is available to me online at [www.schiller.edu/download-center/](http://www.schiller.edu/download-center/).

**Initials:** \_\_\_\_\_

**EMAIL & COMPUTER USE POLICY**

To maximize the benefits of its computer resources and minimize potential liability, Schiller International University has created a policy with regard to computer use and electronic messages. It applies to all University personnel and students. The University reserves the right to change this policy at any time as may be required under the circumstances. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully.

You are given access to our computer network to assist you in performing your job or completing your academic tasks. You should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The computer system belongs to Schiller International University and may only be used for official University business or academic purposes. Without prior notice, the university may review any material created, stored, sent, or received on its network or through the Internet or any other computer network. The university can restrict access to any services and/or material that travels across its network at any time without prior notification.

Use of computer resources for any of the following activities is strictly prohibited:

- Allowing any other person or persons to use your account.
- Attempting to circumvent or alter any access control or security measure on local or remote systems or to create an exploitable entry point for unauthorized persons with or without intent. Sending, receiving, creating, storing, or otherwise disseminating material that is offensive or disruptive. Among those which are considered offensive are any messages that are sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise offensively address someone’s age, sexual orientation, religious or political beliefs, national origin, or disability.
- Sending, receiving, creating, storing or otherwise disseminating commercial or personal advertisements, solicitations, promotions, destructive programs (that is viruses or self-replicating code), political information, or any other non-job/education-related solicitations or unauthorized material. Wasting computer resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in on-line chat groups, printing multiple copies of documents, printing excessively long Internet documents or otherwise creating unnecessary network traffic.
- Using or copying software/resources in violation of a license agreement or copyright.
- Violating any state, federal, or international law.
- **FILE SHARING UTILITIES ON THE UNIVERSITY NETWORK WILL BE NOT BE TOLERATED.**

If you become aware of someone using computer resources for any of these activities, you obligated to report the incident immediately to the Director of the Computer and Technology Center or to your Supervisor/Campus Director. Violations of this policy will be taken seriously and may result in disciplinary action, including possible employment/educational termination or university expulsion, and civil and criminal liability. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read the message.

I have read and agree to comply with the terms of this policy.

**Initials:** \_\_\_\_\_

**DISCLOSURE OF EDUCATIONAL RECORDS**

Schiller International University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student’s prior written consent to the following individuals or institutions or in the following circumstances:



- A. To Schiller International University officials who have been determined by the school to have legitimate educational interests in the records, A School official is:
  - 1. A person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
  - 2. A person employed by or under contract to the school or perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
  - 3. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Schiller International University has a legitimate educational interest.
- B. To certain officials of the United State Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with the state or federally supported educational programs.
- C. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
- D. To organizations conducting certain studies for or on behalf of the school.
- E. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
- F. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
- G. To comply with a judicial order or lawfully issued subpoena.
- H. To appropriate parties in health or safety emergencies.
- I. To an alleged victim of a crime of violence or non-forcible sexual offense, the final results of disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- J. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 9 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator - not the name of any other student, including a victim or witness - without the prior written consent of the other student(s).
- K. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
- L. Directory Information

**Initials:** \_\_\_\_\_

**ADDENDUM TO ENROLLMENT AGREEMENT FOR INTERNATIONAL STUDENTS**

International students granted a visa to attend Schiller International University (SIU) must commit to an enrollment of at least two (2) continuous semesters in order to be admitted to Schiller International University. They must be scheduled for 12 credits in each semester for undergraduate and graduate programs. International students will be required to submit an advanced deposit equal to SIU's charges for one semester's tuition, fees. If an international

student withdraws prior to the completion of the two semesters of enrollment, all tuition, fees charges will be calculated based on the University refund policy and their Student visa status amended accordingly (if applicable).

By initialing below, you indicate your agreement with the information contained in this addendum.

**Initials:** \_\_\_\_\_





**FERPA WAIVER**

The Family Educational Rights and Privacy Act known as FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a United States Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

I, \_\_\_\_\_, authorize the following individuals to have access to my education records, included but not limited to, academic, financial and judicial records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Initials:** \_\_\_\_\_

**TALENT WAIVER**

I hereby authorize Schiller International University to publish and exhibit photographs or images of me in any format or medium and understand that it may be used in advertising and promotional material for the University. Furthermore, I authorize the University to use my comments and or testimonials in advertising and promotional material for the University

I understand that I shall receive no compensation for my appearance or participation in any form of display, presentation, advertising or promotional materials.

I represent that I am at least 18 years of age and have the right to enter into this agreement. I am under 18 years of age, my parent or guardian has consent to my execution of this consent.

