



institute of spanish studies
El Bachiller 13
46010-Valencia (Spain)

Institute of Spanish Studies

Study Abroad

APPLICATION FOR ADMISSION

ADMISSION INFORMATION

Please type or print.

Which program are you applying for?

- First Summer Session _____ (year) Fall Semester _____ (year)
 Second Summer Session _____ (year) Spring Semester _____ (year)
 First and Second Summer Session _____ (year)

BIOGRAPHICAL INFORMATION

Name _____
First Middle Last

Name of college or university _____

Address at school _____
Street City State Zip Code Country

Valid until what date _____

Telephone _____ Cell phone _____ E-mail address _____

Permanent address _____
Street City State Zip Code Country

Social Security _____

Birth date _____ Birth place _____ Male Female
City State/Country

Are you a U.S. citizen? Yes No If no, home country _____

Do you have a passport? Yes No If yes, list your passport number _____
Expiration date _____ Place of issue _____

Nickname or name you prefer to be called _____

Emergency contact _____
First Middle Last

Telephone _____ Cell phone _____ E-mail address _____

ACADEMIC INFORMATION

Classification when you will be abroad:

- Freshman Sophomore Junior Senior Not currently enrolled

If not currently enrolled in school, what is your current occupation? _____

What institution did you last attend and when? _____

Anticipated date of graduation _____

Major(s) _____

Minor(s) _____

Cumulative grade point average (on a 4.0 scale) _____

Did you transfer into your current school? Yes No If yes, please list your former school _____

Occupational goal _____

Most recent Spanish courses taken:

Courses you plan to enroll in while you are abroad

1. _____ 2. _____

3. _____ 4. _____

5. _____

Alternates

1. _____ 2. _____

HOUSING PREFERENCES

- Smoking Non-smoking

Do you have any dietary restrictions? Yes No

If yes, please explain _____

Do you have a friend you wish to room with? _____

Please describe any other relevant personal preferences which will help us to match you with an appropriate family:

MEDICAL HISTORY

Do you regularly take any kind of prescription medication? Yes No

If yes, for what condition? _____

Are you allergic to any medication? No Yes specify _____

Please describe any other significant medical condition(s) which may be of concern in Valencia:

HEALTH INSURANCE INFORMATION

Besides the insurance included in the Program of the Institute of Spanish Studies, do you have any other valid health insurance plan?

- Yes No If yes, please specify company and policy number _____

FUNDING YOUR STUDY ABROAD EXPERIENCE

1. Who will be paying tuition fees? (mark all that apply)

Yourself/Parents Institutional Financial Aid Outside Scholarships Other _____

2. To whom should tuition invoices be sent? _____
Name

Street City State Zip Code Country

TRANSCRIPT AND REFERENCES

- 1. Please request that official copies of all college transcripts to the Institute of Spanish Studies El Bachiller 13, 46010-Valencia, Spain.
- 2. List the name, department, and office telephone of your reference and the Study Abroad Approval Form signee.

Professor Department email

ESSAY

On THE LAST PAGE or on a SEPARATE SHEET OF PAPER, please type (or print clearly and legibly) a brief essay telling us about the life experiences that led to your decision to study abroad and how you expect your experience abroad to fit into your college plans, as well as future professional and personal goals. Please limit your essay to two pages. Be sure to include your name, the program, term and year you are applying for. In the space provided on the following page, you may list any relevant awards, honors, activities or previous travel abroad experiences.

APPLICATION CHECKLIST

The deadlines are as follows: All programs: Fall semester – July 19 Spring semester – December 3
Summer Session June – April 26 Summer Session July – May 31

Under special circumstances, late applications may be accepted.
Please call or write the Institute of Spanish Studies Int'l+34 96 369 6168
info@issvalencia.com Applications will be reviewed only when the following have been received:

- This application completed in full and signed by the applicant.
- Complete official transcripts of all colleges attended.
- One letter of academic reference and the Study Abroad Approval Form signed. Brief essay.

AGREEMENT AND RELEASE

I certify the above information is complete and correct. I understand that any misrepresentation may result in my dismissal from the program. I understand that upon my acceptance to the Institute of Spanish Studies program of my choice, I will receive an acceptance packet. The acceptance packet will include waivers, preregistration forms, the request for payment of a nonrefundable deposit, as well as pertinent information regarding the program. Failure to meet the deadlines outlined in the acceptance packet may result in my dismissal from the program. I hereby apply to the Study Abroad in Valencia or the Institute of Spanish Studies program and authorize the release of any information necessary to complete the application for admission.

