

**APPLY
ONLINE**
AND YOU CAN WIN
\$500!

Application

Apply Online

The easiest way to apply to an API program is to apply online. Not only will it save students time in getting the application to API (it is received immediately upon submission), but API can also process the application faster. Students can send any additional application documents that may be necessary for their program separately. Other benefits of applying online include paying the application deposit of \$150 with a credit card and being entered into a drawing to receive a \$500 award.

Application Checklist

○ Signed API Application

○ Official Transcript

Students applying to a Spain program must be currently enrolled in a U.S. or foreign university.

○ Minimum G.P.A. Requirement

The minimum G.P.A. requirement for most Spain programs is 2.75. A 3.0 G.P.A. is required for Pompeu Fabra University and for the Integrated Studies with Spaniards program at the University of Seville. Students who apply with a low G.P.A. will be considered on a case-by-case basis. All applicants with low G.P.A.s are required to submit two letters of recommendation and a statement of explanation.

○ Letter of Recommendation

The recommendation must be from a professor or assistant instructor. It does not have to be from a language professor.

○ \$150 Deposit

Include a check or money order made payable to Academic Programs International with the paper application. If a student is applying online, they will pay by credit card. The deposit is refunded if the student is denied acceptance into the program. Students who withdraw do not receive a refund of the deposit, in accordance with the Admission and Cancellation Policy outlined on the application. The \$150 application deposit is applied to the cost of the program and is not an additional fee.

○ Oral Interview

An oral interview to verify level of Spanish proficiency is required for the following programs:

CÁDIZ - Advanced Language and Integrated Studies with Spaniards Program (not applicable for summer students)

SALAMANCA - Integrated Studies with Spaniards Program

SEVILLE - Integrated Studies with Spaniards Program; Communications Program





**IF APPLYING BY MAIL, PLEASE SEND YOUR APPLICATION TO:
ACADEMIC PROGRAMS INTERNATIONAL • 301 CAMP CRAFT ROAD, SUITE 100 • AUSTIN, TEXAS 78746
PLEASE TYPE OR PRINT CLEARLY IN CAPITAL LETTERS WITH BLACK OR BLUE INK.**

Program Information

PROGRAM LOCATION & UNIVERSITY

- BARCELONA** UNIVERSITY OF BARCELONA UNIVERSITY AUTONOMA OF BARCELONA POMPEU FABRA UNIVERSITY
BILBAO UNIVERSITY OF THE BASQUE COUNTRY UNIVERSITY OF DEUSTO
CÁDIZ UNIVERSITY OF CÁDIZ
GRANADA UNIVERSITY OF GRANADA
MADRID COMPLUTENSE UNIVERSITY OF MADRID SUFFOLK UNIVERSITY ANTONIO DE NEBRIJA UNIVERSITY
SALAMANCA UNIVERSITY OF SALAMANCA
SEVILLE UNIVERSITY OF SEVILLE PABLO DE OLAVIDE UNIVERSITY

PROGRAM NAME

- Advanced Literature and Composition Hispanic & European Studies Spanish Language and Humanities
 Advanced Language and Integrated Studies Integrated Studies with Spaniards Spanish Language, Business and Humanities
 Arabic Language and Culture Intensive Language Spanish Language, Business and Applied/Social Sciences
 Business, Int'l Relations and Spanish Language International Studies Spanish Studies for Beginners
 Communications Liberal Arts and Sciences Studio Arts
 Hispanic Studies Spanish Language & Culture

SESSION

- Winter 2010 Winter Extended 2010 Spring 2010 Spring Early Start 2010 Spring Extended 2010 2 Quarters Combined 2010
 Intensive 2/3 Week or Month 2010 Summer 1 2010 Summer 2 2010 Summer 3 2010 2 Summer Sessions Combined 2010 Fall 2010
 Fall Early Start 2010 Academic Year 2010/2011 Academic Year Early Start 2010/2011 Academic Year Extended 2010/2011 Winter 2011
 Winter Extended 2011 Spring 2011 Spring Early Start 2011 Spring Extended 2011 2 Quarters Combined 2011 Summer 2011

