

## 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](http://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: Why you chose Atlantis University?  
Why you chose your program of study?  
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 \_\_\_\_\_

(For official use only)

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**Student Profile Form**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Family/Last Name: \_\_\_\_\_

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

*Street**City**State/Country**Zip Code*

Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Work Status:  Unemployed  Employed - Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Hours: From: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Salary Range (USD): (Under)  \$20,000 (Over)  \$20,000  \$35,000  \$50,000  \$75,000

We are required by the state of Florida to provide the following information in our annual reports:

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Sex:  Male  FemaleRace:  Caucasian  African American  Hispanic  Asian  Native American  Other: \_\_\_\_\_ US Citizen:  US Resident:  Foreign National: (Country \_\_\_\_\_) Florida Resident  Other State (Specify: \_\_\_\_\_)  International StudentEducation Level:  High School Diploma (Graduation Year : \_\_\_\_\_)  GED (Year \_\_\_\_\_) Some College  Associate Degree  Bachelor Degree  Master  PhD/Dr

Program of Interest: \_\_\_\_\_

How soon you plan to begin your studies? \_\_\_\_\_

How did you learn about ATLANTIS University? \_\_\_\_\_

The purpose for this 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.

HOW WOULD ADVANCING YOUR EDUCATION HELP YOU ACHIEVE YOUR PERSONAL, PROFESSIONAL AND CAREER GOALS? \_\_\_\_\_

WHERE DO YOU ENVISION YOURSELF IN 3 TO 5 YEARS WITH ADDITIONAL SKILLS AND EDUCATION? \_\_\_\_\_

FOR HOW LONG HAVE YOU BEEN THINKING ABOUT ADVANCING YOUR EDUCATION AND LEARN NEW SKILLS? \_\_\_\_\_

WHAT DIFFERENCE DOES ADDITIONAL SKILLS AND EDUCATION FROM ATLANTIS UNIVERSITY WOULD DO FOR YOU? \_\_\_\_\_

WHAT INSPIRED OR MOTIVATED YOU TO MOVE FORWARD WITH YOUR EDUCATION TODAY? \_\_\_\_\_

WHAT MAKES YOU FEEL THAT YOU ARE PREPARED TO ADVANCE YOUR EDUCATION? \_\_\_\_\_

WHO IS THE PERSON(S) THAT YOU VALUE THEIR OPINION THE MOST WHEN MAKING MAJOR DECISIONS AND WHY? \_\_\_\_\_

HOW DO YOU PLAN TO FUND OR PAY FOR YOUR EDUCATION? \_\_\_\_\_

**“LET’S GO OVER OUR PROGRAMS, COST, FINANCIAL ASSISTANCE, SCHEDULE AND ALL THE INFORMATION YOU NEED TO MAKE AN INFORMED DECISION ABOUT YOUR EDUCATION AND FUTURE CAREER”**

**PLEASE DO NOT WRITE BELOW THIS LINE  
"Admissions Officer Comments Only"**

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**Admissions Officer English Oral Evaluation: (Excellent - Highest Ranking)**

Excellent     Above Average     Average     Below Average     Poor

**Admissions Officer Recommendation for Acceptance at Atlantis University**

Recommended for Acceptance     Not Recommended for Acceptance

Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Admissions Officer Print Name: \_\_\_\_\_

Admissions Officer Signature: \_\_\_\_\_

## APPLICATION AND ENROLLMENT AGREEMENT

### STEP 1: COMPLETE PERSONAL INFORMATION

I hereby apply for enrollment at ATLANTIS UNIVERSITY. A 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 [ \_\_\_\_\_ ] Work phone [ \_\_\_\_\_ ] Cell phone [ \_\_\_\_\_ ]  
 Date of birth: \_\_ / \_\_ / \_\_ Social Security # \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email Address: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Name of Emergency Contact (Relationship): \_\_\_\_\_ Home Phone [ \_\_\_\_\_ ]

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

I hereby apply for admission to the Program indicated below. I agree to follow the requirements and upon the successful completion of all courses and the payment of all required tuition and fees, I will receive a:

