



**SIS Graduate Semester Abroad: Universidad Carlos III de Madrid**  
*School of International Service*

**Application Instructions and Checklist**

**Instructions:**

1. Complete the Participant Application and Information Form.
2. Compose your personal essay (in Spanish) and print out a copy. (Please see below for details.)

**Instructions for Personal Essay (to be written in Spanish):**

In approximately 500 words, highlight your academic background and past accomplishments, and describe how graduate studies in the Master of European Law Program will contribute to your academic and professional long-term objectives. Elaborate on your past academic performance and any other aspects of your history that you would like to be considered. Use this opportunity to emphasize the special qualities and accomplishments that will make you stand out as an applicant.

3. Print out an unofficial transcript. *You must also be able to provide SIS with an official transcript AU should you be selected for the program.*
4. Print out a Curriculum Vitae/Résumé written in Spanish and in the European format. (Please consult the Career Center if you need assistance with this.)
5. Meet with your academic advisor to gain approval for your participation in the program; complete the Academic Advisor Approval Form (separate form on website).
6. Take the TOR exam and request that your results be sent to SIS. Provide information on the date and time in which you took the exam.
7. *You must also be able to provide SIS with two (2) passport-size photos and a copy of your passport should you be chosen to participate in the program.*
8. Return all application materials **by the deadline** to:  
Office of International Program Development  
School of International Service  
American University  
Mailbox in SIS 100

**Please note that incomplete applications will NOT be accepted.  
Remember to keep a copy for your records.**

**Checklist:**

- Participant Application and Information Form
- Personal Essay in Spanish
- Transcript (*and request official one*)
- Curriculum Vitae/ Résumé in Spanish
- Academic Advisor Approval Form
- TOR Exam results

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**SIS Graduate Semester Abroad: Universidad Carlos III de Madrid**  
*School of International Service*

**Participant Application and Information Form**

**Student Information**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ AU ID # \_\_\_\_\_

Home address: \_\_\_\_\_  
Street, City, State, Zip

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Gender:  Female  Male Date of Birth: \_\_\_\_\_

**Passport Information**

Passport number: \_\_\_\_\_ Passport expiration date: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_ Place of birth: \_\_\_\_\_

If non-US citizen, visa type: \_\_\_\_\_

**Academic Information**

Status:  Graduate School: \_\_\_\_\_ Major/Field: \_\_\_\_\_

Current cumulative GPA: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Note: Students who are on academic probation are not eligible to apply.

List any coursework you have taken which may be relevant to the program:

\_\_\_\_\_

\_\_\_\_\_

Have you been subject to judicial sanction at American University?

Yes  No

If yes, please provide in a sealed envelope a statement which explains the circumstances and outcome. All disclosures will be kept confidential.

**TOR Exam**

Date and time taken: \_\_\_\_\_

Have you requested that your exam results be reported to SIS?

Yes  No

**Health Information**

Do you have any medical conditions or physical limitations that SIS should be aware of?

Yes  No

If yes, please provide a statement which explains your condition in a sealed envelope. All disclosures will be kept confidential.

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**Affidavit**

By submitting my application and the supporting documentation, I certify and agree to the following:

- 1) I certify that the information I provide throughout this admission process is accurate and complete;
- 2) I confirm that I am in good academic standing at American University;
- 3) I understand that should I be accepted to the program, it will be my responsibility to obtain all visas and/or immunizations necessary for admission into the country of the Program;
- 4) I confirm that I have no pending disciplinary case or discipline record that I have not disclosed in the application. I understand that the existence of a pending discipline case or a disciplinary record may prohibit me from participating in a SIS Semester Abroad Program. I authorize SIS to consult with Student Conduct and Conflict Resolution Services as necessary;
- 5) I will notify SIS of any changes to my information, including my status related to discipline and academic standing and, should I be accepted, my decision to participate in the Program;
- 6) I grant the University permission to use any photographs, audio, and/or videotapes of me and quotes taken from me in connection with a SIS Semester Abroad Program for any educational, marketing, and other purposes related to the business of American University; and
- 7) I understand that should I be accepted to the program by SIS, I will be required to apply to AUC directly and that SIS will support me in this endeavor. I also understand that if I participate in the program that I will need to be registered as a full-time student at AU and as a full-time student at Carlos III.

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Signature of applicant

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Date