Applicant Information

NAME FIRST _____ **MIDDLE** _____ **LAST** _____
NAME YOU PREFER TO BE CALLED _____ **DATE OF BIRTH** _____ **GENDER** Male Female
Month/Day/Year
U.S. SOCIAL SECURITY # _____ **HOME SCHOOL I.D. #** _____
CITY/STATE OF BIRTH _____ **COUNTRY OF CITIZENSHIP** _____
PASSPORT # _____

Current Contact Information

CURRENT ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____
CURRENT TELEPHONE (_____) _____ **MOBILE TELEPHONE** (_____) _____
Area Code Area Code
E-MAIL _____ **CURRENT INFORMATION IS VALID UNTIL** _____

Permanent Contact Information (Parent/Guardian/Etc.)

NAME _____ **RELATIONSHIP** _____
First Last
MAILING ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____
E-MAIL _____ **TELEPHONE** (_____) _____
Area Code
BUSINESS TELEPHONE (_____) _____ **MOBILE TELEPHONE** (_____) _____
Area Code Area Code

Billing Information

API offers both need and merit based scholarships. Academic Programs International is also happy to accept institutional and federal financial aid that is processed by your home university. API signs consortium agreements as necessary to ensure that your federal financial aid can be applied to the API program cost. All students, even those who are not currently receiving financial aid, are encouraged to meet with financial aid representatives at their home university to determine eligibility for scholarships, grants, or loans available during the study abroad semester. Please visit the API website for more information about our financial aid and payment policies or to download a scholarship application.

ARE YOU PLANNING TO USE FINANCIAL AID FROM YOUR HOME INSTITUTION TOWARD THE API PROGRAM? Yes No

WHO SHOULD RECEIVE INVOICES AND PAYMENT INFORMATION?

NAME _____ **RELATIONSHIP TO YOU** _____
First Last
MAILING ADDRESS _____
CITY _____ **STATE** _____ **ZIP** _____
E-MAIL _____ **TELEPHONE** (_____) _____
Area Code

Academic Information

COLLEGE/UNIVERSITY _____

CURRENT CLASSIFICATION Undergraduate Student Graduate Student Professional Other

CLASS STANDING Freshman Sophomore Junior Senior

MAJOR _____ **MINOR** _____

CUMULATIVE G.P.A. _____ **ANTICIPATED DATE OF GRADUATION** _____

COURSES YOU ANTICIPATE TAKING BEFORE GOING ABROAD THAT ARE NOT LISTED ON YOUR CURRENT TRANSCRIPT

API reserves the right to request an updated transcript from students who apply more than one semester in advance of their API program.

PROFICIENCY IN SPANISH

SPOKEN: No Background Elementary Intermediate Advanced Superior Fluent

WRITTEN: No Background Elementary Intermediate Advanced Superior Fluent

LIST COURSES TAKEN IN HOST COUNTRY LANGUAGE

HAVE YOU EVER BEEN ON ACADEMIC PROBATION? Yes No

IF YES, PLEASE LIST DATES HERE _____

HAVE YOU EVER HAD A DISCIPLINARY INFRACTION AT YOUR UNIVERSITY OR BEEN PLACED ON DISCIPLINARY PROBATION? Yes No

IF YES, PLEASE LIST DATES HERE _____

Students who have been on academic or disciplinary probation are also asked to submit a statement detailing the circumstances of their probationary status and discuss their preparedness for study abroad. API may choose to follow up with a representative of the home university to confirm the details of a student's probationary status.

University Contact Information

To be completed by student's study abroad advisor.

STUDY ABROAD ADVISOR OR DIRECTOR _____
Full Name and Title

INSTITUTION _____

MAILING ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

E-MAIL _____ **OFFICE TELEPHONE** (_____) _____
Area Code

Upon completion of the API program abroad, the student's official transcript should be sent to the following university office:

I hereby certify that the applicant is in good standing at his/her home college/university and has been approved to study abroad. I further certify that the student is not currently on academic or disciplinary probation, nor has been involved in any serious disciplinary action while attending the home institution. If the student is on probation, I have included my assessment of the applicant's readiness for study abroad on a separate page.

