

## MADRID CAMPUS ADMISSION APPLICATION

Calle de la Viña, 3  
28003 Madrid, Spain

Tel (34) 91 533 5935  
Fax (34) 91 534 5024

admissions@suffolk.es  
[www.suffolk.es](http://www.suffolk.es)

SUFFOLK  
UNIVERSITY  
BOSTON | MADRID | DAKAR

## ABOUT SUFFOLK UNIVERSITY MADRID CAMPUS

### Suffolk University in Madrid

Suffolk University is a private university with campuses in Boston, Massachusetts; Dakar, Senegal; and Madrid, Spain. Founded in 1906, the University offers and inspires academic excellence in a community rich in cultural diversity.

The Madrid Campus was established in 1995 and was founded on the conviction that study in a foreign context, when appropriately directed, not only is exciting and challenging but also releases new personal and intellectual potentials, often to a student's professional advantage. At Suffolk Madrid, the students are truly international, hailing from Spain; other countries in Europe, Africa, and Asia; and the United States.

Suffolk University's Madrid Campus offers a unique opportunity for students to begin a bachelor's degree program in Spain following the American university model and subsequently complete their degree at Suffolk's main campus in Boston. For up to two years in Madrid, students complete the majority of the core courses that form the basis of an American bachelor's degree. The flexible American university system allows students to wait until the end of their second year before declaring a major or specialty.

### Accreditation

Suffolk University Boston, Madrid, and Dakar are accredited by the New England Association of Schools and Colleges, Inc. (NEASC), as well as the Association to Advance Collegiate Schools of Business (AACSB) International, the American Chemical Society, American Bar Association, National Association of Schools of Public Affairs and Administration, American Association of Law Schools, the Council for Interior Design Accreditation, and the National Association of Schools of Art and Design (NASAD). The Madrid Campus is authorized by the Consejería de Educación y Cultura de la Comunidad de Madrid, the official educational body within the Madrid regional government.

### Our Location

In Spain's elegant capital city, a stroll around town is also a walk through time. See the art collections of kings at the world-famous Prado Museum, or catch a play at the Royal Theater. Enjoy tapas in the cozy restaurants that ring the city's squares, such as the seventeenth-century Plaza Mayor or the even older Plaza de la Villa. Rent a canoe or simply watch the world go by in peaceful Parque del Buen Retiro. Wherever you roam, you will find architectural and artistic treasures from Madrid's rich past—not to mention the welcoming locals of today.

Suffolk University's Madrid Campus is located within the university district, assuring constant, direct contact with Spanish collegiate life.

Located in the heart of Spain, Madrid is an ideal starting point for visiting the country's colorful cities and breathtaking countryside.

### International Faculty

Professors here boast academic training and teaching experience in universities around the world. All have a strong commitment to teaching and a sincere interest in their students. Classroom learning is complemented by outside activities that may include excursions and directed studies on a particular subject.

### Classes

Suffolk Madrid provides students with individualized attention in the tradition of the American university system. The average class size is 15 students—the perfect learning environment for interactive and dynamic classroom discussions. In this small atmosphere, the professors get to know their students and encourage them to ask questions and participate in the academic dialogue.

## GENERAL ADMISSION INFORMATION

### Student Visas

Students with citizenship from outside the European Union will generally be required to obtain a student visa from the Spanish Consulate nearest their home prior to coming to Spain. Students needing such a visa will receive certification of their admission to Suffolk University Madrid Campus as part of the documentation to be submitted in the visa application process. The Spanish Consulate may require proof of full payment of all University fees before the visa will be granted. Applicants are encouraged to contact the Spanish Consulate in order to ascertain the other necessary documentation, as well as the length of the visa application process.

### International Testing Policies

#### International Baccalaureate (IB) Policy

Students who have completed the full IB Diploma with a total of 28 or more points are eligible for sophomore standing. Students who earn fewer than 28 points may receive 6 credits for each higher-level examination passed with a score of 4, 5, 6, or 7.

