

Name \_\_\_\_\_

## Application Checklist

- Completed application.** Complete all sections and sign.
- Official college transcript.** One must be requested at the registrar's office and sent to the Center for International Education. Remember, you must have a cumulative GPA of 2.5 or higher to be accepted into the program.
- Statement of purpose.** One-page typed response to "Why I wish to study abroad in Madrid."
- Photographs.** All students must provide two passport-sized photos.
- Participation and indemnification agreement.** (p.4) Please complete all sections and sign. A parent or guardian signature is also required of all applicants.
- Letter of recommendation.** You will need to provide us with a recommendation letter, on stationery that contains your university's letterhead, from one of your professors.
- Application fee.** All students need to submit a nonrefundable application fee with their application. Please visit [www.suffolk.es](http://www.suffolk.es) for more information.
- List of courses you plan to take in Spain.** You will need to select your courses and have this form signed by the administrator responsible for awarding transfer credit at your home institution. Universidad CEU San Pablo courses and internships must be listed in the appropriate section.
- Housing forms.** (p.5-6) Please complete all sections and sign.
- Supplemental application form.** (Internship program participants only) Please request this form from the Suffolk University Study Abroad Advisor.

### ALL APPLICANTS MUST COMPLETE THIS FORM

Please type or use blue or black ink to complete this application. If this application is illegible, it will not be accepted.

1. Full Legal Name \_\_\_\_\_  
last (family) first middle initial

2. Permanent Address \_\_\_\_\_  
street city state postal/zip code country

3. Current Mailing Address \_\_\_\_\_  
(if different from above) street city state postal/zip code country

Valid Through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yy

4. Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ 5. Fax \_\_\_\_\_

6. E-mail \_\_\_\_\_ 7. Social Security No. \_\_\_\_\_

8. Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 9. City/Town of Birth \_\_\_\_\_ 10. Country of Birth \_\_\_\_\_

11. Nationality \_\_\_\_\_ 12. Passport  Yes  No 13. Gender  Male  Female

### 14. Program Information

I plan to study abroad:  Fall Semester \_\_\_\_\_  Spring Semester \_\_\_\_\_  Summer Semester \_\_\_\_\_  Academic Year\* \_\_\_\_\_ to \_\_\_\_\_  
year year year year year year

\*Students attending the Madrid Campus must submit one course selection page for each semester.

Name \_\_\_\_\_

**15. Academic Background Information**

Home Institution \_\_\_\_\_  
Location \_\_\_\_\_  
Year:  Freshman  Sophomore  Junior  Senior  Graduate  
Credits completed \_\_\_\_\_  
Cumulative GPA (on a 4.0 scale) \_\_\_\_\_  
Major \_\_\_\_\_  
Minor \_\_\_\_\_  
Projected graduation date \_\_\_\_\_ / \_\_\_\_\_  
month / year

**16. Study Abroad Advisor Information**

Name \_\_\_\_\_  
E-mail \_\_\_\_\_

**17. Transcript Information**

Mail to:  
Suffolk University  
Center for International Education  
8 Ashburton Place  
Boston, MA 02108  
ATTN: Madrid Programs

**18. How did you learn about Suffolk University Madrid Campus?**

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

**19. Statement of Purpose**

Please attach a separate typed page explaining why you wish to study abroad in Madrid.

**20. Parent/Guardian Information**

Father's/Guardian's name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Country \_\_\_\_\_  
Phone home ( ) \_\_\_\_\_ work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_

Mother's/Guardian's name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Country \_\_\_\_\_  
Phone home ( ) \_\_\_\_\_ work ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_

**21. Emergency Contact Information**

Father  Mother  Other (please identify below)

Contact information is same as above

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Country \_\_\_\_\_  
Phone home ( ) \_\_\_\_\_ work ( ) \_\_\_\_\_  
other ( ) \_\_\_\_\_ cell ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_

Name \_\_\_\_\_

**22. Course Selection**

Please indicate the courses you'd like to take while studying abroad and for which semester. Course information for Madrid study abroad is available at [www.suffolk.es](http://www.suffolk.es). Please list your choice of five courses, along with two alternative courses, per semester. Academic year applicants, please include one copy of this page for each semester.

