Study Abroad Application Packet

Part A

GENERAL INFORMATION FOR ADMISSION

Student’s Name: _______________________________________

SJIU also welcomes college students and recent high school graduates who wish to participate in our semester, year or summer study abroad programs. Students can come individually or as part of a program sponsored by their college. Study abroad students have access to SJIU’s full course catalog and take classes side by side with degree students. Interested students should contact an advisor or the Study Abroad office at their home university for more information on studying abroad, the transfer of credits and financial aid.

SJIU does not discriminate on the basis of race, color, religion, gender, ethnic or national origin, age, marital status, or sexual orientation in the administration of academic and admissions policies, scholarships and financial aid, school administered activities and programs, or employment practices.

SJIU does not discriminate on the basis of disability. Students with documented disabilities, especially those in need of special accommodations or services are greatly encouraged to contact the Admissions Office. SJIU will make every effort to provide reasonable accommodations, in accordance with the recommended plan for management of said disability.

ALL APPLICATION MATERIALS AND SUPPORTING DOCUMENTATION, INCLUDING LETTERS OF RECOMMENDATION, MUST BE SUBMITTED ON PAPER TO SJIU IN ENGLISH. TRANSLATIONS FROM THE ORIGINALS MUST BE CERTIFIED OR NOTARIZED. DIGITAL DOCUMENTS (SUCH AS EMAILS) AND FAXES WILL NOT BE ACCEPTED, HOWEVER STUDENTS MAY FAX COPIES OF DOCUMENTATION IN ADVANCE AS LONG AS THE ORIGINALS ARE MAILED.

Application Procedures
To apply, students are asked to:

1) Complete and sign when necessary all the parts of the APPLICATION PACKET
2) SEND the materials below by mail or via fax to:
   (please put a √ on the correspondent point if the document is present)

   St. John International University
   Castello Della Rovere, Piazza Rey – 10048 VINOVO, Torino (Italy)
   Tel. (+39) 011 965 4140 - Fax. (+39) 011 965 3849

☐ All the parts of the APPLICATION PACKET
☐ Part A: General Information
☐ Part B: Application for Study Abroad Admission
  ☐ Application
  ☐ Personal Information
  ☐ Academic History
  ☐ Other Information
  ☐ Written Statement of Purpose
☐ Part C: Course Request Form
☐ Part D: Declaration and Proof of Financial Responsibility
☐ Part E: Policy Statement on Privacy of Student Academic and Educational Records
☐ Part F: Letters of Recommendation
☐ Part G: Housing Request Form (if requested)
☐ Part H: Declaration of Acceptance of Terms
Study Abroad Application Packet

- **Official transcripts** from current college or university (may be sent separately).
- **Copy of the receipt of the payment** of the non-refundable Euro 50 application fee
- **Four face-only (1-1/2” x 2”) official color passport photos** with your name written on back. These will be used to relay personal documents (season tickets, sojourn permit etc.)
- **Photocopy of currently valid passport**

All candidates whose native language is not English must also demonstrate **proficiency in the English language**. This can be done in one of the following ways:

- By providing proof of attendance of a high school or university where English was the primary language of instruction for all subjects
- By providing the results of one of the following:
  - Computerized TOEFL - minimum score 173
  - Paper-based TOEFL - minimum 600
  - Internet TOEFL - minimum score 61
  - TOEIC (Test of English of International Communication) - minimum 600
  - IELTS (International English Language Testing System) - minimum Band 5
  - University of Michigan English Proficiency Exam
  - Cambridge ESOL Exams - at least an FC

*The SJIU TOEFL code number is: 3673. Please use this code number when indicating St. John International University as a score recipient. The scores of your TOEFL test will be sent to us directly from the Educational Testing Service.*

- St. John International University offers an internal English Proficiency exam which may be taken by students in place of the standardized ones.