#### A Level Policy

Suffolk awards credit for scores of C and higher for degree candidates with A Level results. Five strong O Level passes are required for admission.

#### Advanced Placement (AP) Policy

Suffolk awards AP credit for students with scores of 3, 4, and 5. Please consult [www.suffolk.edu/admission/aptest.html](http://www.suffolk.edu/admission/aptest.html).

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## Costs

Please consult our Web site at [www.suffolk.es](http://www.suffolk.es) for current information on our tuition and fees.

## Financial Assistance

Students who are US citizens or permanent residents may be eligible for government and private sources of financial aid. Financial aid information and forms are available on our Web site at [www.suffolk.es](http://www.suffolk.es). Additionally, institutional merit scholarships are available to academically exceptional students. For further information, contact the Madrid Office of Admission.

### TO CONTACT US:

Suffolk University Madrid Campus  
Office of Admission  
Calle de la Viña, 3  
28003 Madrid, SPAIN

Tel (34) 91.533.5935  
Fax (34) 91.533.7369 / 91.534.5024  
admissions@suffolk.es  
[www.suffolk.es](http://www.suffolk.es)

## ADMISSION INSTRUCTIONS

### Accepted Application Forms:

- Suffolk Madrid paper application—downloadable at [www.suffolk.es](http://www.suffolk.es).
- Suffolk Madrid online application—available at [www.suffolk.es](http://www.suffolk.es).
- Common Application—You may obtain copies of the Common Application from your high school guidance office or at [www.commonapp.org](http://www.commonapp.org).

**IMPORTANT**—*This application is NOT for students who are classified as visiting study abroad students. A study abroad student is one who is currently enrolled in a college or university but who wishes to study at another university in another country for either one or more semesters and then return to her/his original university to complete her/his university studies.*

*Applicants for admission to Suffolk University may submit their application and credentials to only one of the University's three campuses (Boston, Madrid, and Dakar) at any time. Applications to more than one campus will not be accepted.*

## Determine your application status and put an X in one of the two boxes:

### Freshman/First-Year Student

You can apply to Suffolk University Madrid Campus as an incoming freshman if you are currently enrolled in high school/secondary school or if you have recently graduated with no previous college or university-level study, and you wish to enter a university to earn an undergraduate/bachelor's degree.

### Transfer Student

You can apply to Suffolk University Madrid Campus as a transfer student if you have been or are currently enrolled in a college or university undergraduate program, you have completed or are completing coursework for credit, and you wish to transfer to Suffolk University Madrid Campus to continue your studies to earn an undergraduate/bachelor's degree.

## Admission Requirements

### Freshman/First-Year Students:

Freshman/first-year applicants to Suffolk University Madrid Campus must present evidence of successful completion of academic work on the high school/secondary level or its equivalent. All high school transcripts and supporting documents received by the Madrid Office of Admission must be originals and/or officially certified photocopies of originals. (Examples of official documents include official examination results such as A and O Levels, Abitur, Baccalaureate, International Baccalaureate, WAEC, etc.) Official English translations, when appropriate, must accompany documents.

### Transfer Students:

Transfer applicants must present documents of all university/post-secondary educational work completed (whether or not the student requests a transcript evaluation for transfer credit). This is in addition to the above-mentioned credentials requested of freshman applicants. All credentials must be originals or officially certified photocopies, with official English translations when appropriate. In certain cases, some credentials may be referred to a professional evaluation service, at the student's expense, for evaluation prior to admission.

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## Bachelor of Fine Arts Students:

Graphic design, fine arts, and interior design program applicants are required to submit a portfolio as part of the admission process. This is an additional requirement for admission to the New England School of Art & Design at Suffolk University (NESADSU).

**Freshman Portfolio** – 12 to 15 examples of recent, original, finished work are required.

**Transfer Portfolio** – Transfer candidates who have completed studio courses at an accredited college or university should be prepared to present an extensive portfolio (5 to 10 pieces per course).

For a complete description of the portfolio requirement, please consult the NESADSU admissions page at [www.suffolk.edu/nesad/admissions/portfolio.html](http://www.suffolk.edu/nesad/admissions/portfolio.html).

