

INTERNATIONAL STUDENT ADMISSION CHECK LIST

- **Completed application and enrollment agreement**
Enrollment agreement completed, signed, dated and scan it.
- **Application & Enrollment fee**
☐ \$50 Undergraduate Programs ☐ \$100 Graduate Programs
Please provide a copy of your online receipt along with you application to your Atlantis University Admissions Official, you can pay all fees at our website at www.atlantisuniversity.edu.
- **Bank Statement**
Official Statement Letter from the bank stating current account balance converted to USD currency.
- **Affidavit of Support or Sponsorship Letter**
Letter of Economic Support.
- **Passport**
Front and back copy of your passport.
- **Transcripts**
Undergraduate Programs: NA
Graduates Programs: Copy of bachelor degree diploma and complete college transcripts (you will be required to provide a copy of your official transcripts to AU prior to the class start to be evaluated, without it you will not be allow to sit in class).
- **Statement of purpose**
Personal essay that states in details:
 - 1) Why did you choose Atlantis University?
 - 2) Why did you choose your program of study?
 - 3) What benefits will you acquire with this degree?
- **English exam / other exams**
Proof of English. **TOEFL:** 70 or Higher **IELTS:** 6.0 or Higher.
- **References**
2 letters of reference from previous employers, professors or influential community leaders recommending you for acceptance into the Graduate program.
- **Student Profile Sheet**
Complete page 1 and 2 only (attach).
- **Scholarship request**
(scholarships, if awarded, requires a 3.0+ Grade Point Average of a 4.0, no unexcused absents allow, and the recipient will be participating in school activities assign by student services and or the Academic Departments when necessary. The scholarship is renew every semester as long as the student remains eligible by complying with its standard requirements



Date: ____ / ____ / ____
Month Day Year***"Enrollment Application Questionnaire"***

First: _____ Middle: _____ Last Name: _____

Telephone: Cell (____) ____ - ____ Work (____) ____ - ____ Home (____) ____ - ____

Email _____ @ _____

Address _____ City _____ State _____ Zip Code _____

Country (If other than USA): _____

Date of Birth: ____ / ____ / ____ Sex: Male ☐ Female ☐ Other ☐
Month Day Year

How did you learn about Atlantis University? _____

US Military Service: No ☐ Yes ☐ If Yes, Army ☐ Marines ☐ Navy ☐ Air Force ☐ Coast Guard ☐Active ☐ Reserve ☐ National Guard ☐ Years in Service ____ Discharge Date ____ / ____ / ____
Month Day Year**Work Status:** Unemployed ☐ Employed ☐ Title: _____ Employer: _____Work Hours (If applicable) **From:** _____ **To:** _____**Salary USD:** (Under) \$20,000 ☐ (Over) \$20,000 ☐ \$30,000 ☐ \$40,000 ☐ \$50,000 ☐ \$75,000 ☐***We are required to provide the following demographic information to the State of Florida:***Single ☐ Married ☐ Divorced ☐Race: Caucasian ☐ African American ☐ Hispanic ☐ Asian ☐ Native American ☐ Other _____US Citizen: ☐ US Resident: ☐ Foreign National ☐ Specify Country _____Florida Resident ☐ Out of State Resident ☐ (Specify State ____) International Student ☐***Applicant's Highest Level of Secondary Education Completed:***High School Graduate: No ☐ Yes ☐ Grad Year ____ State ____ GED ☐ Grad Year ____ State ____***Applicant's Highest Level of Post-Secondary Education Completed:***No College ☐ Some College ☐ Associate ☐ Bachelor ☐ Master ☐ or PhD/Dr. Degree ☐

Do you plan to transfer credits into Atlantis University? Yes ☐ No ☐

Universities and or Colleges you attended (If applicable)

1st School Name: _____ City: _____ State: _____ Graduate Yes ☐ No ☐

Program _____ Attended From: _____/_____/_____
Month Year Month Year Credits Earned: _____

2nd School Name: _____ City: _____ State: _____ Graduate Yes ☐ No ☐

Program _____ Attended From: _____/_____/_____
Month Year Month Year Credits Earned: _____

3rd School Name: _____ City: _____ State: _____ Graduate Yes ☐ No ☐

Program _____ Attended From: _____/_____/_____
Month Year Month Year Credits Earned: _____

The purpose for the “Enrollment Application Questionnaire” is to determine your qualifications for enrollment at Atlantis University. At the conclusion of the interview, your Admissions Officer will “Recommend” or “Not Recommend” your application for Acceptance based on your evaluation and qualifications.