3) Upon receipt of a student’s completed application:

- The application is evaluated by the Admissions Office. An email is sent to the student that their application has been received. However, the application is not processed until the application fee has been received.
- After bursar confirmation of receipt of application fee, the Admission Office will notify student of acceptance or rejection.
- The student must then confirm enrollment by paying the tuition deposit and housing deposit (if SJIU housing is requested). Both deposits are due immediately upon notification of acceptance.
- Once the deposits are confirmed, the Admissions Office sends the “**Acceptance Packet**” which includes an official SJIU “**Enrollment letter**” to the student. The Enrollment letter is written in Italian for the Visa process and a copy in English is included for the student. Once the student faxes proof of tuition and housing fee payment by the due date, SJIU sends the “**Pre-Departure Packet.**”
APPLICATION FOR STUDY ABROAD ADMISSION

1. Application for (Please check only one)

☐ Fall Semester 20____
☐ Spring Semester 20____
☐ Full Year (Fall and Spring semesters)

2. Personal Information

First Name: ____________________________________________
Last Name: ____________________________________________
Place of Birth: ____________________________________________
Date of Birth: _____(day) _____(month) _____(year) Age: ________ Sex: [ ] Male [ ] Female
Home Phone: __________________________ Cell Phone: __________________________
E-Mail Address: ____________________________________________

Permanent Street Address: ____________________________________________
City, State, ZIP code, country: ____________________________________________
Mailing Address: ____________________________________________
City, State, ZIP code, country: ____________________________________________

Emergency Contact (Required): __________________________ Relation to student:__________________________
Permanent Street Address: ____________________________________________
City, State, ZIP code, country: ____________________________________________
Home Phone: __________ Work Phone: __________ E-mail: __________________________

Passport Information:
Citizenship: __________________________ Passport Number: __________________________
Date of Issue: __________________________ Date of Expiration: __________________________
Place of Issue (Passport Agency): ____________________________________________
### 3. Academic History:

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Date of Entry (M/Y)</th>
<th>Date of Graduation (M/Y)</th>
<th>Diploma Received</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Current or highest achieved academic standing:
- [ ] High School graduate
- [ ] Freshman
- [ ] Sophomore
- [ ] Junior
- [ ] Senior
- [ ] College graduate

**Languages**

<table>
<thead>
<tr>
<th>Language</th>
<th>Spoken</th>
<th>Written</th>
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<tbody>
<tr>
<td></td>
<td>Elementary</td>
<td>Good</td>
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</table>

- What is your native language? __________________________________________________________
- Was English the primary language of instruction in your secondary school?**
  
  **(**must provide school documentation verifying that English was the main language of instruction)

**Volunteer and/or Work Experience**

<table>
<thead>
<tr>
<th>Name of Company or Institution</th>
<th>Dates</th>
<th>Position Held</th>
<th>Full-time/Part-time</th>
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<td>From</td>
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</table>

Please provide a brief description of your work and your main areas of responsibility:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
If you have been involved in extra-curricular activities, please describe them here:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

4. Other Information

How did you hear about the St. John International University?

[ ] Studyabroad.com [ ] Internet search [ ] Advisor [ ] Friend/Student [ ] Professor
[ ] Study Abroad Office [ ] Poster/Advertisement [ ] Other: ____________________________________________

5. Statement of Purpose

Applicants are required to answer the following essay questions which are designed to present unique information about the candidate’s values, goals and ambitions for the future. Your statement of purpose should be written on a separate page and not exceed more than two typed pages.

Choose one of the following essay questions:

- Describe and explain a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you.
- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- SJIU looks at an applicant’s full background - academic interests, work and volunteer experiences and general life history. Given your personal background, describe what you would bring to the diversity in a college community, how you welcome a diverse environment, or an encounter that demonstrates the importance of diversity to you.
- Please describe how the environment and sustainability have had an impact on your life or someone close to you. How do you hope to make a difference for the future?

6. Payment and Signature of the Applicant

Application Fee Payment
d Online Payment
d Wire Transfer

I certify that all the information provided here is my own work, and to the best of my knowledge, is complete and accurate. I understand that any misrepresentation in this application may result in denial of admission or dismissal.