## Application Essay

All applicants are asked to prepare an essay which will assist the admission committee in evaluating writing and critical thinking abilities. A choice of topics is listed in the application, item 30.

## Examinations

### English Proficiency:

An English language examination result, such as TOEFL, ELPT, IELTS, CPE, CAE, or FCE, is required of all candidates for whom English is not the primary language. A minimum score of 525 on the paper-based TOEFL, 197 on the computer-based TOEFL, 71 on the Internet-based TOEFL, or 956 on the ELPT is required for admission to all undergraduate degree programs. Test results must be forwarded directly from the College Board in Princeton, New Jersey. The College Board code number for Suffolk University Madrid Campus is 4195.

### SAT:

Required of all freshman applicants whose primary language is English. The College Board code number for Suffolk University Madrid Campus is 4195.

## Suffolk University Madrid Campus Placement Tests:

Tests for placement into English, Spanish, and mathematics classes will be administered during the mandatory orientation and registration sessions that take place in September and January.

## US Citizens Living Abroad

Complete item 19 on the application.

## Application Instructions

Please print clearly and answer all questions. Write “N/A” (not applicable) whenever a question does not apply. **Your application must be signed and dated.** Incomplete applications experience delays. Be certain to review your application and all credentials before submitting them to the Suffolk University Madrid Office of Admission.

## Application Deadline

Students should begin the application process well in advance of the semester in which they plan to enroll, since they must provide the Madrid Office of Admission with all required materials and documentation in order to be considered for admission.

## September semester

**March 1:** Priority filing date—Students applying for US (FAFSA) funding are encouraged to apply before this date. First preference regarding scholarship consideration and housing options will be given to those students who submit applications before March 1.

**June 30:** Application deadline

## January semester

**November 30:** Application deadline

## Summer Session

Consult our Web site for a listing of our summer courses and dates.

## To Reserve Your Space

Upon receipt of official notification of admission to Suffolk University Madrid Campus, you must submit a \$500USD (US citizens)/400 Euro (non-US citizens) deposit toward tuition and fees in order to reserve your space in our incoming class. The deposit will be refunded if we are notified in writing of your cancellation before May 1 for the September semester and December 1 for the January semester. After these dates, admission deposits are nonrefundable.

## CHECKLIST

The following checklist is for your use. Make sure you have checked each of the boxes under the appropriate section before you send in the application.

### Freshman/First-Year Applicants to the Madrid Campus

- Completed and signed application
- Official high school transcript\*
- SAT/ACT scores—required for students whose native language is English
- TOEFL or approved English proficiency exam (ELPT, IELTS, CPE, CAE, or FCE)—required for students whose native language is not English
- Essay (See item 30 on application for essay topics)
- Two letters of recommendation on school letterhead stationery from a high school counselor and/or teachers\*
- Statement of activities—required of students who are not graduating from high school **this** year (see item 32 on application)
- Proof of citizenship (photocopy of passport or national identification card)
- \$50/40 Euro application fee

### Transfer Applicants to the Madrid Campus

- Completed and signed application
- Official university transcript(s)\*
- Official high school transcript\*
- TOEFL or approved English proficiency exam (ELPT, IELTS, CPE, CAE, or FCE)—required for students whose native language is not English
- Essay (See item 30 on application)
- Explanation of your reasons for transferring (see item 31 on application)
- Statement of activities—required of students who have not been in university **continuously** since high school (see item 32 on application)
- Proof of citizenship (photocopy of passport or national identification card)
- \$50/40 Euro application fee

### Bachelor of Fine Arts Applicants to the Madrid Campus

- Freshman or transfer requirements as listed above, plus:
- Portfolio (actual work or slides)

\* Official English translations of documents may be required.