What is your Program of Interest? _____

How soon would you like to start your Program? _____

What is your preferred Delivery Method? Online ☐ In-Campus ☐ Language: English ☐ Spanish ☐

Please Note: All Distance Education/Online Students are required to have access to their own computer and or access to a computer and internet service for the duration of the program to complete all the academic requirements to graduate. Otherwise, you're not eligible for acceptance into our Distance Education/Online Academic Programs and your application will be denied.

1. How will advancing your education help you achieve your personal and career goals?

2. How long have you thought about advancing your education? _____

3. What are the most important skills and knowledge you'll need to build your future career?

4. *Advancing your education requires commitment and dedication. What makes you feel that you're prepared to move forward and graduate from your academic program at this time?*
-
-
5. *Where do you envision yourself after you graduate from Atlantis University?*
-
-
6. *How much of a difference do you believe graduating from Atlantis University with the skills and knowledge you seek will help you change your career trajectory?*
-
-
7. *When company executives make corporate decisions they normally seek advice from knowledgeable and trusted advisors, who's opinion do you trust and value when making important decisions and why?*
-
-
8. *How do you plan to pay for your education?*
-
-
9. *Often people applying for employment are asked to state the reasons why the company should hire them, in your opinion, why do you believe that you should be recommended for acceptance at Atlantis University?*
-
-

Atlantis University does not discriminate nor harass on the basis of race, color, religion, national origin, ethnicity, sex, gender identity or expression, disability, age, veteran's status, genetic marker, political affiliation or any other characteristic protected by local, state or federal law, in our programs and or activities. Atlantis University will not retaliate against any person bringing forward allegations of harassment or discrimination.

Let's go over your academic program description, cost, financial assistance, available class starts and other relevant information so you can make an informed decision about advancing your education at Atlantis University.

Applicant's Signature _____ **Date:** ____/____/____
Month Day Year

"Please do not write bellow this line, Admissions Officer Comments Only"

Admissions Officer English Verbal Communication Observation

Can communicate very well ☐ Can communicate with some difficulty ☐

The applicant does not understand or speak English ☐

Admissions Officer Recommendation for Acceptance at Atlantis University

Recommended for Acceptance ☐ ***Not Recommended for Acceptance*** ☐

Admissions Officer Print Name: _____ ***Date:*** _____ / _____ / _____
Month Day Year

Admissions Officer's Signature: _____





APPLICATION AND ENROLLMENT AGREEMENT

STEP 1: COMPLETE PERSONAL INFORMATION

I hereby apply for enrollment at ATLANTIS UNIVERSITY. An Admissions representative has provided me with a university catalog and explained the programs and terms of the Enrollment Agreement. I am 18 years or older or have permission from my parent or guardian.

Name: _____ Date: _____

Address: _____ City: _____ State/Country: _____ Zip: _____

Home phone [] _____ Cell phone [] _____ Email: _____

Date of birth: _____ Social Security # _____

Occupation: _____ Employer: _____

Name of Emergency Contact (Relationship): _____ Phone [] _____

STEP 2: CHOOSE YOUR PROGRAM / PROGRAM LANGUAGE & PROGRAM DELIVERY METHOD.

I hereby apply for admission to the Program indicated below. I agree that I must meet all admissions' requirements prior to signing this enrollment agreement and the class start date; and that I will follow the requirements of the University for the program as indicated below:

Program Delivery ☐ In Campus ☐ Online **Program Language** ☐ English ☐ Spanish

Textbooks, learning materials and certification exams costs are additional and are paid for by the students. Registration begins 6 weeks prior to the first day of class and may end one week after the first day of class if capacity permits.

