



ADMISSIONS APPLICATION FORM

Fill out the form and save it with your name (To save: Press **Ctrl + S** or **Right-click + "Save as"**)
 Send form to admissions@unad.us with the **\$100.00 NON REFUNDABLE application fee payment**
 All payments made must be made to **UNAD Florida, Inc.** in a cashier check, credit card or money order

| 1. US Social Security Number: (Passport number or Country ID) Last Name: _____ _____ First Name: _____ | | 2. This application is for admission to: Undergraduate Program Graduate Program | | PLEASE, SEND A PASSPORT SIZE PICTURE | | | | | | | | | | | | | | | | | | |
|--|--|--|---------------------------|--|--|--------|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 3. For which term, in which year, do you seek admission? Winter Spring Summer Fall Year: _____ | | | | | | | | | | | | | | | | | | | | | | |
| 4. Country of Citizenship _____ | 5. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female | | 6. Date of Birth _____ | 7 To request special admission consideration based upon a disability, please check here <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 8. Permanent Address (All correspondence will be mailed to this address) Address: _____ _____ Phone Number: _____ Mobile Phone: _____ Email: _____ (Permanent way of contact) | | 9. Person to be contacted in case of an Emergency: First & Last Name: _____ Address: _____ _____ Phone Number: _____ Email: _____ | | | | | | | | | | | | | | | | | | | | |
| 10. Ethnicity (Select one; Statistical purposes only): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic or Latino | | 12. Which program do you want to be admitted to (select only ONE Program): <input type="checkbox"/> Bachelor of Science in Systems Engineering <input type="checkbox"/> Bachelor of Science in Commercial and Marketing Administration <input type="checkbox"/> Bachelor of Science in Industrial Administration <input type="checkbox"/> Bachelor of Arts in Mass Communication <input type="checkbox"/> Bachelor of Arts in Social Psychology | | | | | | | | | | | | | | | | | | | | |
| 11. Race (Select one; Statistical purposes only): <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Native Alaskan <input type="checkbox"/> White <input type="checkbox"/> African American or Black <input type="checkbox"/> Hawaiian/Pacific Islander | | <input type="checkbox"/> Master of Arts in Education <input type="checkbox"/> Master of Arts in Teaching English as a Foreign Language <input type="checkbox"/> Master of Business Administration <input type="checkbox"/> Doctor of Business Administration <input type="checkbox"/> Doctor of Education | | | | | | | | | | | | | | | | | | | | |
| 13. Previous studies (An official transcript from each postsecondary school, college, or university you have attended must be provided.) List in chronological order all educational institutions you attended prior to entering UNAD Florida. (You must include schools even if you did not complete a degree) Include UNAD Florida if you attended previously. For multi-campus institutions, indicate the specific campus. Failure to list all institutions could result in your application being denied or your admission being rescinded. | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Earned Degree and Dates (Month / Year)</th> <th style="text-align: left; border-bottom: 1px solid black;">School</th> <th style="text-align: left; border-bottom: 1px solid black;">City & State or Country</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> </tbody> </table> | | | | | Earned Degree and Dates (Month / Year) | School | City & State or Country | | | | | | | | | | | | | | | |
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| 14. English Proficiency Prospective students whose native language is not English must have college-level English proficiency to study in UNAD Florida. If your native language is not English: | | 15. If your answer to any of the following is yes, you must submit a full statement of relevant facts on a separate sheet attached to this form. You may be required to provide copies of all official documentation explaining the final disposition of the proceedings. | | | | | | | | | | | | | | | | | | | | |
| Have you taken an English Proficiency Test (TOEFL PBT, iBT, IELTS)? <input type="checkbox"/> YES <input type="checkbox"/> NO Score: _____ Date: _____ | | a. Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | | | | | | | | | | | | | | |
| Have you approved at least a B-1 level of an English language learning program? <input type="checkbox"/> YES <input type="checkbox"/> NO | | b. Have you ever been charged with a violation of the law which resulted in, or, if still pending, could result in, probation, community service, a jail sentence, the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of or more)? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | | | | | | | | | | | | | | |
| Have you study in an institution where the language of instruction is English? <input type="checkbox"/> YES <input type="checkbox"/> NO | | Failure to answer these questions will delay processing of your application <i>If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to 15a or 15b, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.</i> | | | | | | | | | | | | | | | | | | | | |

By signing this form with my name, I CERTIFY THAT the information given in this application is complete and accurate. I further understand that falsification or failure to supply the correct information may lead to the disqualification of my application or my admission to UNAD of Florida. In addition, I understand that concealment of any previous college/university attendance will cancel and nullify the processing of this application and acceptance to UNAD Florida. I also accept full responsibility for any debts incurred.

Signature of applicant _____

Date: _____



ADMISSIONS APPLICATION FORM

Please include the \$100.00 NON REFUNDABLE application fee payment

UNAD FLORIDA admits students of any race, color or ethnic group

Note: All payments made must be made to **UNAD Florida, Inc.** in a cashier check, credit card or money order

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ADMISSIONS

Non-Discrimination Policy

UNAD Florida admits students of any nationality, race, ethnicity, and religious creed to all rights, privileges, programs and activities generally accorded or made available to students. UNAD Florida does not discriminate on the basis of nationality, race, ethnicity, or religious creed in its educational policies, loan programs, or any other program it administers.