**MADRID CAMPUS**  
**ADMISSION APPLICATION 1 OF 4**

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

**1. Full Legal Name** \_\_\_\_\_  
LAST (FAMILY) FIRST MIDDLE INITIAL NICKNAME

**2. Permanent Address** \_\_\_\_\_  
STREET ADDRESS/P.O. BOX

\_\_\_\_\_  
CITY STATE POSTAL CODE COUNTRY

**3. Current Mailing Address** \_\_\_\_\_  
(IF DIFFERENT FROM ABOVE) STREET ADDRESS/P.O. BOX

\_\_\_\_\_  
CITY STATE POSTAL CODE COUNTRY

Until when? \_\_\_\_\_ **4. Email** \_\_\_\_\_

**5. Phone** Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_  
**Cell/Mobile Phone** \_\_\_\_\_

**6. Date of Birth** \_\_\_\_\_ **Country of Birth** \_\_\_\_\_ **7. Sex**  Male  Female  
DAY / MONTH / YEAR

**8. Which country's passport(s) do you currently have?** \_\_\_\_\_

**9. Entrance Information**

a. I plan to begin studies in  September 20\_\_\_\_  
 January 20\_\_\_\_  
 June 20\_\_\_\_

b. I am applying as a  Freshman  Transfer

**10. School of Choice**

College of Arts and Sciences  
 The New England School of Art & Design  
at Suffolk University  
 Sawyer Business School

**11. Anticipated Major at Suffolk University Boston** (PLEASE CHECK ONE, IF KNOWN)

**COLLEGE OF ARTS  
AND SCIENCES**

- Art & Design**
  - Fine Arts
  - Graphic Design
  - Interior Design
- Biochemistry/Chemistry**
  - Biochemistry
  - Biochemistry/Forensic Science
  - Chemistry
  - Chemistry/Computer Science
- Biology**
  - Biology
  - Biotechnology
  - Marine Science
- Communication/Journalism**
  - Advertising
  - Communication Studies
  - Film Studies
  - Media Studies
  - Print Journalism
  - Public Relations
- Computer Science**
- Economics**
- Education and Human Services**
  - Middle School Teacher Education (minor)
  - Paralegal Studies
  - Secondary School Teacher Education (minor)

- Engineering**
  - Computer Engineering
  - Electrical Engineering
  - Environmental Engineering
- English**
  - Creative Writing
  - English
- Environmental Science**
- Environmental Studies**
- Government**
  - American Politics and Policy
  - International Affairs
  - Political Science
  - Politics, Law, and the Courts
- History**
  - African and African American History
  - American History
  - Asian History
  - European History
  - History and the Law
  - History and Literature
  - History of Women and Gender
  - Latin American History
  - Public History
- Humanities**
  - Art History
  - General Humanities
  - Music History

- International Economics**
- Latin American and Caribbean Studies**
- Mathematics**
- Medical Science**
  - Medical Biophysics
  - Radiation Biology (clinical and non-clinical track)
- Modern Languages**
  - French
  - French Studies
  - German
  - German Studies
  - Spanish
- Performing and Visual Arts**
  - Music
  - Theatre
  - Visual Arts
- Philosophy**
  - Religious Studies
- Physics**
- Psychology**
- Sociology**
  - Criminology and Law
  - General Sociology
  - Health and Human Services

- Theatre**
  - Arts Administration
  - Dance
  - Dramatic Literature
  - Performance
  - Technical Theater and Design
  - Theatre Studies
- Undecided Arts and Sciences**
- THE SAWYER BUSINESS SCHOOL**
  - Accounting**
  - Entrepreneurship**
  - Finance**
  - Global Business**
  - Information Systems**
  - Interdisciplinary Business Studies**
  - Management**
  - Marketing**
  - Public Management**
  - Undecided Business**

**MADRID CAMPUS**  
**ADMISSION APPLICATION 2 OF 4**

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

**S U F F O L K**  
**U N I V E R S I T Y**

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BOSTON | MADRID | DAKAR

**12. Status** Have you ever applied to or attended Suffolk University?  
 Yes  No When? \_\_\_\_\_

**13. CEEB Code** Freshmen: High School Code \_\_\_\_\_  
Transfers: University Code \_\_\_\_\_

**14. High School** List the high school from which you have graduated or will graduate.

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
CITY STATE COUNTRY

\_\_\_\_\_  
DATES ATTENDED DATE OF COMPLETION

**15. Standardized Tests**

DATE(S) TAKEN/WILL BE TAKEN	RESULTS
SAT I or ACT	_____
SAT II	_____
TOEFL/ELPT/OTHER	_____

(THE SUFFOLK UNIVERSITY MADRID CAMPUS SAT AND TOEFL CODE IS 4195)