**A. Suffolk University Courses** (Students receive a Suffolk University transcript from the registrar's office in Boston.)

Semester	Year	Course Number	Course Name	Credits	Will transfer back as:

**B. Universidad San Pablo CEU Courses** (Students receive a San Pablo CEU transcript in Spanish, reflecting ECTS credits earned and grades awarded.)

Semester	Year	Course Number	Course Name	Credits	Will transfer back as:

**C. Internship Courses** (Students receive a Suffolk University transcript from the registrar's office in Boston.)

Semester	Year	Course Number	Course Name	Credits	Will transfer back as:

**23. Transfer Credit Information**

**To be completed by the administrator responsible for awarding transfer credit at your home institution.**

\_\_\_\_\_  
 Name of applicant

The above student is applying for a study abroad program through Suffolk University with the expectation that the hours of credit earned abroad will transfer directly toward the degree in progress at your institution.

I confirm that the applicant's selected courses are acceptable to this institution for transfer credit provided a grade of \_\_\_\_\_ or better is achieved in each course. Also I confirm that to the best of my knowledge the student is in good standing at our institution.

**X** \_\_\_\_\_

Name of Administrator

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 E-mail Address

**X** \_\_\_\_\_

Administrator's Signature

\_\_\_\_\_  
 Date

**24. Agreement/Applicant's Signature**

I accept responsibility that the information on this application is complete and accurate. I understand that falsification or omission of information could result in disqualification. My signature below certifies that during my enrollment in a study abroad program, I understand I am still responsible for meeting all applicable deadlines at my home institution (i.e., financial aid, tuition payment, graduation, etc.).

**X** \_\_\_\_\_  
 Signature of Applicant

**Please submit all application materials to:**

Suffolk University  
 Center for International Education  
 8 Ashburton Place  
 Boston, MA 02108  
 ATTN: Madrid Programs

**For more information on our programs and/or application process, please contact:**

Tel: 617.570.8072  
 Fax: 617.305.1751  
[studyabroad@suffolk.es](mailto:studyabroad@suffolk.es)

Name \_\_\_\_\_

## Participation and Indemnification Agreement

### ALL APPLICANTS MUST COMPLETE THIS FORM

Suffolk University offers students the opportunity to enroll in a study abroad program. Certain potential risks to personal health and safety are associated with participation in the study abroad program. I/We understand that Suffolk University cannot guarantee the health and safety of participants in a study abroad program nor eliminate all risks associated with participation in the study abroad program.

I/We are fully aware of and accept the risks associated with participating in a study abroad program, including living in a foreign country; overseas flights; surface travel in cars, trains, taxis, and buses; and the risks of being in a foreign country generally, including acts of terrorism. I/We are also aware of and appreciate the risks of traveling alone in a foreign country, whether purposefully or accidentally.

I/We are also fully aware of and accept the risks of unfamiliar diseases existing in foreign countries and the potential lack of medical attention available. I/We are further aware of and accept the risks associated with the living accommodations, including that I/my child may be residing with other individuals, knowing that the same may be hazardous to me/my child and my/his/her property, and I/my child voluntarily assumes full responsibility for any risks of loss, property damage, or personal injury, including death that may be sustained by me/my child. I/We also understand that attending classes and student activities and other events, including sightseeing and travel, will expose me/my child to the risks inherent in those activities, and I/we are willing to accept responsibility for those risks.

I/We also understand that, by residing in a foreign country, I/my child will be exposed to different standards, laws, customs, and judicial systems, to which I/my child will be expected to conform. I/We understand that these will be different from what I/my child is accustomed to, that penalties may be harsh, and that constitutional safeguards may not exist. I/We understand that neither Suffolk University nor the host institution will provide or be responsible for the costs associated with my/my child's involvement in any criminal or civil legal proceeding, including fines or representation by an attorney.