School	Program Level	Program	Minimum Credit/ Clock Hours Req.	Months/ Weeks (Length)	Fee P/ Credit Hour	Total Program Tuition
DEGREE PROGRAMS						
BUSINESS	MASTER	<input type="checkbox"/> MBA – BUSINESS ADMINISTRATION	30 Credit Hours	20 months	\$897	\$26,910.00
		<input type="checkbox"/> MS BUSINESS ADMINISTRATION (W/CONCENTRATION)	45 Credit Hours	24 months	\$897	\$40,365.00
		<input type="checkbox"/> MS HOSPITALITY MANAGEMENT	36 Credit Hours	16 months	\$897	\$32,292.00
	BACHELOR	<input type="checkbox"/> BS BUSINESS ADMINISTRATION	123 Credit Hours	41 months	\$410	\$50,430.00
	ASSOCIATE	<input type="checkbox"/> AS BUSINESS ADMINISTRATION	60 Credit Hours	20 months	\$410	\$24,600.00
		<input type="checkbox"/> AS INTERNATIONAL BUSINESS	60 Credit Hours	20 months	\$410	\$24,600.00
INFORMATION TECHNOLOGY	MASTER	<input type="checkbox"/> MS INFORMATION TECHNOLOGY	30 Credit Hours	20 months	\$897	\$26,910.00
		<input type="checkbox"/> MS CYBERSECURITY	30 Credit Hours	16 months	\$897	\$26,910.00
	BACHELOR	<input type="checkbox"/> BS INFORMATION TECHNOLOGY	123 Credit Hours	41 months	\$410	\$50,430.00
	ASSOCIATE	<input type="checkbox"/> AS INFORMATION TECHNOLOGY	60 Credit Hours	20 months	\$410	\$24,600.00
ENGINEERING	MASTER	<input type="checkbox"/> MS COMPUTER ENGINEERING	30 Credit Hours	20 months	\$897	\$26,910.00
	BACHELOR	<input type="checkbox"/> BS COMPUTER ENGINEERING	123 Credit Hours	41 months	\$410	\$50,430.00
HEALTH	MASTER	<input type="checkbox"/> MS HEALTHCARE MANAGEMENT	30 Credit Hours	20 months	\$897	\$26,910.00
		<input type="checkbox"/> MS NURSING	36 Credit Hours	12 months	\$897	\$32,292.00
	BACHELOR	<input type="checkbox"/> BS IN NURSING (RN TO BSN)	60 Credit Hours	12 months	\$410	\$24,600.00
EDUCATION	MASTER	<input type="checkbox"/> MS EDUCATION	36 Credit Hours	12 months	\$897	\$32,292.00
NON-DEGREE PROGRAMS						
DIPLOMA		<input type="checkbox"/> OFFICE ADMINISTRATOR	336 Clock Hours	8 months	N/A	\$8,840.00
		<input type="checkbox"/> NETWORK OPERATIONS (NOP)	192 Clock Hours	4 months	N/A	\$8,840.00
		<input type="checkbox"/> ENTREPRISE CLOUD PROFESSIONAL (ECP)	288 Clock Hours	6 months	N/A	\$13,260.00
		<input type="checkbox"/> INFOSEC PROFESSIONAL (ISP)	240 Clock Hours	4 months	N/A	\$13,260.00
		<input type="checkbox"/> COMPUTER INFORMATION TECHNOLOGY (CIT)	672 Clock Hours	14 months	N/A	\$28,000.00