SIGNATURE OF ADVISOR OR DIRECTOR _____ **DATE** _____

Additional Information

HOW DID YOU HEAR ABOUT API? Campus Visit by API Representative Study Abroad Officer/Director Professor

Student - Name of individual who referred you: _____ Magazine/Newspaper _____

API Website StudyAbroad.com GoAbroad.com IIEPassport.org StudyAbroadLinks.com GulliverGo.com

Facebook Twitter Peterson's Guide Other - please list _____

WHY DID YOU CHOOSE API? What's Included Price Recommendation Courses Other - please explain _____

DO YOU PLAN TO APPLY TO OTHER STUDY ABROAD PROGRAMS? Yes No

IF YES, PLEASE LIST _____

API Admission Policy

- Applications are reviewed on a rolling basis. In some cases, this may mean that certain courses or housing options may fill prior to the official application deadline. Late applications are considered on a space-available basis and incur an additional \$180 late application fee.
- The minimum G.P.A. for API programs is generally 2.75, unless otherwise noted on the program page. Students who apply with a low G.P.A. are considered on a case-by-case basis. Preference is given to those students who have an upward trend in their G.P.A., demonstrate considerable dedication to studying the language of the host country, or whose G.P.A. was negatively affected by one or two particularly difficult courses. All applicants with low G.P.A.s are required to submit two letters of recommendation and a statement of explanation.

Schedule of Program Fees

API advises students to carefully review the following payment policies. In certain instances, a student's home university may assume some or all of the program fees, including the application deposit and/or the confirmation payment. API urges all students to discuss the following payment policies with their home university before applying to study abroad.

APPLICATION DEPOSIT

A non-refundable \$150 deposit must accompany an application. Applications are accepted on a rolling basis and no application is processed without the deposit. The deposit is applied to the program cost and is not an additional fee. All fees, including the \$150 application deposit, are refunded to students who are not accepted into an API program.

INTENT TO ENROLL AND CONFIRMATION PAYMENT

Upon acceptance into an API program, students have 10 business days to confirm their participation in the program by submitting an Intent to Enroll (ITE) form and a \$400 confirmation payment. Students are not responsible for any program fees beyond the initial application deposit if they do not confirm their participation in the API program. API cannot make any accommodations or on-site reservations on behalf of a student until the ITE form and confirmation payment have been received. The confirmation payment is applied to the program cost and is not an additional fee.

PROGRAM BALANCE

The balance of the program cost is due by the Payment Deadline (approximately 3 weeks after the Application Deadline - see the API website or catalog program pages for exact dates). A student who does not meet this deadline may incur a \$180 late penalty and will not be registered for classes abroad until the balance is paid in full.

SECURITY DEPOSIT

A \$250 security deposit is due by final payment deadline for all programs. This deposit is not included in the program cost. It is refundable as long as no fees are owed to API, including any additional fees assessed on-site for incidentals or damages. Refunds are generally issued 12 weeks after the program end date.

ADDITIONAL PAYMENT INFORMATION

- Exceptions to the API payment policy will be made for students on financial aid or those who establish an individual API payment plan. Information on these options is available post-acceptance.
- A \$30 fee will be assessed on all returned checks.

Cancellation Policy

Once a student has officially confirmed his/her participation in an API program by submitting an Intent to Enroll form, students become subject to the standard cancellation policy as follows:

- Program cancellations and requests for refunds must be made **in writing**.
- Refunds and cost liability are determined based on the date when written cancellation notice is received from the student.
 - WITHDRAWAL 61 OR MORE DAYS PRIOR TO PROGRAM START DATE:** the student is responsible for the application and confirmation deposits.
 - WITHDRAWAL 1 – 60 DAYS PRIOR TO THE PROGRAM START DATE:** the student is responsible for 50% of the program cost plus the application and confirmation deposits.
 - WITHDRAWAL ON THE PROGRAM START DATE OR AFTER THE PROGRAM HAS BEGUN:** the student is responsible for 100% of program cost.
- The application deposit is non-refundable unless a student is not admitted into the API program or the API program is cancelled.
- The confirmation payment is not refundable for any reason.
- No refund is given if a student is removed from a program as a result of a violation of API's Study Abroad Agreement, which is included in the acceptance packet.
- No housing refunds are granted if students are removed from housing due to failure to abide by housing regulations.
- Students are responsible for program fees according to the above schedule. Should a student withdraw within the time frame listed above, having not paid the due portion of the program fee, (s)he is invoiced for the portion due and held responsible for paying that amount.