Masters  Bachelor of Science  Associate of Science  Diploma  Other

**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 ends one week after the first day of class.

Program Level Check one from list below	Program	Credit/Clock Hours Required	Months/Weeks For Graduation	Fee per Credit	Total Program Tuition Due
<b>DEGREE</b>					
<input type="checkbox"/> Master Degree Program	<input type="checkbox"/> Master of Business Administration (MBA) <input type="checkbox"/> Master of Information Technology <input type="checkbox"/> Computer Engineering <input type="checkbox"/> Healthcare Management	30 Credit Hours	20 months	\$897 Per credit hour	\$26,910.00 Plus books, registration and fees
<input type="checkbox"/> Bachelor of Science Degree	<input type="checkbox"/> Business Administration <input type="checkbox"/> Management Information Systems <input type="checkbox"/> Computer Engineering <input type="checkbox"/> Business Administration <input type="checkbox"/> International Business <input type="checkbox"/> Computer Information Technology	123 Credit Hours	41 months	\$410 Per credit hour	\$50,430.00 Plus books, registration and fees
<input type="checkbox"/> Associate of Science Degree	<input type="checkbox"/> Business Administration <input type="checkbox"/> International Business <input type="checkbox"/> Computer Information Technology	60 Credit Hours	20 months	\$410 Per credit hour	\$24,600.00 Plus books, registration and fees
<b>DIPLOMA</b>					
<input type="checkbox"/> Business Diploma Program	<input type="checkbox"/> Office Administrator	336 Clock Hours	8 months	N/A	\$10,500.00 Plus books, registration and fees
<input type="checkbox"/> IT Diploma Program	<input type="checkbox"/> Computer Network Technician (CNT)	192 Clock Hours	4 months	N/A	\$7,500.00 Plus books, registration and fees
	<input type="checkbox"/> Microsoft IT Professional (MITP)	288 Clock Hours	6 months	N/A	\$11,250.00 Plus books, registration and fees
	<input type="checkbox"/> Systems & Network Administrator (SNA)	192 Clock Hours	4 months	N/A	\$7,500.00 Plus books, registration and fees
	<input type="checkbox"/> Computer Network Professional (CNP)	672 Clock Hours	14 months	N/A	\$14,650.00 Plus books, registration, and fees
<b>Tuition</b>	Tuition is \$410.00 per credit hour for undergraduate level programs, and \$897 per credit hour for graduate level programs. Tuition is charged by semester depending on the number of credits the student is enrolled in. The total amounts for tuition listed are the cost per credit hour and/or program multiplied by the number of credit hrs. Tuition for Diploma programs is charged by program and not by the number of credits the student is enrolled in.				
<b>Application Fee</b>	There is a one-time application fee of \$50 for undergraduate/diploma programs, and \$100 for graduate programs.				
<b>Other Fees</b>	Fees are charged by semester and are calculated on a semester basis depending on the number credits the student is enrolled in during the semester: * Undergraduate and Diploma Programs Semester Fee Per Credit: \$40.00 * Graduate Programs Semester Fee Per Credit: \$223.00 * A one-time \$325 Graduation Fee is due in the last semester prior to graduation.				
<b>Books/Learning Materials</b>	Approximate costs are \$100 to \$200 per course.				

PROGRAM START DATE: \_\_\_\_\_ SEMESTER TERM:  A  B  C  D ANTICIPATED DATE OF GRADUATION: \_\_\_\_\_

CREDENTIAL TO BE AWARDED UPON COMPLETION OF THE PROGRAM SELECTED:  Degree  Diploma \_\_\_\_\_

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 Application Fee must be paid at the time the Enrollment Agreement is completed.

GRADUATION REQUIREMENTS: a) Completion of Hours and Services as stated in the catalog for the program, b) Overall G.P.A. of 2.0 or higher for undergraduate students and an overall G.P.A. of 3.0 or higher for all graduate students, c) Full payment of all fees and charges, d) Atlantis University cannot guarantee placement upon graduation; however, AU does offer placement assistance, e) Atlantis University cannot guarantee transferability of credits. Students wishing to transfer credits from AU to another institution should inquire with the receiving institution to determine transferability of credits.

## APPLICATION AND ENROLLMENT AGREEMENT

### STEP 3: TUITION, PAYMENT PLANS AND TERMS OF PAYMENT

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

**TUITION AND PAYMENT PLANS:** (Select one).

- Plan One:** Full payment at time of signing enrollment agreement. Total: \$ \_\_\_\_\_
- Plan Two:** Payment Schedule as follows: \_\_\_\_\_ Payments in installments of \$ \_\_\_\_\_ each.

TERMS OF PAYMENT Total cost of Tuition for your Academic Program	NUMBER OF PAYMENTS	AMOUNT PER PAYMENT	WHEN PAYMENTS ARE DUE
\$ _____	_____	\$ _____	Beginning On ____/____/____ and on the same day each: <input type="checkbox"/> Week <input type="checkbox"/> By-weekly <input type="checkbox"/> Month <input type="checkbox"/> Other

**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.

Beginning On \_\_\_\_/\_\_\_\_/\_\_\_\_ and from: \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

- Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Online

### 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 third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the 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 site 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. The University will provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.

