



# ADMISSIONS APPLICATION FORM

**PLEASE BE SURE TO SUBMIT THE FOLLOWING TO I.A.O.F. ADMISSION OFFICE FOR APPLICATION PROCESSING:**

Program Application (signed and completed) Official transcript, CV, or statement of prior experience and any additional documentation as specified in STEP TWO for program selection.  
Please complete all the application steps including housing (if applicable) and return to: or by email to: [registrar@iaof.it](mailto:registrar@iaof.it) by fax +39 055 0673766

## STEP 1: GENERAL INFO

Last Name: .....

First Name: .....

Gender:  Male  Female

Date of Birth (mm/dd/yy): ..... City/State/Country of Birth: .....

Local Address: .....

City: ..... State: ..... Zip Code: ..... Country: .....

Email: ..... Phone: .....

Cell: .....

Permanent Address: .....

City: ..... State: ..... Zip Code: ..... Country: .....

Citizenship ..... Passport #: .....

Date Issued: .....

Social Security Number ..... Current Home College/University: .....

## EMERGENCY CONTACT

Name ..... email. .... ph. ....

## STEP 2: PROGRAM SELECTION

**PLEASE NOTE:** Once you arrive on site, you will not be allowed to change programs. Tuition costs vary according to program selection (see pricing information).

**FOR ALL students:** Students applying for classes with prerequisites should provide us with an official transcript and/or your CV.

**SESSION SELECTION:** (For dates see the Academic Calendar)

### SEMESTER:

- o Fall Semester
- o Spring Semester
- o Summer

### FOR ALL SESSIONS:

Please check course schedules for all courses in the Academics area of our website: [www.iaof.it](http://www.iaof.it)  
Alternative courses are mandatory: Applications will not be accepted if alternate courses are missing.  
It is possible to select an internship as a course according to the catalog offer. Please note: it is not allowed to drop the internship course after final registration.

### PLEASE SELECT YOUR LEVEL OF ITALIAN LANGUAGE:

How many college semesters, or equivalent, of Italian language have you completed?

- o Beginning
- o Intermediate I (prerequisite: 1 semester of Italian language)
- o Intermediate II (prerequisites: 2 semesters of Italian language)
- o Intermediate III (prerequisites: 3 semesters of Italian language)
- o Advanced (prerequisites: 4 semesters of Italian language)

## STEP 3: CAREER PROGRAM

### CERTIFICATE SELECTION

**Program Structure:** Career Programs at IAOF will be offered accordingly to our Academic Calendar. Students will complete each level in a approximately 47-week period.

Career certificates are awarded upon completion of the desired level (a minimum of 2 levels must be completed).

Diplomas of professional qualification are issued from the Region of Tuscany for these two-year/2 level programs. In order to obtain the diploma, students must enroll and fulfill all seminars related to a specific career program.

### SESSION AND PROGRAM SELECTION:

PLEASE SELECT YOUR PROGRAM LEVEL(S) AND SESSION START

- Students applying for entrance to Intermediate or higher levels of any program must provide the following items:
  - Detailed curriculum vitae specifying any professional experience in the field of desired Career Program (a minimum of 6 months experience is necessary)
  - Submit a portfolio
  - Pass an entry examination upon arrival in Florence
  - Send us an official undergraduate transcript reflecting courses in the field of the desired program along with the grades you received in those courses.

## SCHOOL Of HOSPITALITY

### Hospitality Management

- o Level 1
- o Level 2
- o Level 3
- o Level 4
- o Internship

### Master Level Programs

- o 1-year Master in Organizational Management

Please request separate application form and admission requirements.

## SCHOOL OF CIVIL ENGINEERING

### Civil engineering

- o Level 1
- o Level 2
- o Level 3
- o Level 4
- o Internship

## AVIATION ENGINEERING

### Aviation Engineering

- o All Levels
- o Internship
- o All Exams c/o ENAC

## CULINARY ART

### Culinary Art

- o All Levels
- o Internship

### Additional Program options

**Selection:** For students wishing to enroll in an **Italian language course, Seminars, or an Internship**, please indicate selections in the table below.

For Italian language courses, the desired level must be indicated. For Seminars\* please include the title and dates (available online at [www.iaof.it](http://www.iaof.it)).

For Internships please indicate the field, duration and in which session you wish to take the Internship.

## STEP 4: PAYMENT, COSTS & PAYMENT POLICY

### TUITON COSTS

Please note that the deposit of the Application Fees is required at enrollment.