**16. Transfer Applicants** List **all** universities or other postsecondary schools you have ever attended or are attending, starting with the most recent. Please submit transcripts. (FULL- AND PART-TIME)

\_\_\_\_\_  
UNIVERSITY

\_\_\_\_\_  
CITY STATE COUNTRY

\_\_\_\_\_  
DATES ATTENDED DATE OF DEGREE

\_\_\_\_\_  
UNIVERSITY

\_\_\_\_\_  
CITY STATE COUNTRY

\_\_\_\_\_  
DATES ATTENDED DATE OF DEGREE

\_\_\_\_\_  
UNIVERSITY

\_\_\_\_\_  
CITY STATE COUNTRY

\_\_\_\_\_  
DATES ATTENDED DATE OF DEGREE

Please list courses in progress at the time of this application.  
(INCLUDE COURSE NUMBER AND TITLE.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**17. Citizenship**

Country \_\_\_\_\_

Passport Number \_\_\_\_\_

**18. Is English your primary language?**

Yes  No Other languages \_\_\_\_\_

**19. US Citizens Living Abroad**

How many years of schooling have you had in the United States? \_\_\_\_\_

Outside the United States? \_\_\_\_\_

**20. Biographical Information**  
(IF UNDER 24 AND UNMARRIED, LIST PARENT(S) OR GUARDIAN(S).)

**a.**  Father  Guardian

\_\_\_\_\_  
FIRST NAME MIDDLE INITIAL LAST NAME

\_\_\_\_\_  
PARENT EMAIL

\_\_\_\_\_  
PARENT TELEPHONE

Living  Deceased

\_\_\_\_\_  
STREET ADDRESS/P.O. BOX

\_\_\_\_\_  
TOWN/CITY STATE POSTAL CODE COUNTRY

School or university attended \_\_\_\_\_

Occupation/Title \_\_\_\_\_

Employer's name \_\_\_\_\_

**b.**  Mother  Guardian

\_\_\_\_\_  
FIRST NAME MIDDLE INITIAL LAST NAME

\_\_\_\_\_  
PARENT EMAIL

\_\_\_\_\_  
PARENT TELEPHONE

Living  Deceased

\_\_\_\_\_  
STREET ADDRESS/P.O. BOX

\_\_\_\_\_  
TOWN/CITY STATE POSTAL CODE COUNTRY

School or university attended \_\_\_\_\_

Occupation/Title \_\_\_\_\_

Employer's name \_\_\_\_\_

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

**Biographical Information, continued**

**c. Brother(s) and/or sister(s)**

\_\_\_\_\_  
NAME AGE

\_\_\_\_\_  
SCHOOL OR UNIVERSITY ATTENDING/ATTENDED

\_\_\_\_\_  
NAME AGE

\_\_\_\_\_  
SCHOOL OR UNIVERSITY ATTENDING/ATTENDED

\_\_\_\_\_  
NAME AGE

\_\_\_\_\_  
SCHOOL OR UNIVERSITY ATTENDING/ATTENDED

**d. Dependent children**

\_\_\_\_\_  
NAME AGE

\_\_\_\_\_  
SCHOOL OR UNIVERSITY ATTENDING

\_\_\_\_\_  
NAME AGE

\_\_\_\_\_  
SCHOOL OR UNIVERSITY ATTENDING

**e. Other Family Members – Are you the daughter, son, or spouse of a Suffolk University employee?**

If so, of whom? \_\_\_\_\_

**21. Housing**

**All freshmen/first-year students are required to live in University-sponsored housing.**

**Transfer students generally make their own housing arrangements.**

**If students will be studying in Spain on a student visa, the authorizing Spanish Consulate may require students to show proof of having paid housing fees before granting a visa.**

- I plan to commute to the University and live at home.
- I would like to live in University-sponsored housing.
- I would like to pursue off-campus housing options.

