

## ADMISSIONS APPLICATION

10395 NW 41st Street Suite 125, Doral, FL 33178

Phone: (305) 629-2929 Fax: (786)360-2390

Website: <http://www.sanignaciouniversity.edu>

E-mail: [info@sanignaciouniversity.edu](mailto:info@sanignaciouniversity.edu)

### I. ADMISSIONS PROCESS

The admissions process ensures that all applicants are guided to our initial process. It is the goal of the Admissions Coordinator to ensure all applicants revised all necessary information and meet our entrance requirements. The admission process involves the following steps:

1. You will be assigned an Admissions Coordinator from San Ignacio University.
2. The Admissions Coordinator will review all requirements and documentation you will need to present and submit to apply for one of our programs.
3. If applying for a scholarship, please review the application and process.
4. All documentation must be presented before the beginning of the classes. Students can not start classes if they don't have a complete admission's file.

### II. REQUIREMENTS

To complete the admissions process, the candidate must meet and submit the following requirements:

#### Domestic Student

1. A completed signed and dated admission application
2. Application fee \$80.00 (\*) made payable to San Ignacio University
3. For Undergraduate Programs: Copy of high school diploma or a copy of the GED (General Education Diploma) or High School Transcripts. For undergraduate transfer students, official transcripts in a sealed envelope must be submitted. All documents and educational credentials, if they are not in English and/or don't come from a USA institution, must be translated and evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES). For a complete list of approved evaluation services, please visit: [www.naces.org](http://www.naces.org)
4. For Graduate Programs: Copy of bachelor degree diploma or transcripts. For graduate transfer students, official transcripts in a sealed envelope must be submitted. All documents and educational credentials, if they are not in English and/or don't come from a USA institution, must be translated and evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES). For a complete list of approved evaluation services, please visit: [www.naces.org](http://www.naces.org)
5. Copy of valid Government Issued Picture Identification (upon admissions)

#### International Student

1. Completed signed and dated international application form
2. Application fee \$80.00 (\*) made payable to San Ignacio University
3. Financial statement or certified bank letter in English demonstrating full tuition funds available, along with living expenses capability to cover a minimum of one year (12 months) of tuition and fees, books and supplies, living and any other necessary expenses during your studies. (Amounts must be in or converted to USD currency).
4. Affidavit of support form if there is a sponsor.

5. For Undergraduate Programs: Copy of high school diploma or a copy of the GED (General Education Diploma) or High School Transcripts. For undergraduate transfer students, official transcripts in a sealed envelope must be submitted. All documents and educational credentials, if they are not in English and/or don't come from a USA institution, must be translated and evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES). For a complete list of approved evaluation services, please visit: [www.naces.org](http://www.naces.org)
6. For Graduate Programs: Copy of bachelor degree diploma or transcripts. For graduate transfer students, official transcripts in a sealed envelope must be submitted. All documents and educational credentials, if they are not in English and/or don't come from a USA institution, must be translated and evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES). For a complete list of approved evaluation services, please visit: [www.naces.org](http://www.naces.org)
7. If a student's native language is not English, proficiency in English must be established by one of the following options:
  - a. Satisfactory Standardized Test Score as PTE (54), TOEFL (70 - IBT) or IELTS (6.0).
  - b. San Ignacio University English Test
  - c. Proof of graduating from a college or high school where English is the primary mode of instruction.
  - d. Completing an ESL program at an institution that is recognized by the U.S. Department of Education.
  - e. Completing an ESL program at San Ignacio University
8. Copy of a valid passport (upon admissions)
9. Copy of SEVIS / I-901 Receipt <https://www.fmifee.com>

(\*). Cancellation of 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. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

## Admissions Application

*Please print all information  
The applicant must sign the form.*

### Applicant Information

**I am applying for the term beginning:**  January/ Spring     May / Summer     September / Fall    Year \_\_\_\_\_

**Academic Degree**    Associate     Bachelor     Master     **Preferred Schedule:**    AM  PM

**Academic Program**    Marketing     Culinary     Business     International Business     Hospitality Management     Education

**Certificate Program**    Baking and Pastry Diploma

**Occupation**    Student     Employee     Other  \_\_\_\_\_ Place of employment \_\_\_\_\_

**Choose your student type:**    Freshman (First time)     Transfer     Re-entry     International Student (Seeking F-1 )

### General Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State /Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email \_\_\_\_\_ Gender    Male  Female

Social Security Number (U.S. student only) \_\_\_\_\_ Date of Birth ( Month / Day /Year \_\_\_\_\_

Are you a citizen of the United States? Yes  No  Are you a permanent resident of the United States? Yes  No

Have you ever been convicted of a felony? Yes  No  If yes, explain \_\_\_\_\_

Do you have any allergies? \_\_\_\_\_

I heard about San Ignacio University from:    Instagram  Facebook  Twitter  TV  Newspaper / Magazine  School fair  Website

Radio  Family or Friend  Internet Search  School Counselor  Email  Other : \_\_\_\_\_

The Department of Education requires institutions of higher education who receive Federal Assistance to report minority group student enrollment

**Please Check the appropriate box**    Black  American Indian  Asian  White  Hispanic  Two or More Races  Other \_\_\_\_\_

### Emergency Contact Information

Name and Last Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State / Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Reference / Name and Last Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### High School / College or University Information

Please list the more recent schools you have attended from which you graduated

Name of Institution	City	State	Zip Code	Country	Date of Attendance	Graduation Date

By submitting this application, I certify to San Ignacio University that all the information in this application and in my supporting documentation is true. I authorize San Ignacio University to receive my official high school or college/university official transcripts that I have requested. I allow San Ignacio University to contact and share information with issuing institutions or other appropriate third parties for the purpose of verifying any documentation or information I have provided. I understand and agree that the university may revoke my acceptance or enrollment if any information submitted by me is false. If enrolled at San Ignacio University, I agree that I will satisfy all financial obligations incurred by me and comply with and uphold the policies, rules, and regulations of the University.

Applicant's Signature (Parent's/Guardians' signature if the applicant is under 18 years old of age) \_\_\_\_\_ Date \_\_\_\_\_

**International Student** (Only students seeking F-1 visa must complete this section)

**Legal Name (on passport)** \_\_\_\_\_  
 Entire Last Name                      First / Given                      Middle or Maiden

**Email (Confirm)** \_\_\_\_\_ **Country of Birth** \_\_\_\_\_

**Country of Citizenship** \_\_\_\_\_ **Country of Residence** \_\_\_\_\_

**U.S. Address (if available)** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **Phone (in U.S.)** \_\_\_\_\_

**Foreign Address (in home country)** \_\_\_\_\_

**City** \_\_\_\_\_ **Province / Territory** \_\_\_\_\_ **Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**Please check box where you wish admission correspondence to be mailed**    U.S. Address     Foreign Address     Other  (if other complete below)

**Other** (Address where documents should be sent) \_\_\_\_\_

**City** \_\_\_\_\_ **Province / Territory** \_\_\_\_\_ **Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**Who will provide evidence of financial support?**    Sponsor     Myself     **Financial Support funds available** (U.S. Dollars)    \$ \_\_\_\_\_

**Do you have any dependents?**    Yes     No

**If you are already in U.S. and changing status to F-1 student visa**

**What visa status do you presently hold?** \_\_\_\_\_ **I-94 Expiration Date:** \_\_\_\_\_

**If you are a transfer student with a current I-20**

**Name of school attended** \_\_\_\_\_ **Dates attended** \_\_\_\_\_

**Currently Enrolled**    Yes     No     **Do you have any dependents currently on an I-20**    Yes     No

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