### STEP 5. READ, SIGN YOUR NAME, ADD TODAY'S DATE

**Notice to student:** 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.

- \_\_\_\_\_ I have read the terms and conditions contained in this Application/Enrollment Agreement and understand that  
 This agreement constitutes a binding contract upon written acceptance by the School.  
 \_\_\_\_\_ I have received a copy of the current catalog and have read it.  
 \_\_\_\_\_ I have received a copy of this Application/Enrollment Agreement, signed by the school and me as student/parent.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature if student is less than 18 \_\_\_\_\_ Date \_\_\_\_\_

#### FOR SCHOOL USE ONLY

Payment has been received in the amount of \$ \_\_\_\_\_

Date \_\_\_\_\_

Signature of Director of Admissions: \_\_\_\_\_

Title \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Signature of Authorized School Representative: \_\_\_\_\_

Title \_\_\_\_\_

**Credit Card Authorization**

For your convenience, you may pay your application fee by credit card

- a. \$50.00 USD Undergraduate Programs
- b. \$100 USD for Graduate Programs
- c. \$300.00 USD deposit to pay for shipping and handling of any documents including the I-20 and Letter of Admission. Any unused deposit will be credited to the first semester's tuition or refunded to the applicant

I, \_\_\_\_\_, give Atlantis University permission to

**Charge \$** \_\_\_\_\_

MasterCard  Visa  American Express Card\* to pay for tuition or fees on:

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

*\*A photocopy of the front and back of credit card is needed for verification.*

**Credit Card Number:**

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Expiration date: \_\_\_\_\_ / \_\_\_\_\_ (Month/Year) Security Code \_\_\_\_\_

Signature of Credit Card Holder: \_\_\_\_\_

Print name as it appears on card:

\_\_\_\_\_

Address of Credit Card Holder: \_\_\_\_\_  
\_\_\_\_\_

Phone number of Credit card Holder: [ \_\_\_\_\_ ] \_\_\_\_\_ - \_\_\_\_\_

Yellow copy of the credit card transaction will be email to you.

**Note:** We will only accept US bank checks, credit cards, cash, or wire transfers.

**REQUEST FOR I-20**  
PLEASE RETURN THIS DOCUMENT SO THAT WE CAN ISSUE A SEVIS I-20 CORRECTLY

Date \_\_\_\_\_  
Family Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Initial: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Country of birth: \_\_\_\_\_  
Citizen of: \_\_\_\_\_  
ISSUED FOR: \_\_\_\_\_  
Initial Attendance: \_\_\_\_\_  
Continued Attendance: \_\_\_\_\_  
School Transfer: \_\_\_\_\_

Name of School (if transferring within the US): \_\_\_\_\_  
Number of Dependents (if traveling with you): \_\_\_\_\_  
Full name of Dependents: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Degree of Education you will take here at Atlantis University: \_\_\_\_\_  
Associates: \_\_\_\_\_  
Bachelors: \_\_\_\_\_  
Diploma or Certificate Program \_\_\_\_\_  
Expected start date: \_\_\_\_\_  
Completion date: \_\_\_\_\_  
(we complete this) English Proficiency: (yes) (no)  
Tuition: \_\_\_\_\_ Amount of sponsorship in U.S Dollars \_\_\_\_\_  
Name of Sponsor: \_\_\_\_\_  
Annual Living Expenses: \_\_\_\_\_  
Books: \_\_\_\_\_  
Students support Total 12 months: \_\_\_\_\_  
If you are a transfer student with an existing I-20, please attach a copy of the I-20 and the I-94  
card/Passport Current Address: \_\_\_\_\_

Address in the USA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SCHOLARSHIP REQUEST FORM

## INSTITUTIONAL GRANT

ID No. \_\_\_\_\_

**STEP 1: Read Information about the scholarship**

The grant has been established to assist students who have satisfactory academic progress and have a commitment toward maintaining good standing. The grant is available to all Atlantis University students. The applicant must apply for the grant annually. The eligibility criterion includes the following:

1. Student is active and in good academic standing with a 3.0 grade point average
2. Student maintains perfect attendance in accordance with the University's Attendance Policy.
3. Student is in current status with their payments (no more than 30 days late on any payment)

The grant award can reach up to \$\_\_\_\_\_ for each academic year (\$\_\_\_\_\_ per semester). The grant is applied every semester in the form of an institutional grant and applied directly to the student's ledger card. The award is determined based on GPA requirements and the dollars paid toward the student's payment. Applications must be submitted to the University's Registrar office. Once the funds are spent the scholarship will no longer be available and ATLANTIS UNIVERSITY reserves the right to stop the Scholarship Program without notice at any time.