Tuition Disclosures

Tuition and Fees: Are calculated & charged by semester based on the # credits the student is enrolled in. Semester charges = Tuition Fees + Semester Fees	Tuition is \$410.00 p/credit hour for undergraduate level programs, and \$897 p/credit hour for graduate level programs. Tuition is charged by semester depending on the number of credits of enrollment. Total Program Tuition is the costs p/credit multiplied by the number of credits.
	Tuition for Diploma programs is charged by program and not by the number of credits the student is enrolled in.
One-Time Fees	Semester Fees Per Credit: \$223.33 for Graduate programs, and \$40 for Undergraduate & Diploma Programs. Other fees apply if student retakes courses, registers additional or less credits, takes pre-requisites or other.
Learning Materials	There is a one-time application fee of \$50 for undergraduate/diploma programs, and \$100 for graduate programs. There is a one-time graduation fee of \$350.00 due at the beginning of the last semester prior to graduation.
Other Charges	Students should estimate approximate costs of textbooks to be \$100 to \$200 per course.
	Nursing Students may have additional charges related to Uniform, Drug Screening, background check fees, and other.

APPLICATION AND ENROLLMENT AGREEMENT

PROGRAM START DATE: _____ SEMESTER TERM: ☐ A ☐ B ☐ C ☐ D ANTICIPATED DATE OF GRADUATION: _____

CREDENTIAL TO BE AWARDED UPON COMPLETION OF THE PROGRAM SELECTED: _____

Upon successful completion of all requirements, courses, and the payment of all required tuition and fees, I will receive the above credential. Tuition for the program is shown. There is no carrying, interest, or service charges connected to any of these programs. Contracts are not sold to a third party at any time. A one- time non-refundable Application Fee must be paid at the time the Enrollment Agreement is signed.

GRADUATION REQUIREMENTS: a) Completion of program requirements as stated in the catalog, b) Minimum overall G.P.A. of 2.0 for undergraduate students and minimum overall G.P.A. of 3.0 for graduate students, c) Full payment of all fees and charges, d) Atlantis University offer placement assistance but cannot guarantee employment upon graduation; e) The University cannot guarantee transferability of credits. Students wishing to transfer credits to another school should inquire with the receiving institution to determine transferability of credits.

STEP 3: TUITION, PAYMENT PLANS AND TERMS OF PAYMENT

SELECT ONE ☐ I am paying the Application Fee of \$50.00 ☐ I am paying for the Application Fee of \$100.00
(For undergraduate/diploma programs) (For graduate degree programs)

TUITION AND PAYMENT PLANS: (Select one).

- ☐ **Plan One:** Full payment at time of signing enrollment agreement. Total: \$ _____
- ☐ **Plan Two:** Tuition and fees are paid per semester as follows: Payments in installments of \$ _____ per semester.
- ☐ **Plan Three:** Semester tuition payment schedule as follows: # of Payments: _____ of \$ _____ every _____.

TERMS OF PAYMENT Tuition for your Program	# OF SEMESTERS	\$ PER SEMESTER	WHEN PAYMENTS ARE DUE
\$ _____	_____	\$ _____	At the beginning of every term: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D

TERMS OF AGREEMENT: This agreement covers a tuition period of _____ semesters. Each semester is 16 weeks in length. And the program's estimated time of completion is _____ semesters. Terms of payment indicated are for the length of the program. Late fees may be assessed to past due balances. You may prepay the unpaid balance at any time. The student's transcript and degree will be withheld until all fees and financial obligations have been met.

STEP 4: CLASS SCHEDULE, TIME AND ATTENDANCE

☐ In Campus: ☐ Day ☐ Evening ☐ Online: _____ Beginning on: ____/____/____

STEP 5: CANCELLATION AND REFUND POLICY

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation from the program may be in writing or verbally.
- All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.
- Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with exception of the registration fee.
- For Students enrolled in Degree Programs: Courses can be added or dropped from the student's schedule during the first week of the course without penalties. Withdrawal or termination from the program after completion of the first full week of classes will result in no refund, and student will be responsible for the full cost of the semester.
- For Students enrolled in Diploma Programs: Courses can be added or dropped from the student's schedule during the first week of the course without penalties. Withdrawal or termination from the program prior to 40% completion of the program will result in a prorated refund of tuition based on the number of days completed divided by the number of days in the program. Cancellation after completing 40% of the program will result in no refund, and student will be responsible for the total cost of the program.
- Books and materials for degree programs are not included in the cost of tuition and are charged separately from the tuition. Upon withdrawal from the school, books and materials are returnable if they are in good "as new" condition within 20 days of withdrawal.
- The termination date for refund computation purposes is the last date of actual attendance by the student.
- Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the school.

