



### Application for Admission

Student's Legal Name: (As written on Passport)

**First name:** \_\_\_\_\_ **Middle name:** \_\_\_\_\_

**Last/Sir Name:** \_\_\_\_\_

Passport number: \_\_\_\_\_ date of issue: \_\_\_\_\_ issued by: \_\_\_\_\_

Gender :  Female  Male

Nationality/Citizenship: \_\_\_\_\_

Country/City of birth: \_\_\_\_\_

Date of Birth (Day/Month/Year): \_\_\_\_\_

Nation of legal residence: \_\_\_\_\_

Postal Address Line 1: \_\_\_\_\_

Postal Address Line 2: \_\_\_\_\_

**\* Postal Code :** \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### Education programs attended (*High school, University or other*)

School	City	Dates	Certificate
School	City	Dates	Certificate

#### Professional work experiences (*if any please list*)

Company Name: \_\_\_\_\_

City/Country: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Company Name: \_\_\_\_\_

City/Country: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

List Languages Spoken (*All courses are held in English*):

Native Language: \_\_\_\_\_

Do you have another name or "nickname" that you prefer to use?

Do you have any special Requests/Observations?:

List any design related computer programs you know and your skill level (%).

**Course Selection:** *Place an "X" to select one of the following Majors:*

INTERIOR DESIGN

GRAPHIC DESIGN

**Select of the following Levels :**

MASTER LEVEL : 1 year (2 semester)

ACADEMIC LEVEL : 2 year (4 semester)

ACADEMIC LEVEL : 1 year (2 semester)

ACADEMIC LEVEL : 3 year (6 semester)

**I am applying for a course for the year:**

September 2010 / January 2011

September 2011 / January 2012

January 2011 /September 2011

January 2012 /September 2012



### Financial Aid:

financial aid seekers should apply early to improve their chances. (*Students may also apply for aid after enrollment.*)

- I wish to be considered for Financial Aid. I have attached either a) brief portfolio of work or b) 150 word essay explaining "Why I desire to study design in Florence"

### Assistant Instructor Positions: (*Master Students only*)

- I wish to be considered for a position as teaching assistant I have attached a cover letter or CV (Curriculum Vitale). 2) I am also submitting a portfolio (3 projects)

### General Conditions of Participation:

1. After acceptance to the Institute, the initial enrollment fee of 780€ needs to be paid immediately in order to guarantee the student's place in the course.
2. The 6120€ course fee for 1 year (2 semester) must be paid no later than 60 days before the 1<sup>st</sup> day of lessons.
3. If the student can not attend as scheduled they may request to attend at a later date, but enrollment or tuition fees can not be refunded if the student at any stage cancels attendance.
4. Student is responsible for damage caused to persons/property of the Institute.
5. Course content may be altered if deemed necessary by the director.
6. Student agrees to be contacted by a student services agency to arrange housing.
7. The Institute, whenever possible, will assist students with their transition to Florence. However the Institute is not responsible for agreements made between the student and housing agencies or other third parties.
8. Students wishing to transfer credits to schools non-affiliated with the *Florence Institute* may need pre-approval from the director of such impending school.
9. The institute reserves the right to use photos taken at institute events or student works for inclusion in printed publications and online advertisement.

I certify to have read and agree with the General Conditions of Participation and certify this application form is accurate and complete to the best of my knowledge

Student's signature: .....or Initials

Date: .../.../20

*The Florence Institute of Design International, respects your rights to privacy and informs you that the data submitted with this form shall be processed for the purpose of sending information related to our education courses or events organized by us, and that you are entitled at any time to exercise your rights under article 13 of Italian Data Protection Act 196/03.*

### Submission of Application

The Application for admission can be submitted by any of the following 3 methods. It is required that the following documents are attached with to the enrollment form

#### By email:

1. Attach a scan of the student's Passport ( *or European Union Identification Card* )
  2. Attach a scan of the school transcripts
  3. Students seeking financial aid should attach the documents listed at the top of the page.
- \*Be sure you receive an email within 3 days confirming that your application was received  
[registrar@Florence-Institute.com](mailto:registrar@Florence-Institute.com)

#### By Fax or Post:

1. Attach a copy of the student's Passport
2. Attach a copy of the school transcripts
3. Students seeking financial aid should attach the documents listed at the top of the page.

**FAX:** +39.055.53.70.739

#### Registered mail:

Florence Institute of Design International  
 Borgo Ognissanti 9  
 50123 Florence, ITALY