**STEP 2: Completely Fill Out your information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: [ ] \_\_\_\_\_ Cell Phone: [ ] \_\_\_\_\_ Work Phone: [ ] \_\_\_\_\_  
 Date of Birth: \_\_/\_\_/\_\_ Social Security #: \_\_/\_\_/\_\_ Occupation: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Name and  
 relationship of closest relative: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone:[ ] \_\_\_\_\_ Cell: [ ] \_\_\_\_\_

**STEP 3: Fill Out Information on Selected Program of Study**

Program for which you are applying to receive a Scholarship
(Check one from the list below)
<input type="checkbox"/> Master Degree
<input type="checkbox"/> Bachelor Degree
<input type="checkbox"/> Associate Degree
<input type="checkbox"/> Certificate / Diploma Programs

- P/Semester
- P/ Program
- P/ Course

Program Name: \_\_\_\_\_ Tuition Cost: \_\_\_\_\_

Program Start date: \_\_\_\_\_ \$ Anticipated Graduation Date: \_\_\_\_\_

# SCHOLARSHIP REQUEST FORM

## INSTITUTIONAL GRANT

### STEP 4: RESPOND TO SCHOLARSHIP APPLICATION QUESTION (ESSAY)

Choose only one question from the list below and write your response in the space provided:

- 1) Why did you pick Atlantis University? How will this choice fit in with you career goals?
- 2) How has your education contributed to who you are today? And how does an AU Degree fit with your professional and personal goals?
- 3) Why did you pick AU for your education? State the reasons why you should be awarded a Scholarship at ATLANTIS UNIVERSITY for the program of your choice.

Your response should be at least one page in length. Use a separate piece of paper and attach.

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### STEP 5. Read, Sign Your Name, Add Today's Date

\_\_\_\_\_ I have read the conditions contained in the Scholarship Application and understand that this form does not constitute a binding contract with the University.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR SCHOOL USE ONLY</b>		Date: _____
<b>ATLANTIS UNIVERSITY RESPONSE TO SCHOLARSHIP REQUEST</b>		
SCHOLARSHIP APPROVED FOR THE AMOUNT OF \$ _____		
SCHOLARSHIP DISAPPROVED. _____		
University Directors:		
Name _____	Title _____	Date _____
Name _____	Title _____	Date _____
Name _____	Title _____	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** **Date**  
Director Department of International Studies

\_\_\_\_\_  
**Student Print Name** **Date**  
\_\_\_\_\_  
**Student Signature** **Date**

**Authorization of Academic Credentials Translation and Evaluation Services:**

- a) All students must provide the required education verification when enrolled at Atlantis University. Education verification must be submitted in the form of official Diplomas and or official (certify) high school or college transcripts based on the selected academic program enrollment requirements prior to the expected class start date.
- b) All Diplomas and Academic Transcripts must be translated into English when in any other language by an Agency recognized and approved by the Florida Department of Education and Atlantis University.
- c) Translations of 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 Doctors Degrees. In addition, it will also determine the number of credits awarded and academic years it represents.
- d) When a student is unable to obtain the transcripts translation and or evaluation prior to the class start, the student will be allowed to sit in class and has **30 days** to provide the translation and or evaluation for the student to remain in class and to transfer credits into Atlantis University.
- e) Students without an Official Academic Credentials translation and or evaluation recognized and approved by the Florida Department of Education and Atlantis University **within 30 days** after the class start **will not** be allow to “transfer-in” any credits based on the credentials aforementioned.

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

- 1.** Student’s Initials (\_\_\_\_\_) I **do** authorize Atlantis University to translate and evaluate my Official Academic Credentials with its own approved 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.
- 2.** 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 or evaluation from an approved and recognized agency by the Florida Department of Education and Atlantis University in order to remain in my academic program and 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.**

I, \_\_\_\_\_ (Student), understand and agree to comply with all Atlantis University’s Admissions Academic Credentials Translation and Evaluation Policies indicated hereinto.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admissions Officer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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**

**PROMISSARY NOTE**

**AGREEMENT TO PAY TUITION DEPOSIT**

I, \_\_\_\_\_ understand that this is a formal, legal, and binding document with no coercion or pressure. I agree to pay ATLANTIS UNIVERSITY a non-refundable tuition deposit in the amount \$2500.00 USD through wire transfer within two weeks of obtaining a student visa (based upon an I-20 issued by ATLANTIS UNIVERSITY).

I understand that this deposit is non-refundable and covers tuition fees only. It is not applicable towards other fees; health insurance, housing or other costs.

Failure to comply with this regulation may result in delay of your class start or I20 cancellation.

If you choose to transfer out to another institution, any balance in deposit account will be forfeited and will not be refunded.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Name (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Name (printed)

\_\_\_\_\_  
Agent Signature (signature)

\_\_\_\_\_  
Date