Other Terms and Conditions. A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering the University while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply. AU will provide its graduates with assistance and job leads upon graduation but cannot guarantee job placement or employment.

For California Residents: The following applies to any student who resides in the State of California and enrolls in a distance education program at Atlantis University.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

APPLICATION AND ENROLLMENT AGREEMENT**STEP 6. READ, SIGN YOUR NAME, ADD TODAY'S DATE**

Do not sign this Application/Enrollment Agreement before you read it or if it contains any blank spaces. You are entitled to an exact copy of this signed document. Keep it to protect your legal rights.

Please read and initial the below statements:

- _____ I have read the terms and conditions contained in this Enrollment Agreement and understand that this agreement constitutes a binding contract upon written acceptance by the School.
- _____ I have read the catalog and am aware of my rights & responsibilities, and I understand and agree with University policies published in the catalog.
- _____ I have received a copy of this Application/Enrollment Agreement, signed by the school and me as student/parent.
- _____ I authorize the University to use any statements I write, and any individual or group photographs and/or videos of me for display in University publications and advertisements during and/or after my enrollment.
- _____ I have read and been provided the Graduation and Employment rates for the program(s) I am enrolling into.

Student Signature: _____ Date _____

Parent / Guardian signature if student is less than 18: _____ Date _____

Admissions Official: _____ Date _____

Authorized School Official: _____

Admissions Supervisor: _____ Date _____

Acceptance Date: _____

“International Student Scholarship”

Scholarship Scope:

Atlantis University has established the “Scholarship for International” to assist qualified applicants economically whom are community role models with a commitment towards advancing their post-secondary education to build a strong foundation towards their future career. The Scholarship is available to qualified prospective students that meet or exceed the eligibility criteria based on individual needs and circumstances.

Scholarship Eligibility and Award Criteria:

1. The recipient must be Exceptional International applicants and in good academic standing with a minimum undergraduate 2.5 GPA.
2. Recipients, after starting classes in Atlantis University, are required to maintain attendance in accordance with Atlantis University’s Policy; “Official Excused Absences” are allowed, “unexcused absences” can disqualify a student from retaining the awarded scholarship.
3. Recipients, after enrollment into Atlantis University, must maintain a 3.0 GPA or higher and be in good administrative standing for the duration of the entire academic program.
4. The scholarship award is determined based on GPA requirements, essay, and the applicant’s individual economic and personal needs.
5. The grant can be awarded between 10% to 50% of the tuition and fees for each academic year, the recipient is responsible for all other remaining tuition payments and fees.
6. The scholarship is applied per semester in the form of an institutional grant and credited towards the student’s ledger balance.

Applications must be submitted via the Admissions Department for review by the Atlantis University’s Scholarship Board for consideration and approval or denial based on applicant’s individual merits.

Disclaimer:

1. **Once Atlantis University exhausts the scholarship funds, it will no longer be available.**
2. **Atlantis University reserves the right to cancel the Scholarship without notice at any time.**
3. **This form does not constitute a binding contract with Atlantis University.**

STEP 1: Complete all required personal information below:

Full Name: _____ Date: ____ / ____ / ____
Month Day Year

Cell Phone: (____) ____ - ____ Home: (____) ____ - ____ Work: (____) ____ - ____

Email Address: _____ Occupation: _____

Date of Birth: ____ / ____ / ____ Social Security Number: ____ / ____ / ____
Month Day Year

Address: _____ City _____ State: _____ Zip: _____

STEP 2: Select one topic from the 3 choices bellow for the required essay:

Choose one topic from the list below and write your ESSAY response on a separate paper, with a minimum of 500 to 1000 words.