Applicant Signature: __________________________________________ Date ________________________
**COURSE REQUEST FORM**

Print Name: ____________________________________________________________
Home Phone: ___________________________ Cell Phone: __________________________
E-mail: ________________________________________________________________

**Course Selection:** Semester/year students should list 4-5 courses, one of which must be an Italian language course. Summer students should list 2 courses. Please list at least one alternate for EACH course selected, failure to do so may delay registration.

**Please Note:** Students may choose from courses published each semester on SJIU’s website.

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>ITA (required*)</td>
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<td>Course</td>
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<td></td>
<td>Alternate</td>
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</tbody>
</table>

**Total Credits**

*Please note that semester and year programs require that students take at least one Italian language course while summer programs do not.

Applicant’s Signature: ___________________________ Date: __________________________

**ADVISOR’S PRE-APPROVAL SECTION**

This section is NOT REQUIRED but highly recommended if you expect to receive transfer credit towards graduation requirements at your home institution. To be completed by a study abroad or academic advisor.

[ ] I have read the above preliminary course selection and approve/recommend it for transfer credit, contingent on successful completion of the program and receipt of the student’s official transcript.

Print Name: ____________________________________________________________
Title: ________________________________________________________________
College/University: ___________________________ Phone: __________________ E-Mail: __________________
Signature: ____________________________________________________________ Date: __________________________
DECLARATION AND PROOF OF FINANCIAL RESPONSIBILITY

Attach a copy of the payee’s financial bank statements or a letter of credit that shows the payee’s ability to pay the Tuition and Housing fees. Please see the next page for further instructions. (*)

Choose which statement best applies in your case:

☐ I hereby declare that, __________________________ (your name), will be personally responsible for his/her Tuition and Fee payments as requested by St. John International University.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Full Name</th>
<th>Date</th>
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</table>

OR

☐ I hereby declare that __________________________ (name of Payee) is the person financially responsible for the Tuition and Fee payments as requested by St. John International University for (student’s name) __________________________.

By signing this document, you guarantee that you are financially responsible to make the required payments to St. John International University for the above student.

<table>
<thead>
<tr>
<th>Payee Signature</th>
<th>Full Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Payee Information:

- First Name
- Last Name
- Date of Birth
- Address with City, State and Country
- Telephone number
- Email address

On behalf of the following student:

- Last Name
- Date of Birth
- Address with City, State and Country
- Program applying for and Semester and Year

This document is to be used solely for the purpose of academic admissions at St. John International University as described in their admission policies. All privacy laws will be upheld as defined by the University. If you have any questions, please contact: admissions@sjiu.it
(*) Further Instructions for documents pertaining to the Declaration of Financial Responsibility

- Evidence of Financial Support is defined as documents that show proof of financial ability to make required payments.
- No Internet or partial bank statement copies will be accepted.
- Documents must be current within six months.
- Supporting evidence may be in the form of bank statements, financial documents or employment verification.
- All documents must be issued on the institution’s letterhead stationery.
- Bank statements must include the current balance and its equivalent in Euros. Letters from bank officials attesting to bank accounts must be written in English.
- Employment verification letters must be written in English and state employment start date, monthly/annual salary and its equivalent in Euros.

<table>
<thead>
<tr>
<th>Student or Payee Signature</th>
<th>Full Name</th>
<th>Date</th>
</tr>
</thead>
</table>


POLICY STATEMENT ON PRIVACY OF STUDENT ACADEMIC AND EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act, 20 USC § 1232g et seq. (FERPA) affords St. John International University (SJIU) students certain rights with respect to their education records. Educational records are records directly related to a student and maintained by SJIU or a party acting for SJIU. The term "educational record" does not include the following:

a. Records of an instructional, supervisory, administrative, and educational nature, maintained by SJIU officials for their personal use only.
b. Student employee records.
c. Alumni records.
d. Student health, psychiatric, and counseling records maintained in connection with the treatment of the students. (These records may be protected under other laws that protect health records.)

