



Attach here
1 passport
size picture

OFFICIAL APPLICATION FOR ADMISSION

Courses - Specialist - Expert - Bachelor's - Master's - Doctorate

PERSONAL INFORMATION

1- FULL NAME (Exactly as you would like it to appear on your diploma):

2- ADDRESS (Street, Number, City, State, ZIP Code, Country):

3- PHONE (Home - Work - Cellular):

4- Date of Birth: _____ 5- Place of Birth: _____

6- Social Security or Passport Number: _____

7- E-mail: _____

PROGRAM YOU APPLY FOR - Select with (x)

Course Specialist Expert Bachelor Master Doctor Ph.D.

I request to do the assigned evaluation reports in other language: _____

ALL applicants must:

- * Fill out the application for admission;
- * Submit one ID-sized photo;
- * Date and sign the application.

ALL Bachelor's, Master's and Doctorate applicants must:

- * Attach biodata in the form of a Curriculum Vitae (Resume);
- * Include copies of diplomas, transcripts, relevant documents;
- * Include any necessary program proposal, financial proposal, etc. (optional).

ADDITIONAL REQUESTS: _____



PERSONAL INFORMATION

This is a legally binding contract when signed and accepted. My signature certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. I also certify that all the attached copies of diplomas, transcripts and any relevant document are true. There is no discrimination with respect to race, color, sex, beliefs or religion.

* Today's date: _____ * Signature: _____



CURRICULUM VITAE - Resume presentation guide

Always begin with the most recent activity. Use this CV template to show your educational and professional background. If the space provided is not sufficient or if the templates do not suit your needs, feel free to attach a copy of your resume according to the following instructions.



EDUCATION - Include copies of diplomas, transcripts, relevant documents

- 1) Dates when programs / courses began and finished.
- 2) Name description of each degree or diploma earned
- 3) Name of the institution that awarded the degree. City and country where the institution is based.
- 4) Credits or total hours to complete the program.
- 5) Copies of diploma and transcript. Original documents are not required.



Template for DEGREES or equivalent:

Start Year: _____ End Year: _____ City & Country: _____

University or Institution: _____

Degree & Major: _____ Total Credits: _____



Template for OTHER COURSES or relevant education:

Date	Institution	Course description	Hours of Study

Per Example: Sept 2001-May 2004 Bachelor of Arts in Humanities. Center of Human Sciences - Lyon, France 2700 hours. Transcript shows 180 ECTS and 21 courses. See attached copies of diploma and transcript.



PROFESSIONAL EXPERIENCE from most recent to first

- 1) Dates when employment began and finished.
- 2) Name of the company.
- 3) Name of the position held and brief description of responsibilities and tasks involved.



Template for PROFESSIONAL EXPERIENCE:

Dates	Company	Position /Description of responsibility
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Per Example: Nov 2003-July 2005 CALCO Export - Manager in charge of customer service & shipment verification. Two people under my supervision.



PERSONAL EXPERIENCE - Include copies of relevant documents

This section should include all other experience that may be considered for validation of credits, such as articles or books published, language skills, club memberships, seminars and conferences attended, independent research, etc. All entries in this section should be briefly described and assessed in terms of time devoted to it.

Don't hesitate to contact us if you have any questions.



NOTICE OF STUDENT RIGHTS

- 1. COMPLAINTS:** Any questions or problems concerning SEPU which have not been satisfactorily answered or resolved by the corresponding SEPU office should be directed to SEPU International Coordination office at info@southeastpacificuniversity.com
- 2. INSTITUTION'S RIGHTS:** Submitting forged documentation or including false information in the curriculum vitae will result in the immediate dismissal of the student and the loss of all registration, student and refund rights acquired. In the event a SEPU payment plan is not met for three months, all student and refund rights, courses and payments will be lost. The degree will not be awarded until all tuition due is paid.
- 3. LICENSURE & ACADEMIC TRANSFER:** SEPU degrees do not guarantee licensure and acceptance of credits at other institutions. SEPU graduates may face restrictions in obtaining a teaching job or appointment at an accredited college or university or governmental positions that require a degree officially recognized by the Ministry of Education. Credits earned at SEPU may not be transferable to another college or university. Acceptance is always the prerogative of the receiving institution, employer or organization.
- 4. PRIVACY POLICY:** SouthEast Pacific University keeps a database with your personal data registered with the AEPD (Spain Data Protection Agency) according to the Article 5 of the Privacy Act Law 15/1999. Any change or deletion of this data should be communicated to your SEPU Office. SouthEast Pacific University implements control measures to ensure the security and privacy of all its electronic correspondence.