Please select 1 of the 3 following topics for your essay:

1. Why did you pick Atlantis University and how will this choice fit in with your academic and career goals?
2. How can your choice of education and career contribute to the growth of our community?
3. What do you believe makes Atlantis University different from other institutions of higher learning and how does it impact you?

State the reason(s) why you believe you should be awarded a Scholarship from Atlantis University on the last paragraph of your essay.

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. It is strictly prohibited and will disqualify your application. (Use the last 2 pages to write your essay).

STEP 3: Select your Program of Interest and Projected Class Start date:

Academic Program: _____ Class Start Date: _____ / _____ / _____
Month Day Year

STEP 4: Read, Sign and Date Scholarship Application:

(Initials) _____ I've read, understand and agree with the conditions for the Scholarship Application.

Student signature: _____ Date: _____ / _____ / _____
Month Day Year

FOR OFFICIAL SCHOOL USE ONLY (Do not write bellow this line):

(ATLANTIS UNIVERSITY SCHOLARSHIP REQUEST RESPONSE)

- a. () Scholarship Approved for the amount of \$ _____.
- b. () Scholarship Denied
- c. Effective Date: _____ / _____ / _____ Total Program tuition and fees \$ _____.
Month Day Year

Representatives of Atlantis University Scholarships Board:

Print Name: _____ Signature _____ Title _____

Print Name: _____ Signature _____ Title _____

Print Name: _____ Signature _____ Title _____

Scholarship Application Essay (Select Topic and write Essay bellow):

Print Name: _____ Signature: _____ Date: ____ / ____ / ____
Month Day Year

STATEMENT OF UNDERSTANDING (SOU)Terms and Conditions of Admission

This Statement of Understanding (SOU) for Terms and Conditions of Admissions as well as the procedures, policies and regulations referred within Atlantis University Student Catalog may be amended from time to time as required by Atlantis University Management. The Statement of Understanding (SOU) for of Admissions and the Enrollment Agreement signed through the admissions process constitute a binding contract between you and Atlantis University regarding your studies at this Institution in which you accept Atlantis University Terms and Conditions. If you have any questions or concerns about this Statement of Understanding (SOU) for Terms and Conditions, please contact Atlantis University Admissions Officer immediately.

Terms and Conditions of SOU:

- a) By signing this Statement of Understanding (SOU) which indicates Terms and Conditions of Admission, you understand, acknowledge and accept the terms and conditions hereinto.
- b) You are required to complete at least one (1) full academic year, which constitute two (2) consecutive semesters of studies in your chosen academic program at Atlantis University.
- c) You are responsible for the full amount of tuition and semester fees for the first academic year.
- d) All students, foreign and domestic, accepted for admissions after completing the enrollment process, are required to take a placement evaluation prior to the expected class start date, except for those students that graduated from a regionally or nationally accredited institution recognized by the U.S. Department of Education. The evaluation will enable the Atlantis University's Academic Department to establish a plan for individual students and proactively prepare them to successfully graduate from his/her academic programs. The student maybe required to take additional courses or participate on tutoring sessions to enhance their knowledge and skills. Atlantis University seeks to position its students to successfully graduate and advance in their chosen careers.
- e) By signing this Statement of Understanding you acknowledge, understand and agree to with the terms and conditions. Once your Admissions Officer receives your signed Statement of Understanding (SOU), it will enable Atlantis University to move forward with your admissions process, issue your Acceptance Letter and your I-20 so that you are able to request your student visa at your nearest US Embassy or Consulate. Also, if you are under 18 years of age, Atlantis University regulations requires the signature and date of student and at least one parent or legal guardian.
- f) I'm aware about each year tuition fees cost, material costs, insurance costs, accommodation costs and so on which I must pay during my entire duration of study period in the USA.
- g) Housing is mandatory for the first six month of the academic year.

Sincerely,

AU OFFICIAL
Department of International Studies

Date

Student Print Name

Date

Student Signature

Date



Authorization of Academic Credentials Translation and Evaluation Services

All students must provide the required education verification when enrolled at Atlantis University.

