

APPLICATION FOR ENROLLMENT

Please visit www.Schiller.edu if you wish to apply online.
Please place an X in the box for the campus you wish to attend.

<input type="checkbox"/> U.S.A - FLORIDA	<input type="checkbox"/> GERMANY – HEIDELBERG	<input type="checkbox"/> SPAIN – MADRID	<input type="checkbox"/> FRANCE – PARIS	<input type="checkbox"/> ONLINE
400 N. Tampa St. Tampa, FL 30602 Ph: +1 877-298-9078	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 Yvart 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):
 - \$50 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 by specific agencies). All students must submit one of the following prior to their start date.
 - High School transcript
 - GED or other High School equivalency test (must be successfully completed prior to enrollment).

Official certified transcripts ((certified English translation, if not issued in English by specific agencies).

- Post-Secondary Institution transcripts validating transfer of credits, if applicable.

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.
 - Duolingo English Exam –score of at least 95 for Bachelor.
- 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)
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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. High School validation must be obtained prior to the start date. 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 enrolling in with Schiller International University.

Yes No

For Undergraduate Programs: High School Education/ (or its equivalent)

School Name: _____ Country: _____

Address: _____

Dates Attended: _____ Qualifications Earned: _____

COVID-19 Temporary Policy – Undergraduate

However, in view of the COVID-19 Pandemic we realize that you may not be able to obtain Validated Proof of your High School/GED transcripts. Therefore, if you cannot obtain Official proof of your high school/GED we will allow you to start school and provide the proof when high schools or GED agencies re-open.

In addition to above a copy of one of these must be obtained:

Copy of the High School Diploma Yes No

Copy of High School Transcript Yes No

Copy of the GED Yes No

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. Bachelor Degree validation must be obtained prior to the start date. 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

Applicants wishing to enroll at one of the European campuses should direct their inquiries to the admissions department at the campus of interest. This information may be found on our main website at www.schiller.edu. Due to currency exchange rates, fees and tuition may vary from the U.S. amounts at the main Schiller campus in Florida. Applicants should review this information with the campus admissions representative.

COVID-19 Temporary Policy – Graduate

However, in view of the COVID-19 Pandemic we realize that you may not be able to obtain Validated Proof of your Bachelor transcripts. Therefore, if you cannot obtain Official proof of your Bachelor Degree we will allow you to start school and provide the proof when your College or University re-opens.

I attest that I have received a Bachelor Degree prior to starting my classes with Schiller International University. Yes No

For Graduate Programs: Post-Secondary Education (please list all colleges or universities with the most recent first)

School Name: _____ Country: _____

Address: _____

Dates Attended: _____ Degree Earned: _____

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: _____

TITLE IX Disclosure on Harassment and Sexual Harassment (updated 8/2020)

Schiller International University will investigate and adjudicate formal complaints of harassment and sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault (as defined in the Cle1yAct), rape, dating violence, domestic violence, or stalking. **I have read and understand the Schiller International University Policy on Harassment.**

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/.

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 Academic Dean or 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

I, _____, attest that I have received a HS diploma or its equivalency prior to enrolling in Schiller International University.

Initial: _____ **Date** _____ **Printed Name** _____

Please forward a copy of my official High School transcripts to:

Office of the Registrar
400 N. Tampa St.
Tampa, FL 33602 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 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):

- | | | | |
|--|---|--|---------------------------------|
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Deposit | <input type="checkbox"/> Tuition and Fees | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Visa | <input type="checkbox"/> American Express | <input type="checkbox"/> MasterCard/Eurocard | |

Name of Card Holder:			
Address of Card Holder:			
	Country:		
Card Number:			
Expiration Date:		Authorization Code:	
Amount:			

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, 400 North Tampa St., Tampa, FL 33602 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, SPAIN

Bank name: La Caixa
 Bank address: Glorieta Ruiz Gimenez, 3 28015 Madrid
 Swift/BIC Code: CAIXESBXXX
 IBAN: ES15 2100 4380 2102 0006 5490

HEIDELBERG, GERMANY

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

PARIS, FRANCE

Bank name: CIC PARIS CONVENTION
 Bank address: 280 Rue de Vaugirard, 75015 PARIS
 Swift/BIC Code: CMCIFRPP
 IBAN: FR76 3006 6106 6100 0202 5900 102