



## 2010 Application Form (College/ University/ English Program/ Vocational School)

To apply for admission to any UPP member school:

1. Complete all pages of the Universal Placement Program Application Form.  
(Complete the English Program Form, only if applying to a UPP English Program).
2. Mail the completed application and ORIGINAL supporting documents required for the program you are applying for (see checklist):

**Universal Placement Program  
301 N. Lake Ave. Suite 310  
Pasadena, California  
91101 USA**

3. Send placement fee payment to Universal Placement Program. Payment can be made by bank check, international money order, credit card or bank transfer.

(Application processing **CANNOT** begin until the placement fees and all required application documents have been received by UPP)

### **SUPPORTING DOCUMENT CHECKLIST**

**(Send one original copy for EACH school you are applying to)\*:**

#### **All Students:**

- Official copy of high school and/ or college/ university transcripts with English translations.  
(Notarized copies may be acceptable if original copies are not available)
- Graduation certificate from your most recent school (high school, college or university).  
(Notarized copy may be acceptable if original copies are not available)
- Official Bank Statement(s) less than 3 months old that list the amount of your personal, family or government financial support.\* \*  
(The names of the account holders on bank statements should be written in English)
- 1-2 page typed personal statement explaining your reasons for wanting to study in the USA.
- Copy of the photo page of your passport.
- Copies of your English test score reports ( TOEFL, IELTS), if available.  
(official test score reports must be sent directly from the testing service to the school(s) you are applying to, NOT to UPP)

#### **Transfer Students – Students who have completed 2-3 years of college/ university (Additional required documents):**

- Recommendation letters from at least two (2) of your former teachers.

#### **Graduate Students – Students who have completed a bachelors degree program (Additional required documents)\*\*\*:**

- Recommendation letters from at least two (2) of your former teachers and/or work supervisors.
- Copies of your graduate test score reports (GRE, GMAT, LSAT, MCAT), if available.  
(official test score reports must be sent directly from the testing service to the school(s) you are applying to, NOT to UPP)
- Resume/ CV of work experience , if required.

\* - All original supporting documents must be accompanied by an English translation.

\*\*\* - Some programs may have additional application and/or documentation requirements. UPP staff will advise you about any additional application documents required by the graduate program you wish to apply to.



## PLACEMENT SERVICE OPTIONS

Please check your school placement service option below:

### Regular Placement Service

**Includes:**

- Application fee for one school
- Guaranteed school admission (for UPP-recommended schools)
- Unlimited school advising service
- UPP application management service
- Express mail service fee

*(Housing placement, health insurance, airport pick-up service, and paying school fees are arranged separately by the student)*

### American School Year Program (Full-Year)

**Includes:**

- Regular Placement Service (as listed above)
- Prepaid full-time tuition fees (2 semesters or 3 quarters)
- Prepaid student service fees
- Prepaid homestay or dormitory housing and meal plan
- Airport pick-up and transportation service
- UPP advisor support service

### American School Year Program (Half-Year)

**Includes:**

- Regular Placement Service (as listed above)
- Prepaid full-time tuition fees (1 semester or 2 quarters)
- Prepaid student service fees
- Prepaid homestay or dormitory housing and meal plan
- Airport pick-up and transportation service
- UPP advisor support service

**UPP APPLICATION BEGINS ON THE NEXT PAGE**



## English Program Application Form

### STUDENT INFORMATION:

<b>Name</b>			
	Family Name	Given Name(s)	
<b>Gender (Circle One)</b>	Male	Female	
<b>Birthdate</b> (Month/Day/Year)			
<b>Country of Citizenship</b>			<b>Country of Birth</b> (City, Country)
<b>Permanent Address</b> (Please include postal Code)			
<b>Mailing Address</b> (If different)			
<b>Telephone Number</b>	Home		
<b>Email Address</b>			

### UPP Intensive English Program Information

<b>Program Name</b>	
<b>Program Location</b>	City _____ State _____
<b>Program Type (Check Only One)</b>	Intensive _____ Super-Intensive _____
<b>Requested Program Dates</b>	Start _____ End _____ Number of Weeks _____
<b>Do you need to get a Form I-20 for your English Program?*</b>	Yes ____ No ____
<b>Housing Placement Type (Check One)</b>	Homestay* ____ Apartment*** ____ Residence Hall ____ If "Homestay" is selected, check preferred room type: ____ Private Room ____ Shared Room
<b>Airport Pick-Up Service Needed?:</b>	Yes ____ No ____ Name of Arrival Airport _____
<b>Medical Insurance Needed? +</b>	Yes ____ No ____

\* (Form I-20 required if you will arrive in the U.S. more than 4 weeks before your university/ college orientation date)

\*\* Homestay housing includes bedroom, most meals, full house privileges. **Please complete the separate Homestay Application Form on the last page of the UPP Application Form.**

\*\*\* Apartment housing includes furnished apartments, shared bedroom and all basic utilities. Meals are not included. Apartment housing may not be available at all locations. Contact UPP about the availability of apartment housing at the English program you are applying for.

