

# 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 Office of International Programs. 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."
- 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 with application a nonrefundable application fee. Please visit [www.suffolk.es](http://www.suffolk.es) for application fee information.
- List of courses you plan to take during term 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.

## 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. Email:** \_\_\_\_\_ **7. Social Security No.** \_\_\_\_\_
- 8. Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **9. City/Town of Birth** \_\_\_\_\_ **10. Country of Birth** \_\_\_\_\_
- 11. Nationality** \_\_\_\_\_ **12. Passport Number** \_\_\_\_\_ Issuing Country \_\_\_\_\_
- 13. Sex**  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  
Credits completed \_\_\_\_\_  
Cumulative GPA (on a 4.0 scale) \_\_\_\_\_  
Major \_\_\_\_\_  
Minor \_\_\_\_\_  
Projected graduation date \_\_\_\_\_ / \_\_\_\_\_  
MONTH / YEAR

**16. Study Abroad Advisor Information**

Name \_\_\_\_\_  
Email \_\_\_\_\_

**17. Transcript Information**

Mail to:  
**Suffolk University Madrid Campus**  
Office of International Programs  
Calle de la Viña, 3  
28003 Madrid, Spain

**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 ( ) \_\_\_\_\_  
Email \_\_\_\_\_

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

**21. Emergency Contact Information**

Mother  Father  Other (please identify below)

Contact information is same as above

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Country \_\_\_\_\_  
Phone home ( ) \_\_\_\_\_  
work ( ) \_\_\_\_\_  
other ( ) \_\_\_\_\_  
Cell ( ) \_\_\_\_\_  
Email \_\_\_\_\_

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. One 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. University CEU San Pablo Courses** (Students receive a CEU San Pablo transcript in Spanish, showing ECTS credits earned and grade 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

\_\_\_\_\_  
 Email 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

\_\_\_\_\_  
 Date

**Please submit all application materials to:**

**Suffolk University Madrid Campus**  
 Office of International Programs  
 Calle de la Viña, 3  
 28003 Madrid  
 Spain

**For assistance with the application procedure, please feel free to contact us.**

Phone: +34.91.533.5935  
 Fax: +34.91.534.5024  
[studyabroad@suffolk.es](mailto:studyabroad@suffolk.es)