Admission Procedures

UNAD Florida strives to give all students the opportunity to acquire an education beyond high school. Admission to an undergraduate program is open to students with a high school diploma, GED recipients, and home education graduates who complete requirements in accordance with Florida statutes. Admission is also open to students transferring from another college or university.

In order to be admitted to an undergraduate course of study, prospective students must:

1. Fill out, complete, and return the Application for Admission.
2. Pay the \$100.00 USD non-refundable application fee to be sent in with the Admission Application.
3. Copy of Applicant ID
4. Request copy of diploma from your high school. Additionally, in the case of transfer students, official original academic transcripts of all your previous colleges or universities.
5. If previous studies were outside the United States, all documentation from previous colleges or universities, as well as granted diplomas, must be translated to English by an official translator.

Upon Admission, students must:

1. Submit a completed and signed Enrollment Agreement.
2. Arrange for the initial down payment to begin studies and confirm payment plan.
Payment plans must be confirmed with a credit card or automatic payment deductions from a bank account.
3. Complete Quiz to study online. <http://classrooms.unad.us/quiz/>
4. Take the UNAD Florida Induction Course, which is an orientation session where the structure, policies, procedures, and management of the platform of studies the program are discussed.
5. Identity verification through video call

Returning students who have not attended UNAD Florida for over one year must resubmit an Application to Admission form in order to update personal information to verify educational goals. If the student has attended another institution in the interim period, an official transcript must be submitted from that college or university. The applicant must be in good academic standing at the last college attended at the time of re-entry.

LANGUAGE PROFICIENCY REQUIREMENT

Prospective students whose native language is not English must have college-level English proficiency to study in UNAD Florida. Demonstrated English proficiency is also a graduation requirement.

English Language proficiency may be demonstrated by one of the following:

1. English Proficiency test approval (TOEFL PBT, iBT, IELTS) according to the policy available at <http://unad.us/language.html>:
2. Approval of at least a B-1 level of an English language learning program
(*) B1 corresponds to having the necessary fluency to communicate without effort with native speakers according to CEFRL.

Additional English Proficiency Options are:

- Proof of approval of an advanced level of an English course from another institution.
- Students who completed high school, undergraduate or graduate studies in the United States or other English-speaking countries.
- Undergraduate students with 30 semester credit hours from a properly licensed college/university where the language instruction was English (Transfer Students).
- Approve the English courses offered by UNAD Florida within the first two academic terms. UNAD Florida do not advice to take more than 3 extra credits while fulfilling the requirement.



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TRANSFER CREDITS POLICY

UNAD Florida may transfer credits obtained in appropriately accredited higher education institutions. The acceptance of the transfer credits is based on the similarity of the courses with UNAD Florida's required program courses. The similarity is determined from course description, and the number of credits. This ensures that the accepted courses are equivalent in content and intensity to UNAD Florida courses in the desired academic program.

For applicants to an undergraduate program, a maximum of 50% of the credits can be accepted by the Transfer Credit Evaluation Committee. For Master's programs, up to a maximum of 9 credits are accepted. For the doctoral programs UNAD Florida does not accept credits transferred from another institution.

For students who request a credit transfer, they must follow the following steps:

- a. Submit a written request to the admissions department to start the credit transfer process. The student must send the request to the email: admissions@unad.us.
- b. Provide payment of the credit transfer fee of \$200 to start the evaluation process. Payment can be submitted through the university's payment portal.
- c. Submit an official or certified copy of the transcripts and course description to the admissions department; these must contain unit-credits and completed grades.
- d. For international students, academic transcripts must first be evaluated by an appropriate evaluation agency belonging to NACES (www.naces.org). This requirement doesn't apply for students transferring from UNAD Colombia.
- e. The evaluation results by the agency need to be submitted to UNAD Florida before starting the review process.

TRANSFERRING FROM UNAD FLORIDA TO ANOTHER INSTITUTION

The acceptance of the transfer of credit from UNAD Florida to another college or university is at the discretion of the transferring school. It is the responsibility of the student to check with prospective receiving school to ensure credits will be transferable.

VISITING STUDENT

A visiting student is defined as a student currently enrolled at another college or university who wants to take courses at UNAD Florida for credit back to that college or university; a student who needs prerequisite courses to enter a program at another college or university; or a student taking one or more courses for personal interest or to transfer into another degree program abroad.

Visiting students must have permission from that institution to take one or more classes at UNAD Florida. These students may intend to transfer to or seek a degree at UNAD Florida.

Students can take up to 6 credits maximum on the graduate level that can be transferred into a degree-seeking program at UNAD Florida. Transient students are required to present the following:

1. A Visiting Student Application Form.
Completed forms can be sent by email to admissions@unad.us, or by fax to (954) 667- 6200, or by regular mail to UNAD Florida, 490 Sawgrass Corporate Parkway Suite 120, Sunrise, FL 33325, USA.
2. A \$100.00 USD non-refundable Application Fee.
All Payments can be made online at our easy Online Payments Form.
3. Official transcripts from the current educational institution.
The institution must be approved by the Department of Education.

Visiting students accept full responsibility for possessing or acquiring, by the time of enrollment, the knowledge and skills required for successfully completing their coursework at UNAD Florida. They assume responsibility for language proficiency as well. Visiting students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at UNAD Florida.