Please note that the 50 % of the tuitions fees deposit is required once the Enrolment will be accepted by the Academic Senate.

Please note that the remaining 50 % of the tuitions fees is required 2 weeks before the courses will start.

## STEP 5: PAYMENT

### SUMMARY

Please calculate using the above chart your tuition, housing (if applicable), and any additional fees:

Total: .....of the

Total.....50% once the enrollment will be approved by the Academic Senate

Total . . . . . Balance due two week prior to the start of term

## PAYMENT METHODS

**By credit card:** o Visa o Mastercard o American Express

Please fax us the following information (Fax +39 055 0673 766):

Credit card number: .....

Security numbers: .....

Expiration date: \_\_/\_\_/\_\_

Email address: .....

### By direct bank transfer

Account name: **International Academy of Florence**

Bank : **Unicredit**

Address: **21301 Firenze Mascagni**

IBAN: **IT67D0572802804391571043057**

Reason for the payment (please indicate name of student, session and payment reason eg. housing, tuition):

.....

Please fax us your bank receipt. (Fax +39 055 0673 766)

## STEP 6: OTHER INFORMATION AND SIGNATURES

### LETTER OF ENROLLMENT, VISA, AND "PERMESSO DI SOGGIORNO"

As soon as we receive your Application Fees we will issue a letter of pre-enrollment. With the letter of pre-enrollment you can obtain a Student Visa at your nearest Italian Consulate or Embassy. Visa requirements depend on student nationality and the period of study. The student is held responsible for obtaining the study visa.

If a visa must be requested, a copy of all documents presented at the Consulate must be brought to Florence. Once in Florence, those documents will be utilized to request a "Permesso di Soggiorno" (permit of stay) from the Immigration Office.

The IAOF staff will assist with both requests upon arrival in Florence.

**Important!** The Immigration Office in Florence typically doesn't allow students to extend their stay without returning home. So if you wish to extend your enrollment after arrival you will need to return home and start the Visa process again. Tuition is due in full before the start date of your chosen program. For students enrolling in a 2 year program, balance is due before the end date of the first/ year of study.

### INSURANCE

All IAOF students automatically receive HTH Worldwide student health insurance, the most comprehensive study abroad insurance available. This makes excellent health care available to students while they are in Italy as well as a 24 hour assistance call center for emergencies or questions. For more information go to: [www.hthstudents.com](http://www.hthstudents.com) or [www.hthparents.com](http://www.hthparents.com)

### CONDUCT/ BEHAVIOR RELEASE

I understand that as a student attending an IAOF program, I will behave as an ambassador for my country. Therefore, all policies governing behavior in the IAOF program, in addition to the Student Code of Conduct for my chosen Palazzi program. I understand that information regarding any behavior found disruptive or offensive to the IAOF program will automatically terminate my study abroad experience. I understand that IAOF must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs.

Accordingly, IAOF reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes concern for the safety and well-being of students or others. The Director and/or Associate Director of IAOF shall have the authority to make the final decision on a participant's dismissal from the program. Misconduct includes actions that violate school regulations or Italian law, or in the judgment of the school and/or IAOF officials, jeopardize the welfare of that student, other individuals or the program. It is understood that no refund of tuition, fees or rent will be given if a student is dismissed from the program. Such actions include, but are not limited to, the following: Excessive unauthorized absence from class and/or other organized program activities - The use of threats or physical violence - Violation of Italian laws - Violation of the school or housing regulations - Damage to or destruction of school, residence, or student property - Alcohol or substance abuse - Reckless or dangerous behavior.

### PRIVACY POLICY

IAOF is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to IAOF will only be used for the purpose of looking after your interest in the IAOF program. your personal information will be used by IAOF in accordance with Italian law D. LGS.VO 196/03.

### CERTIFICATIONS

1. I certify that I meet its requirements and deadlines to be eligible to study abroad.
2. I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I accept as binding any and all conditions that normally apply to admission to IAOF.

All of the information provided here is correct and valid. I understand and hereby accept that any falsification or untrue statements are subject to prosecution by Italian law.

I agree that by signing this application form I will abide the GENERAL RULES, ACADEMIC RULES, and ALL IAOF POLICIES present on the website:

**[www.iaof.it](http://www.iaof.it)**

Signature of Applicant: ..... Date: .....

I authorize the use of my personal information by IAOF, which will treat it in accordance with Italian Law 196/03 on privacy.

Signature of Applicant: ..... Date: .....

**[www.iaof.it](http://www.iaof.it)**

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