It is my/our express intent that this release, waiver, and hold harmless agreement shall bind me and my heirs, legal representatives, successors, and assigns. I/We further agree that this document shall be construed in accordance with the laws of the Commonwealth of Massachusetts.

In consideration for receiving permission to participate in a study abroad program through Suffolk University, I/we hereby release, waive, discharge, and covenant not to sue Suffolk University, its officers, trustees, agents, representatives, faculty, or employees (hereinafter referred to as the "University") from any and all loss, liability,

claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including personal injury or death that may be sustained by me/my child, or to any property belonging to me/my child while participating in the study abroad program, unless the claim, suit, or cause of action arises solely and exclusively from the negligence of the University. I/We further agree to indemnify and hold harmless the University for any loss, liability, damage, or costs, including attorneys' fees, that the University may incur due to my/my child's participation in the study abroad program, unless such loss, liability, damage, or costs was caused solely and exclusively by the negligence of the University.

In signing this agreement and release, I/we acknowledge and represent that I/we have read the entire agreement, understand it, and sign it voluntarily as my/our own free act and deed; that no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; that I/we are at least 18 years of age and fully competent; and that I/we execute this agreement and release for full, adequate, and complete consideration fully intending to be bound by the same.

**X**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Full Name of Student

**X**

\_\_\_\_\_  
Signature of Parent/Guardian or Spouse

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Full Name of Parent/Guardian or Spouse

*Sanitas, SUMC health insurance provider, may not cover pre-existing conditions. If you have a pre-existing condition, you need to provide evidence that you will be covered by some other health insurance while in Spain. In such cases, Suffolk University won't have any responsibility in any case related to the students' health and the insurance coverage, as it is an obligation of the student to provide accurate information.*

Name \_\_\_\_\_

## Housing Options

*Where you live can have an enormous impact on your overall experience in Spain. The Department of Housing is dedicated to helping you choose the option that best suits you. Please read the following information carefully before making your final decision.*

### Host Families

Staying with a family is recommended for students who would like to immerse themselves in the Spanish lifestyle and make the most of their time in Spain. Students who choose this option have extremely positive experiences, and benefit from supportive family environments while enjoying great independence. Our families are handpicked to ensure a quality interaction with our students, many of whom develop lasting friendships with their hosts.

This option includes a “media pensión” meal plan (14 meals per week—daily breakfast and either lunch or dinner); a double (may be shared with another Suffolk student) or single room; laundry and cleaning services; and Internet access.

While meals usually feature Spanish cuisine, students are free to indicate personal food preferences. Eating schedules should be arranged between students and their families by mutual consent.

If you would like to connect with Spanish culture firsthand, this is the option for you.

### Student Residences

Residences are located on a designated floor of an apartment building. Many residences are found in the heart of the city and are close to bus and subway stations.

Students who want to live in a small community but not in a family environment usually choose this option. Suffolk Madrid generally uses small residences with around 8–15 students. Students share the residence with Spanish university students and receive a great deal of personalized attention.

Laundry and cleaning services are provided. Rooms are double.

Residence owners serve Spanish cuisine on a “media pensión” meal plan (14 meals per week—daily breakfast and either lunch or dinner).

If a blend of community spirit and personal space appeals to you, choose this option.

### Student Dorms

Dorms are in many ways similar to residences. They are located in the city center and are well-connected by metro and bus. Students are provided with laundry and cleaning services and Spanish cuisine on a “media pensión” meal plan (14 meals per week—daily breakfast and either lunch or dinner).

Dorms are bigger than residences, often housing around 50–100 students. You can opt to share a double room with a Spanish student.

If you enjoy dorm life and want to mingle with Spanish students, this option could be a perfect match.

### Shared Apartments *(not available for freshmen)*

The University offers and maintains a limited number of rooms in shared apartments, in neighborhoods that are easily accessible from campus. While these apartments vary in size and appearance, all have been inspected and approved by Suffolk.

