

UNDERGRADUATE APPLICATION PACKET Application Requirements

The Hellenic American University requires applicants to submit a packet of materials to be considered as part of their application. All application support documentation should consist of either the **original documents or notarized copies**. Since the language of instruction and administration at the Hellenic American University is English, **documents that are not in English must be accompanied by certified English translations.**

The accuracy and completeness of submitted material will facilitate the admissions process and the timely evaluation of the applicant's candidacy. All applications and support materials are retained by the Hellenic American University. Once submitted, no materials will be returned to the applicant.

CHECKLIST FOR APPLICANTS

The following are required of all applicants:

- A completed undergraduate application form with the required essay
- Official Diploma, transcripts, and certificates of all secondary and post-secondary schools attended. These documents may be sent directly from the issuing institution to the Admissions Office or the applicant may submit them in a sealed envelope with the application. **The sealed envelope(s) must not have been opened in order for the transcript to be valid. If applicable, the University may then request an official translation of the document(s) into English.**
- Evidence of English language proficiency. Acceptable forms of evidence include the following:
 - A high school Diploma and/or transcript from an institution whose language of instruction is English
 - International Baccalaureate Certificate or Diploma
 - GCSE Certificate
 - TOEFL: a minimum CBT score of 220 or a minimum IBT score of 83 (minimum paper-based score of 560)
 - A minimum TOEIC score of 760 for unconditional admission
 - A passing score of the HAU Advanced Level Certificate in English (ALCE)
 - University of Michigan or Cambridge Certificate of Proficiency in English
 - SAT I or ACT scores
- Two letters of recommendation
- Two current passport size photographs
- A copy of your passport/National Identity Card
- A personal interview is required for every applicant who appears to meet the standards for admission either in person or by telephone
- A non-refundable application fee of € 30.

INTERNATIONAL APPLICANT INFORMATION: All international students are required to complete the necessary public/government documents to facilitate their student visa before arriving in Greece. Students must also complete the necessary Residence Permit paperwork. For additional details on the legal requirements for international applicants, you may also contact the University Admissions Office. International applicants are urged to register early for the appropriate TOEFL/TOEIC test administrations. Applicants make their own arrangements for the examinations and must have the results forwarded to the University.

CONDITIONAL ADMISSIONS: Under certain circumstances, applicants who demonstrate excellent potential for successful completion of the program, but do not meet all entrance requirements, may be considered for conditional admission by the Admissions Committee. Students admitted in this manner must successfully remove any outstanding conditions within the time period established by the Admissions Committee in order to achieve unconditional status and officially continue in the program.

PROGRAM START DATES: The University accepts applications on a rolling basis. We recommend early application for all students, especially international students. Each term lasts 12 weeks with courses typically meeting twice a week for two-hour sessions.

2009-2010

Check ONE →	<input type="checkbox"/> Degree	<input type="checkbox"/> Non-Degree	
Proposed Start Date (check ONE only)	<input type="checkbox"/> Fall Term 2009	<input type="checkbox"/> Winter Term 2010	<input type="checkbox"/> Spring Term 2010
Degree Program (select ONE only)			
<input type="checkbox"/> Bachelor of Arts in English Language and Literature			
<input type="checkbox"/> Bachelor of Music (select ONE major)			
<input type="checkbox"/> Music Performance			
<input type="checkbox"/> Music Theory and Composition			
<input type="checkbox"/> Undecided			
<input type="checkbox"/> Bachelor of Science in Business Administration (select ONE major)			
<input type="checkbox"/> General			
<input type="checkbox"/> Finance			
<input type="checkbox"/> Marketing			
<input type="checkbox"/> Information Technology			
<input type="checkbox"/> Undecided			
<input type="checkbox"/> Bachelor of Science in Information Technology			
<input type="checkbox"/> Bachelor of Science in Psychology			
<input type="checkbox"/> Associate of Science in Enterprise Network Administration			
<input type="checkbox"/> Undecided			