Student rights in regard to education records include:

1. SJIU students have the right to inspect and review the student’s education records within 45 days of the day SJIU receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The SJIU official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the SJIU official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. SJIU students have the right to request amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask SJIU to amend a record should write the SJIU official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If SJIU decides not to amend the record as requested, SJIU will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. SJIU students have the right to provide written consent before SJIU discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure of student educational records to school officials who have a legitimate educational interest in the records, without requiring prior written consent of the student. SJIU discloses educational records without a student’s prior written consent under this exception to the FERPA requirements. A “school official” is a person employed by SJIU in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SJIU has contracted as its agent to provide a service instead of using SJIU employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill his or her professional responsibilities for SJIU.
FERPA permits disclosure of student education records, without prior written consent from the student, to schools in which a student seeks to enroll or is already enrolled. Upon request, SJIU will disclose education
records without written consent, under this exception to the FERPA requirements. SJIU will make a reasonable attempt to notify each student of these disclosures.

4. SJIU students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by SJIU to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW  
   Washington, DC 20202-5901

Directory Information

FERPA permits disclosure of “directory information” without prior written consent of the student. FERPA also permits students to request that their directory information not be released. SJIU discloses “directory information” without the student’s specific prior consent, unless the student has requested that their directory information be withheld from release by following the procedure outlined below.

For this purpose, directory information is defined to include:

- Name (including both maiden name and married name, where applicable)
- Address, telephone listing, and electronic mail address
- Date and place of birth
- Major field of study
- Anticipated graduation date
- Enrollment Status (undergraduate or graduate, full-time or part-time)
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized sports and activities
- Weight and height (members of athletic teams)

Any student who would prefer that SJIU not release such information about himself or herself should so notify the Office of the University Registrar, in writing, prior to the first week of classes in the fall semester. Students entering the university at midyear may submit such notice during the first week of classes of the spring semester.

Transcripts

A transcript of grades will be released only upon written request of the student, either in person or by mail. A fee is charged for each transcript copy. Transcripts will not be issued to, or on behalf of, students who have not discharged all delinquent obligations to the university.

I, (Student’s name) __________________________ have read and understand the SJIU’s Privacy Policy. By signing below, I agree to the terms listed above from the SJIU Privacy Policy.

Applicant’s Signature____________________________ Date: __________________
Study Abroad Application Packet

Part F/1

LETTER OF RECOMMENDATION

The following student is applying for admission to a degree program at St. John International University. Please complete the entire form including your contact information below and return it to the student in a sealed envelope signed on the outside or return it directly to SJIU at:

St. John International University
Castello Della Rovere - Piazza Rey
10048 Vinovo (TO), Italy

To be completed by the Student Applicant:

<table>
<thead>
<tr>
<th>Name of Candidate:</th>
<th></th>
</tr>
</thead>
</table>

Waiver of Access
I have requested that this report be submitted for use in the admission process and for official use by St. John International University academic staff. I waive access to this report which shall therefore be confidential.

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th></th>
</tr>
</thead>
</table>

1. Number of years and capacity in which you have known the applicant: ____________________________

2. In relation to the other students you have taught or worked with how would you rate him/her?

<table>
<thead>
<tr>
<th>Top 50%</th>
<th>Top 25%</th>
<th>Top 10%</th>
<th>Among the very best</th>
</tr>
</thead>
</table>

3. Please write additional comments relevant to the candidate’s strengths and weaknesses, as well as their overall ability (you can use the back of this page).

4. Rate this candidate for admission to St. John International University on the following criteria:

<table>
<thead>
<tr>
<th>For academic promise</th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>For character and intellectual promise</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative and independence</td>
<td></td>
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<tr>
<td>For relation to peers and for sense of integrity</td>
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</table>

| Overall recommendation | | | | |

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<th>Signature</th>
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<tr>
<th>Name and Title</th>
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<tr>
<th>Institution Name and Address:</th>
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<th>Email:</th>
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<tr>
<th>Telephone:</th>
<th></th>
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</table>
LETTER OF RECOMMENDATION

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Castello Della Rovere - Piazza Rey
10048 Vinovo (TO), Italy

To be completed by the Student Applicant:

Name of Candidate: ___________________________________________________________

Waiver of Access
I have requested that this report be submitted for use in the admission process and for official use by St. John International University academic staff. I waive access to this report which shall therefore be confidential.