+ **Medical insurance is required for the full term of your English program.** You will be required to show proof of medical insurance before you can register for classes at your English program if you do not want to buy medical insurance through your English program.



## COLLEGE/ UNIVERSITY APPLICATION

### STUDENT INFORMATION:

<b>Name</b>			
	Family Name	Given Name(s)	
<b>Gender (Circle One)</b>	Male	Female	<b>Native Language</b>
<b>Birthdate</b> (Month/Day/Year)			
<b>Country of Citizenship</b>			<b>Birth place</b> ( City , Country)
<b>Permanent Address</b> (Include Postal Code)			
<b>Mailing Address</b> (if different from above)			
<b>Telephone Number</b>			
	Home	Mobile	
<b>Email Address</b>			

### EDUCATION INFORMATION:

Complete the following information for all high schools/ English schools, and colleges/ universities you have attended. Begin with your most recent school FIRST.

School Name	Location (City and Country)	Start Dates of Attendance (Month/ Year)	Graduation Date (Month/ Year)	Study Program	Diploma/ Degree

### UPP School Placement Information:

<b>Requested Major</b>				
<b>Starting Term (Check One)</b>	Fall _____	Winter _____	Spring _____	Summer _____
<b>Starting Year (Check One)</b>	2010 _____	2011 _____	2012 _____	
<b>Requested School Region (Circle One)</b>	Western USA	Mid-USA	Southeastern USA	Eastern USA
<b>Requested School(s)</b>	1. _____ 2. _____ 3. _____ 4. _____			

### Standardized English Exams

Write information about the standardized English tests you have taken.

Exam	Highest Scores	Date(s) Taken
TOEFL		
IELTS		
EIKEN	STEP _____	
Other _____		

### Standardized Entrance Exams

Write the scores(s) of any standardized entrance exams you have taken.

Exam	Highest Scores	Date(s) Taken
SAT I	Verbal _____ Math _____	
SAT II – Subject: _____		
GRE		
GMAT		
LSAT		
MCAT		

### Your highest educational goal:

- Certificate program (6 months – 1 year)       Associate Degree (2 years)  
 Bachelor’s Degree (4 years)                       Master’s Degree (Bachelor degree + 2 years)  
 Post-Graduate Degree (PhD, J.D., M.D., etc.)

### EMERGENCY CONTACT INFORMATION

Emergency Contact Name	
Relationship to you	
Emergency Contact Street Address	
Emergency Contact City/ State	
Emergency Contact Phone Number	
Emergency Contact Email	

### SIGNATURE

Your signature below indicates that all information provided in your application is complete and accurate. Any misrepresentation of the information contained on this application may result in refusal of admission or cancellation of acceptance at the college or university. Your signature also serves as your authorization to allow UPP to act as your representative with the college/ university admissions office, to receive official school communications and acceptance documents for you and, if necessary, sign school application and admission documents on your behalf.

***In order for UPP to submit any application for you at any school, you must sign this application.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_ Date: \_\_\_\_\_  
 (if applicant is under 18 years old)





## Housing Application Form

### STUDENT INFORMATION:

<b>Name</b>			
	Family Name	Given Name(s)	
<b>Gender (Circle One)</b>	Male	Female	
<b>Birthdate</b> (Month/Day/Year)			
<b>Country of Citizenship</b>			
<b>Permanent Address</b>			
<b>Telephone Number</b>			
	Home	Mobile	
<b>Email Address</b>			