Post Acceptance

Upon being accepted to an API program, students receive access to post-acceptance forms that must be completed by the payment deadline dates (listed in each catalog). Late forms are subject to a \$30 late charge per form.

Release of Information

Please answer the following questions, sign and date.

- 1 Prior to departure, API sends a list of program participants to all students on his/her program. I agree to the release of my name and contact information to my fellow program participants and the study abroad office at my home institution. Yes No
- 2 I have been in contact with my home institution's study abroad office (or the appropriate office on campus, if there is no study abroad office), and I am aware of all relevant policies and procedures concerning credit transfer, financial aid, withdrawal and/or re-admission and required pre-departure or re-entry workshops where applicable. Yes No
- 3 I authorize API to send pre-departure and program materials to my permanent contact listed on page one of this application. Yes No
- 4 I acknowledge that my transcript will not be released to me or to the designated contact at my home institution upon completion of the program abroad until all API fees have been paid in full. Yes No
- 5 I have read and understand the information on this application and I certify that all information that I have provided is accurate. Yes No
- 6 I authorize API to use photographs and videos in which I appear during its orientation sessions and/or in its marketing materials. Yes No

NAME OF STUDENT (PLEASE PRINT) _____

SIGNATURE OF STUDENT _____ DATE _____

PLEASE RETURN THIS APPLICATION AND ALL OF THE REQUIRED MATERIALS TO:

ACADEMIC PROGRAMS INTERNATIONAL • 301 CAMP CRAFT ROAD, SUITE 100 • AUSTIN, TEXAS 78746

IF YOU HAVE QUESTIONS, PLEASE VISIT THE API WEBSITE AT WWW.ACADEMICINTL.COM, E-MAIL US AT API@ACADEMICINTL.COM OR CALL 800/844-4124.





**THANK YOU FOR YOUR TIME. PLEASE RETURN THIS FORM TO:
ACADEMIC PROGRAMS INTERNATIONAL • 301 CAMP CRAFT ROAD, SUITE 100 • AUSTIN, TEXAS 78746**

PLEASE TYPE OR PRINT CLEARLY WITH BLACK OR BLUE INK.

To be completed by applicant:

NAME OF APPLICANT _____ TELEPHONE (_____) _____
Area Code

LOCATION, TERM & SESSION YOU ARE APPLYING FOR (e.g., UNIVERSITY OF BARCELONA, FALL 2010) _____

REFERENCE REQUESTED FROM (PLEASE PRINT): _____
Name of Professor

All rights of access to information and materials of any kind received by Academic Programs International from any source in connection with this recommendation are hereby voluntarily waived.

SIGNATURE OF APPLICANT _____ DATE _____

To be completed by professor or assistant professor:

NAME AND TITLE _____

INSTITUTION _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____ OFFICE TELEPHONE (_____) _____
Area Code

How long and in what capacity have you known the applicant? _____

Living overseas requires discipline, self-confidence and the ability to be flexible to new living and learning environments. Based on your knowledge of the applicant, please give us your opinion of the student's ability to successfully make the necessary adjustments.

Comment on the following topics regarding this applicant: 1) Interest and sensitivity to cultures other than his/her own; 2) Intellectual qualities and promise for the future; 3) Ability to handle challenges and adapt to new situations; 4) Suitability for chosen course of study; 5) Artistic, athletic, social, and other interests or achievements. You may attach an additional sheet if necessary.

We encourage you to use the following space to make additional comments concerning the applicant and/or their qualifications for the program. You may attach an additional sheet if necessary.

Please indicate one of the following statements that most accurately represents your opinion of the student's qualifications for studying abroad.

- I recommend this student to participate in a study abroad program.
- I cannot recommend this student for this program.
- I have some reservations, but am willing to recommend the student with the following qualifications:

SIGNATURE _____ DATE _____