Single and double rooms are assigned on a first-come, first-served basis. Apartments have a TV, dining room, and fully-equipped kitchen. Sheets, towels, blankets, and pillows are provided, as is a weekly cleaning service for common areas. Please keep in mind that students who use utilities to excess may be charged an additional fee. **Suffolk Madrid does not provide cleaning products or personal toiletries in the apartments.**

Students receive a combination of restaurant vouchers and a supermarket gift card for use toward the cost of “media pensión” (10 meals per week). These vouchers are accepted in most restaurants around the country.

If you would like to follow your own routine, an apartment could be the right choice for you.

*Regardless of their housing choice, all students are subject to the same set of Suffolk Madrid housing rules.*

Name \_\_\_\_\_

## Madrid Housing Request Form

1. Name \_\_\_\_\_ 2. Gender  Male  Female  
(Please print in capital letters)

3. Home Address \_\_\_\_\_

4. Phone Number \_\_\_\_\_ Home University \_\_\_\_\_

5. Email \_\_\_\_\_ 6. Age \_\_\_\_\_

6. Indicate semester(s) you plan to attend Suffolk Madrid: Fall '11 '12 / Spring '12 '13 / Summer '12 '13

Please read the Housing Contract/Regulations as well as the descriptions of the various housing options. Then rank the options according to your first, second, and third choice (by marking a 1, 2, or 3 next to each option). **Suffolk Madrid will try to accommodate your preferences, but it is not always possible to provide students with their first-choice option.**

\_\_\_\_\_ **Home (breakfast and dinner provided, 7 days a week)**

Rate in importance from 1 (most important) to 8 (least important)

\_\_\_\_\_ Another student living in the home with you

\_\_\_\_\_ Family members who speak only Spanish

\_\_\_\_\_ Families with children

\_\_\_\_\_ Families with pets

\_\_\_\_\_ Location near campus

\_\_\_\_\_ Ability/Willingness to honor specific food request

\_\_\_\_\_ Non-smoking household

\_\_\_\_\_ Other (please specify)

\_\_\_\_\_ **Female-only Residence (breakfast and lunch or dinner provided, 7 days a week)**

\_\_\_\_\_ **Off-campus Residence in City Center (breakfast and dinner provided, 7 days a week)**

\_\_\_\_\_ **Shared apartment with other Suffolk students (monthly food allowance provided)**  
**Not available to freshman applicants**

Please briefly explain the reasons for your preferences:

### PLEASE RETURN THE FOLLOWING DOCUMENTS:

1. Housing Request form
2. Student Personal Profile for University Housing
3. Signed Housing Contract

Via mail: Marina Loscertales Beca, Housing Department, Suffolk University, Calle de la Viña, 3, 28003 Madrid, Spain.

Via email: [housing@suffolk.es](mailto:housing@suffolk.es). If you have any specific questions, please contact us directly at this address.

*Even though you have made the above housing request, please keep in mind that you will not receive your official housing assignment until your tuition payment has been received.*

Name \_\_\_\_\_

## Student Personal Profile

Please fill out this questionnaire thoughtfully and thoroughly. Besides helping us get to know you better before your arrival, it will also help us select the best possible family, roommate, or flatmate for you, depending on your living arrangement preference. You are not obliged to answer the questionnaire fully, though it is extremely useful in assuring you the best possible housing assignment. Questions 5 and 6 are vital, however, and must be answered in detail.