**22. What was most influential in your decision to apply to Suffolk University Madrid Campus?**

(CHECK ALL THAT APPLY.)

- Guidance counselor
- Relative(s)
- College fair/College night
- Campus visit
- College Board search mailing
- Suffolk University students
- Brochure/Literature
- Faculty contact
- Parents
- Location
- Other \_\_\_\_\_
- Alumni or current students (PLEASE LIST)
- Quality of mailings
- Quantity of mailings
- Suffolk University visit to high school
- Suffolk University Web site
- Personal contact with Admissions
- Open House
- Reasonable cost
- Friend
- Advertisement
- Interview

\_\_\_\_\_  
NAME RELATIONSHIP DEGREE DATE

\_\_\_\_\_  
NAME RELATIONSHIP DEGREE DATE

\_\_\_\_\_  
NAME RELATIONSHIP DEGREE DATE

**23. Do you plan to apply for financial aid?  Yes  No**

(YOUR ANSWER TO THIS QUESTION WILL HAVE NO EFFECT WHATSOEVER ON YOUR ADMISSION TO SUFFOLK UNIVERSITY.)

**24. Person(s) responsible for tuition and fees**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
RELATIONSHIP TO APPLICANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TOWN/CITY STATE POSTAL CODE COUNTRY

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
EMAIL

**25. Ethnic Background**

(THIS QUESTION IS OPTIONAL AND IS ASKED FOR STATISTICAL PURPOSES ONLY.)

- African
- White (not Hispanic)
- Black American
- American Indian/Alaskan Native
- Arabic
- Hispanic/Latino
- Asian/Pacific Islander
- Other \_\_\_\_\_

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

**26. Significant Scholastic Honors or Awards**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**27. School or Community Activities, Including Athletics**

(INDICATE ANY LEADERSHIP ROLES.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**28. Employment** Currently employed  Yes  No  
 Full-time  Part-time

\_\_\_\_\_  
EMPLOYER

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
HOW LONG EMPLOYED?

\_\_\_\_\_  
EMPLOYER'S ADDRESS

\_\_\_\_\_  
PREVIOUS EMPLOYER(S)

\_\_\_\_\_  
POSITION(S)

**29. To what other universities are you applying?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**30. Essay** (REQUIRED OF ALL APPLICANTS)

To learn more about you, we ask that you submit an essay (250–500 words) in response to one of the following topics. Please use a separate sheet of paper. Choose one of the following topics:

- How have the past four years prepared you for university? What would you change?
- What are your educational and professional goals? How can Suffolk University help you achieve those goals?
- Describe an important, recent event in your life. Why was this event significant?

**31. Transfer Applicants**

If you are currently enrolled at another college or university, please briefly explain your reasons for transferring.

**32. Statement of Activities**

(REQUIRED OF ALL STUDENTS WHO ARE NOT GRADUATING FROM HIGH SCHOOL THIS YEAR OR TRANSFER STUDENTS WHO HAVE NOT BEEN IN UNIVERSITY CONTINUOUSLY SINCE HIGH SCHOOL. A CURRENT RÉSUMÉ IS ACCEPTABLE, IF IT COVERS ALL REQUIRED YEARS.)

On a separate sheet, please provide a brief statement of your activities since high school.

**33. Special Circumstances**

If there are factors or circumstances that you would like the Admission Committee to understand in reviewing your application, please describe them on a separate sheet.

**34. Signature**

***You must sign this application to be considered for admission!***

I hereby certify that all information on this application is complete and accurate, and I understand that falsification or omission of information on previous schooling or credentials could result in disqualification or dismissal.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

I hereby give Suffolk University permission to share information about the status of this application with my high school and/or university guidance office. I also grant permission for Suffolk University to secure official transcripts from my high school.

Initials \_\_\_\_\_