Applicant’s Signature ___________________________ Date ___________________________

5. Number of years and capacity in which you have known the applicant: ___________________________

6. In relation to the other students you have taught or worked with how would you rate him/her?

☐ Top 50%  ☐ Top 25%  ☐ Top 10%  ☐ Among the very best

7. Please write additional comments relevant to the candidate’s strengths and weaknesses, as well as their overall ability (you can use the back of this page).

8. Rate this candidate for admission to St. John International University on the following criteria:

<table>
<thead>
<tr>
<th></th>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
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<tr>
<td>For academic promise</td>
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<tr>
<td>For character and intellectual promise</td>
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<tr>
<td>For relation to peers and for sense of integrity</td>
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<tr>
<td>Overall recommendation</td>
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</table>

Signature ___________________________________________________________

Name and Title: ____________________________________________________________________________

Institution Name and Address: __________________________________________________________________

Email: __________________________________________ Telephone: _________________________________
Study Abroad Application Packet

Part G

HOUSING REQUEST FORM

Student Name: ____________________________  Age: __________________
Nationality: ____________________________  Sex: [ ] Male  [ ] Female
E-Mail: __________________________________

SJIU Housing Options:
*Please consult the SJIU online catalog at www.sjiu.it for descriptions of housing options. Select from options listed below.

[ ] Accommodation through SJIU.
*Please note requests are granted on a first come, first basis and are dependent on availability.

[ ] in Vinovo
[ ] in Torino
[ ] Home Stay
[ ] Single Room (additional payment necessary)

[ ] NO, I will secure my own accommodation.
*Please note that non-EU applicants will need to provide an address for police verification before a student visa will be issued by the Italian government.

Do you have a roommate request? [ ] Yes  [ ] No
Please note that requests for roommates must be mutual in order to be accommodated.

If yes, please provide the name of person(s) with whom you would like to share your apartment:
________________________________________________________________________

Do you have any physical limitations or disabilities that should be considered when assigning your housing?
[ ] Yes  [ ] No
If yes, please explain: ________________________________

Do you smoke? [ ] Yes  [ ] No

Is there any additional information that should be taken into consideration when assigning your housing?
________________________________________________________________________
________________________________________________________________________

Housing Deposit Information: If you choose to live in SJIU Housing, a housing deposit is due and must be paid upon notice of acceptance in order for SJIU to issue the enrollment letter required by the Italian Embassy for visa purposes. The housing deposit is applied towards your housing fee and is non-refundable.

Agreement: I understand that SJIU will attempt, but cannot guarantee, to accommodate my housing request.

Applicant’s Signature: ____________________________  Date: __________________

—–
DEPARTMENT OF STUDIES 

PART H

DECLARATION OF ACCEPTANCE OF TERMS

Please read all of the listed terms carefully and sign the SJIU agreement.

Candidates must meet program requirements and be approved by the program’s admissions committee. Participation is also subject to availability; some courses and programs fill up early.

I understand that submitting an application for a degree program does not guarantee acceptance into the program.

I further understand that the program or individual courses may be cancelled due to low enrollment or other factors and I understand that I will be informed of such a decision no later than four weeks before planned departure date or as soon as possible after any adverse circumstances that cause the program to be cancelled.

I hereby release and forever discharge the University, its members individually and their officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my participation in the Program.

I further covenant and agree that for the consideration stated above I will not sue the University, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in this program.

I further acknowledge that the information provided on this application is true and accurate to the best of my knowledge.

I fully understand that providing false information during the application process may be grounds for rejecting my application or grounds for dismissal without reimbursement from the SJIU program.

Name (please print) __________________________________________________________

Applicant’s Signature: ___________________________ Date: _________________