- Education verification must be submitted in the form of a High School Diploma and/or official certified high school transcript(s), or College Diploma and/or official certified college transcript(s) based on the selected academic program enrollment requirements prior to the expected class start date.
- All Diplomas and Academic Transcripts must be translated into English when in any other language by a recognized agency by the Florida Department of Education and Atlantis University.
- Translations of Diplomas and or Academic Transcripts must be evaluated to corroborate the education or equivalency level it represents when compared to a diploma or college level from an accredited institution in the United States, such as a High School Diploma, Associate, Bachelor, Master or Doctoral Degrees. In addition, it will also determine the number of credits awarded and academic years it represents.
- When a student is unable to obtain the diploma and/or official transcript(s), translation and/or evaluation prior to the projected class start date, the student will be allowed to sit in class and has 30 days to provide the required education verification documents, translation and evaluation. However, a copy of the diploma and/or transcript, as required, must be provided and placed in the student file for the student to be allowed to sit in class. Students that fail to obtain the required documents within the allowed time cannot remain in their Academic Program or transfer credits into Atlantis University.
- International Students that fail to comply with this policy will not be allowed to continue with their Academic Program and their I-20 can be terminated.
- If an official transcripts evaluation from a recognized agency by the Florida Department of Education and Atlantis University determines that the transcripts is not the equivalent to the suggested or expected level of education required to stay in the selected academic program, Atlantis University reserve the right to drop or remove the student from the selected academic program.

Please choose only one of the two following translation and evaluation service options:

First: Student's Initials (____) **I do** authorize Atlantis University to translate and evaluate my Official Academic Credentials with its own recognized agency and understand that I will be responsible to pay the full cost of the services rendered to Atlantis University within 30 days after being invoiced.

Second: Student's Initials (____) **I do not** authorize Atlantis University to translate or evaluate my Official Academic Credentials. I understand that by selecting this option, I have a maximum of 30 days after my class start to provide my Official Academic Credentials translation and evaluation from a recognized agency by the Florida Department of Education and Atlantis University in order to remain in my academic program and to be eligible to "transfer -in" any credits into Atlantis University.

Note: Atlantis University reserves the right to accept or reject any translation and or evaluation complete by any agency not approved by the Florida Department of Education or Atlantis University.

Attestation:

Student Print Name: _____ Signature: _____ Date: ____/____/____

Admissions Rep Print Name: _____ Signature: _____ Date: ____/____/____

**STATEMENT OF ACKNOWLEDGEMENT FOR TRANSCRIPTS
TRANSLATIONS AND EVALUATIONS.**

By signing this Statement of Acknowledgement, the student understands and agree to comply the following Atlantis University Enrollment and Academic Policies.

- a) All students must provide the required education verification when enrolled at Atlantis University.
- b) Education verification must be submitted in the form of official Diplomas and or certified high school or college transcripts base on the selected academic program prior to the expected class start.
- c) All Diplomas and or Academic Transcripts must be translated into English when in any other language by an approved and recognized translating agency by the Florida Department of Education and Atlantis University.
- d) In addition, the translation of the Diplomas and or Academic Transcripts must be evaluated to indicate the education or equivalency level it represents when compared to a diploma or college degree in the United States. Such as a High School Diploma, Associates, Bachelor, Master or Doctor's Degree. Additionally, it should also determine the number of credits awarded and academic years it represents.

Examples:

- 1. 60 college credits, 2 years of college, equivalent to Associates Degree.
 - 2. 90 college credits, 3 years of college, equivalent to Associates Degree.
 - 3. 120 college credits, 4 years of college, equivalent to Bachelor Degree.
- e) In cases where the student is unable to obtain the transcript evaluation prior to the class start, but has an official transcript translated to English, the student will be able to start and has 30 days to get it evaluated in order to allow credits to be transferred into Atlantis University.

I, _____ understand and agree to comply with Atlantis University's Enrollments and Academic Translation Evaluation Policies as indicated hereinto.

AU OFFICIAL
Department of International Studies

Date

Student Print Name

Date

Student Signature

Date