**Initials:** \_\_\_\_\_

**TRANSCRIPT RELEASE FORM AND HS ATTESTATION**

**If student has over 24 College Credits:** (Official College transcripts must be submitted)

I, \_\_\_\_\_, attest that I have received a HS diploma or its equivalency prior to starting my classes with Schiller International University.

**Initial:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Printed Name** \_\_\_\_\_

**If student does not have 24 College Credits:** Please forward a copy of my official High School transcripts to:

**Office of the Registrar  
8560 Ulmerton Road  
Largo, Florida 33771, USA**

**INTERNATIONAL STUDENT USE ONLY**

Applicants whose degree was taken in a language other than English must submit a certified true copy of the transcript in English translation and a certified true copy of the transcript in the original language.

All International HS Diplomas and/or College Degrees (if proving HS completion via College Credits) are to be evaluated by the service that Schiller University utilizes for such credentials, to ensure that it is the equivalent of a US HS diploma. Please return this form, or a copy of it, with my transcript or GED scored to assist in identification of my file.

**Initials:** \_\_\_\_\_



**STUDENT CONSENT TO DISCLOSURE OF EDUCATION RECORDS TO THE UNIVERSITY OF ROEHAMPTON**

I, hereby consent to the disclosure of my education records to the University of Roehampton.

I understand and consent that the purpose of this disclosure is to facilitate education programs that are delivered by Schiller International University and which lead to separate awards from the University of Roehampton. I understand and consent that Schiller International University may disclose any of my education records to the University of Roehampton (including, but not limited to, my course schedules, my coursework, and my grades).

I understand and consent that information from education records may be released to the University of Roehampton in any format (including, but not limited to, written, electronic, and oral formats).

\*Schiller International University will maintain this original signed and dated Student Consent form with the education records of the above named student.

**Initial:** \_\_\_\_\_

**DISCLOSURE ACKNOWLEDGMENT**

I have read and understand all disclosures herein, and acknowledge acceptance of the same. I acknowledge that no verbal statements have been made contrary to what is contained in these disclosures. Furthermore, I accept communication from the University in the form of email, phone calls and texts for official University purposes only.

**Initials:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Printed Name** \_\_\_\_\_





**PAYMENT FORM**

Please complete the Student detail section of this form and submit with your payment for credit card or check payments. Please email or fax a copy of this form for wire bank transfers along with a copy of the wire confirmation as provided by your bank.

Student Family (Last) Name \_\_\_\_\_ Student First Name \_\_\_\_\_ Student Middle Name \_\_\_\_\_

**CREDIT CARD PAYMENT INFORMATION**

I hereby authorize a charge to be made to my credit card as detailed below for the reasons indicated (PRINT):

- Application Fee                       Deposit                                       Tuition and Fees                       Other:
- Visa     American Express                       MasterCard/Eurocard

<b>Name of Card Holder:</b>			
<b>Address of Card Holder:</b>			
	<b>Country:</b>		
<b>Card Number:</b>			
<b>Expiration Date:</b>		<b>Authorization Code:</b>	
<b>Amount:</b>			

Signature of Card Holder \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month                      Day                      Year

**CHECK PAYMENT INFORMATION**

Please mail checks to the below address in U.S. Dollars and make payable to **Schiller International University**. Please include a copy of this form with the completed student section with the check.

Bursar's Office, Schiller International University, 8560 Ulmerton Road, Largo, Florida, 33771, U.S.A.

**BANK WIRE PAYMENT INFORMATION**

Any bank charges must be paid by the student or sponsor at source. Please email or fax a copy of this form with the completed student section for **wire bank transfers** along with a **copy of the wire confirmation** as provided by your bank. Please make payment to:

**FLORIDA/ONLINE, USA**

**Bank Name:** SQUARE 1 BANK  
**Bank Address:** 406 Blackwell Street, Suite 240  
 Durham, NC 27701  
  
**Account Name:** KIP SIU LLC  
**Wire ABA:** 053112615  
**SWIFT CODE:** SQARUS33  
**ACCOUNT:** 2182073

**MADRID/PARIS/HEIDELBERG, EUROPE**

**Bank Name:** Volksbank Kurpfalz eG  
**Bank Address:** Hauptstrasse 46, 69117 Heidelberg  
**Bank Code (BL):** 672 901 00  
**SWIFT/BIC:** GENODE61HD3  
  
**US Dollar Account:** USD 0 220 260 682  
  
**EURO Account:** 40029001/IBAN DE29 6729 0100 0040 0290 01