### HOUSING PLACEMENT INFORMATION:

<b>Housing Type</b> (Check One)	Homestay _____ Residence Hall _____ Student Apartment _____				
	Check Preferred Room Type (May not be guaranteed) _____ Private Room _____ Shared Room				
<b>Housing Start Date –</b> (Month/ Day/ Year)					
<b>Housing End Date –</b> (Month/ Day/ Year)					
<b>Housing Preferences</b> (Check All That Apply)	1. Pets _____ No Pets _____ 2. Children OK _____ No Children _____ 3. Small Family _____ Large Family _____ 4. Smoking OK _____ No Smoking _____ 5. Alcohol OK _____ No Alcohol _____				
<b>Dietary Restrictions</b> (List All Foods You Cannot Eat)					
<b>Allergies You Have</b>					
<b>Medical Conditions</b>					
<b>Describe Your Personality</b>					
<b>List Your Hobbies</b>					
<b>Describe Your family in your country</b>					
<b>Do you Smoke?</b> (circle one)	YES	NO	<b>Do you Need Airport Pickup?</b> (circle one) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
Yes	No				



## Application Authorization Form

I, \_\_\_\_\_, have requested the assistance and services of Universal Placement Program (UPP) in applying to your institution.

I hereby grant UPP to serve as my authorized representative throughout the application process and my enrollment at your institution. I request that all correspondence and communications regarding my application and acceptance, including the Form I-20, be sent directly to UPP Headquarters located at:

301 N. Lake Ave. Suite 310  
Pasadena, California  
91101 USA

Furthermore, I grant authorization for UPP to be provided with information regarding my tuition payments, class enrollment, and class grades, if requested.

\_\_\_\_\_  
Student Signature  
(Parent/ Guardian must sign if student is under 18 years old)

\_\_\_\_\_  
Date

**American School Year Program  
Pre-Departure Student Form  
(only to be filled out by ASY participants)**



(A signed copy of this form must be sent to UPP prior to collecting and transferring fees to UPP)  
The student or parent must initial each point and sign at the bottom of the form.

**Student Name** \_\_\_\_\_

\_\_\_1. The American School Year program provides the convenience of prepaying most of your expenses for one half or full school year at an American college, university, high school, vocational school or ESL course. This program includes the following:

- School advising and placement service
- Express mail shipping fees (from USA to your home country)
- Full-time tuition fees for 3 academic quarters OR 2 semesters (FULL YEAR PROGRAM) or 2 academic quarters OR 1 semester (HALF YEAR PROGRAM). Please note some intersession semesters (summer, winter, etc.) usually are not included.  
(Maximum of 12 units per academic term for undergraduate programs or 6-8 units per academic term for graduate programs)
- One-way airport-pick-up service (from nearest airport, if needed)
- Dormitory housing with shared room OR homestay (other housing options available on request, early arrival/late departure subject to extra fee )
- Daily meal plan with minimum two meals daily (depending on housing type and if applicable)
- Student support service (as needed)
- All mandatory school fees (not including optional fees, textbooks, uniforms, insurance, etc.)

\_\_\_2. American School Year Program Fee/ Deposit Payment Policy

- a) School placement fee is due at the time the application is mailed to the UPP office
- b) Additional fees may be need to be paid for housing and/ or school tuition deposits before receiving housing placement service or final school acceptance documents
- c) Housing placement fees are NON-REFUNDABLE
- d) Tuition deposits generally are REFUNDABLE (depends on individual school policies).
- e) All program fees are due to UPP 3 days after the student receives his/her student visa, or at least 1 week BEFORE departing for the USA.

\_\_\_3. American School Year Program Cancellation Policy

If you decide to cancel your program or transfer to a different school, the school's refund policy will determine how much of a refund (if any) you can receive for unused tuition and dormitory/meal fees. School placement fees are not refundable.

If you have been placed with a UPP-arranged homestay family and decide to move out before the end of your program, you can usually receive a refund of unused fees only AFTER you provide UPP with a written cancellation notice according to the following schedule:

- **First four (4) weeks – Non-refundable**
- **Second four (4) weeks through the mid-point (50% mark) of the program = prorated refund calculated on a weekly basis.**
- **After 50% completion of the program = No refund of unused housing fees.**

If you must interrupt your program to return home in an emergency, your remaining unused fees can usually be placed on hold for up to 12 months and used when you are ready to resume your program. Please contact UPP for more information.

*I have read and understand the fees covered by the American School Year program and acknowledge and accept the stated payment and cancellation policies listed above.*

\_\_\_\_\_  
Name of Client Submitting Program Payment (if different from student)

\_\_\_\_\_  
Signature (person who will be submitting payment)

\_\_\_\_\_  
Date