**1. What is your current living situation?**

**2. Have you ever lived on your own?**

**3. Do you smoke?**

**4. Do you have any dietary restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please specify using the blank space and list below.  
(Please check all that apply.)**

**Use this space to explain dietary restrictions.**

- I will only eat: \_\_\_\_\_
- I do not eat red meat.
- I do not eat poultry (chicken, turkey, etc.).
- I do not eat pork.
- I do not eat fish.
- I do not eat shellfish.
- I do not eat dairy.
- I do not eat eggs.
- I eat only vegetables.
- I am a picky eater (please explain) \_\_\_\_\_

**5. Do you have any allergies—food, medical, or otherwise? Please explain this vital information in detail.**

**6. Do you have any medical condition(s) we should know about? If so, please explain in detail.**

**7. What are your special interests and what kinds of activities do you most enjoy (academic, athletic, hobbies)? Please be specific.**

**8. Do you consider yourself shy?**

**9. Do you make friends easily?**

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Name

## Student Personal Profile

10. How do you feel about pets and/or children in the home?

11. What kind of hours do you keep? How often do you plan to go out at night?

12. Would you prefer to be in the city center or near the campus? Please note: Accommodations near our campus are a 10–15 minute walk; accommodations in the city center require a 20–35 minute commute by subway.

Near campus

In city center

13. How would you describe your level of Spanish? How important a priority is improving your Spanish while you are here?

14. What do you most look forward to about your future stay in Spain?

15. What worries you most about your time in Spain?

16. Is there anything else you would like to add? (Roommate requests must be mutually requested)

17. Will you allow the Housing Department to share your contact details with your future roommates?

Thank you for providing this information.

Name \_\_\_\_\_

## Housing Contract

Mr./Ms. \_\_\_\_\_ with passport number \_\_\_\_\_ born on \_\_\_\_\_ in \_\_\_\_\_ is signing this contract to live in housing provided by Suffolk University Madrid Campus during the time period from \_\_\_\_\_ to \_\_\_\_\_.

1. The student has the right to use the facilities at the University residence/apartment. In order to do so, the student must abide by all stated rules. In cases where the student does not abide by the rules, the University reserves the right to expel him/her from housing. Expulsion from University housing also means forfeiting the right to any refunds.
2. The student must take good care of all facilities. Students are required to keep all facilities they use clean and in good working order, ready for use by other students.
3. Excessive use of housing utilities will result in additional charges for residents.
4. In the case of damages to the dwelling or additional expenses, and if it is not possible to determine the person(s) responsible, all residents of the same University housing will be charged in equal parts (pro-rated) for the reparation. The refund of the damage deposit is conditional upon the state of the housing facilities at the time of departure. Additional cleaning and/or repair charges, as well as library fines, can also be deducted from the damage deposit.
5. Smoking, alcohol, and/or drugs are prohibited in all University housing facilities, in all circumstances.
6. Current Suffolk students only are allowed to visit shared apartments from 11am until 10pm.
7. Students must abide by their own residence visitor policy and rules in general.
8. Visitors are not permitted in host families.
9. Overnight guests are not permitted in any University housing; this could be the cause of direct expulsion from housing.
10. Students are not permitted to use University housing facilities to engage in sexual relations.
11. Students will be respectful to neighbors and must not engage in activities that may bother others, such as partying or playing loud music.
12. Food is allowed in the kitchen/dining areas only, not in rooms or TV lounges.
13. Students must not use other students' properties without obtaining prior permission.
14. Pets are not permitted in University housing.
15. Each student is responsible for his/her own belongings. The University cannot be responsible for any damage to student property, or any property lost or stolen.
16. Housing facilities are supervised regularly, either by a Suffolk representative or the owner of the apartment/residence. Students must agree to facilitate the periodic inspection of all rooms and facilities.
17. Students are not allowed to change housing assignments on their own.
18. Students must not be party to any illegal activities in or outside University housing.
19. Students who withdraw from University housing before or during the semester will forfeit their damage deposit and a percentage of their housing fees. (Please consult the student handbook.)
20. Students who change from one University housing option to another without justified and pre-approved cause will have to compensate the owner of the housing facility for any financial loss caused by the move.

I agree to allow Suffolk University to contact my parents/guardians if there is any violation of any of the clauses included in this housing contract.

***Any student who does not comply with the above housing rules will be dismissed from University housing and will forfeit the right to any refunds.***

***I understand and accept all the conditions of the Suffolk University Housing Contract.***

**X**

Signature of Student

Date