Applicant's signature _____ date _____

CONTRACT OF ACCEPTANCE OF CONDITIONS

1. It is the student's responsibility to obtain the documents necessary for a stay in Spain, such as a valid passport, visa, etc.
 2. Medical insurance. We offer medical insurance through the company MAPFRE who will be solely responsible in case of illness, accident or death of the participant. The responsibilities will be limited to those contained in the insurance policy contracted with the insuring company. Contracting this insurance policy is obligatory and is included in the price of the program.
If there are extra costs not covered by the policy, the Institute of Spanish Studies (from here on ISS) may anticipate the amount needed to cover such expenses, and the student will be obliged to return the totality of the monies advanced.
 3. If a student should need medical treatment or to be hospitalized and/or operated on, the Director of the program is authorized to take any measures considered opportune for the student's well being.
 4. Holidays and local or national festivities which affect the calendar in the country of destination will be observed.
 5. Any differences or claims which in the judgment of a participant, may be found in the programs, should be reported immediately in order to look for and offer a satisfactory solution as soon as possible. Any claim that has not been communicated during the course, will not be considered.
 6. The participating students agree to comply with the laws of the country of destination.
The participating student agrees to comply with the rules established by the ISS in the "Student Rules".
The participating student agrees to comply with the conditions of this contract.
In the case of non-compliance with any of the clauses of point 6, the ISS may expel a student from the program and cancel this contract.
The decision to expel a student from the program will be made under the sole discretion of the ISS.
If a student should be expelled for not observing these rules, the expenses of the return, as well as compensations for damages or harms caused to third parties, will be the responsibility of the student as well as the reimbursement for any extraordinary expenses occasioned to the Institute of Spanish Studies as a consequence of such an expulsion.
In case of expulsion, the Institute of Spanish Studies (ISS) will not make any refund.
 7. Cancellation and refund policy
 - All cancellations must be notified in writing. If they are not properly notified the course will not be considered cancelled and therefore there will be no refund for the same.
 - Before commencement of classes
 - If rejected or up to 75 days before departure: Full refund
 - Between 75 and 45 days before departure: \$250 cancellation fee.
 - Between 45 and 15 days before departure: \$500 cancellation fee.
 - Between 15 days and departure: \$1000 cancellation fee.
 - After departure/commencement of classes
 - Tuition: No refund
 - Room and Board: Refund is \$20 per unused day of room and board.
 - There will be no refund for loss of classes for the student's fault.
 - The ISS reserves the right to cancel or modify courses:
 - The ISS may change the schedule of courses and will not be responsible for classes canceled for reasons beyond our control.
 - The ISS reserves the right to cancel courses in cases of acts of God, lack of participants, cancellations or alterations in the courses or programs, in which case students will be offered an alternative and will be able to choose between accepting the change or requesting a full refund of payment, minus the amount corresponding to classes and lodging already enjoyed.
 - There will be no classes on holidays. There will be no compensation for such days, only private lessons will be made up.
National and local holidays may be subject to change, please consult with us for the exact dates before registering.
 8. The ISS will accept no responsibility for loss or theft of objects in the center.
 9. The ISS will accept no responsibility for illness, personal injury or death occurred while a student is in the center.
 10. Students will not have the right to present claims against the ISS for any loss, damage or accident due to: the use of any type of vehicle, strikes, war, climate, disease, quarantine, or any other cause not attributable to the ISS.
 11. The student will be responsible for any harm or damage to persons or the properties of third parties that he/she may cause while participating in the program.
 12. The ISS is authorized to use in the future any photographic or other material in which the participant appears for promotion or publicity of its programs, as long as there is no previous express opposition by the student.
 13. By virtue of the European Regulations on the Protection of Personal Data 2016/679, we inform you that it will be necessary to use your personal data in order to render the services requested and practice the correct management, payments and accounting. The data processing will be the responsibility of AMERICAN INSTITUTE, S.L., and the data will not be passed on to third parties except to provide the services requested and to meet legal obligations. The student may exercise the right of access, rectification, cancellation, opposition, revocation and limitation of processing by presenting a document in writing explaining the reasons and accompanied by a photocopy of his/her ID document, at the address calle El Bachiller number 13 (46010- Valencia) or by e-mail.
 14. If any of the clauses of these general conditions should be declared null and void, the rest of the clauses will remain in effect and they will be interpreted keeping in mind the parties' intention and the purpose of these conditions. The ISS may choose not to exercise one or more of the rights and faculties conferred in this document; this will in no case imply a renouncing of the same save when expressly recognized.
 15. For any litigation which may arise between the parties with regard to the interpretation, compliance and execution of this contract, the parties will be subject to the competent Spanish jurisdiction according to applicable legislation.
- I have read the terms and conditions established in this contract and I understand that they are part of my agreement with the Institute of Spanish Studies (ISS), I also understand and accept the terms regarding the refund policy.

Date _____ Participant's signature _____

ESSAY