Applicant Information

Last Name/Family Name:			
First & Middle Names:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Nationality:			
Present Country of Residence:			
Date of Birth:		Place of Birth:	

Mailing Address:			
Street & Number:		Postal/Zip Code:	
City:		Country:	
Telephone:		Fax Number:	
E-mail:		Mobile Phone:	
Permanent Address (if different from mailing)			
Street & Number:		Postal/Zip Code:	
City:		Country:	
Telephone:		Fax Number:	
E-Mail:		Mobile Phone:	
EMERGENCY CONTACT INFORMATION [name(s), relationship to you, phone numbers]			

Educational History

Please list below all institutions (High Schools, Colleges, etc.) attended, starting with the most recent.

Name of Institution	Date of Entry (M/Y)	Date of Graduation (M/Y)	Diploma Received

Computer Skills

Please indicate your familiarity with the following:

	No experience	Elementary	Good	Excellent
Word Processing				
Spreadsheets (Excel)				
Slide Show (PowerPoint)				
Database Management				
Internet				

Do you have a PC/laptop at home?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Do you have Internet access at home?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Languages

Please list below the languages (apart from English and your native language) that you are familiar with:

Language	Spoken			Written			Qualification (major, certificate, diploma, etc)
	Elementary	Good	Excellent	Elementary	Good	Excellent	

What is your Native Language? _____

English Language Ability

Do you have documentation of English proficiency? <input type="checkbox"/> YES <input type="checkbox"/> NO
If "yes" evidence? _____
If "no", how and when do you plan on obtaining proficiency? _____

Work Experience (if applicable)

Please list below any work experience or training you have obtained, starting with most recent

Name of Company or Institution	Dates		Position held	Full-time/ Part-time
	From (M/Y)	Until (M/Y)		

Please provide a brief description of your work, and your main areas of responsibility:

1. Military Service

<input type="checkbox"/>	Completed	<input type="checkbox"/>	Deferred	<input type="checkbox"/>	Exempted	<input type="checkbox"/>	Not applicable
From ___/___/___ To ___/___/___		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Financial Planning

How do you plan on financing your education?							
<input type="checkbox"/>	Self	<input type="checkbox"/>	Family	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other:

3. Optional

Which other universities (if any) are you applying to?

How did you first learn about the Hellenic American University undergraduate program?

- | | |
|--|---|
| <input type="checkbox"/> Colleague | <input type="checkbox"/> Education Fair |
| <input type="checkbox"/> Employer | <input type="checkbox"/> World Wide Web |
| <input type="checkbox"/> Press/Media | <input type="checkbox"/> Professor |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Other _____ |

The Essay

All applicants are required to answer the following essay question, which is designed to present unique information about the candidate's values, aims and ambitions for the future. Please use the space provided to complete your essay, which should not exceed 150 words.

Question:

"Why do you wish to study at the Hellenic American University? What are your educational objectives, and how will the Hellenic American University undergraduate program assist you in achieving these objectives?"

The University reserves the right to make inquiries concerning the accuracy of the information provided in the candidate's application. Decisions on admission are made in good faith on the basis of information provided by the applicant and his/her referees. If the university later discovers that false statements have been made or material information withheld or omitted, it reserves the right to withdraw an offer of admission or to terminate registration.

Declaration

I am applying for admission to the Undergraduate Program at the Hellenic American University. I understand that the decision to admit rests with the University. If admitted, I agree to abide by the rules and regulations of the Hellenic American University and to pay all tuition, fees, and expenses incurred by me there. I also understand that my personal information and papers (including amendments) are stored as part of my student record electronically on a database and manually. All personal information is treated strictly according to the terms of the 2472/97 Data Protection Act, enforced by the Hellenic Data Protection Authority, and the Hellenic American University Student Records Privacy Policy, as set forth in the University catalog. This Act requires that all information be accurate, obtained fairly, and not divulged to people without permission or authority. It gives me the right to check the information held and to correct it if necessary. I am aware of the conditions of admission and the University's expectations. I confirm that to the best of my knowledge, the information contained in my application is complete and accurate.

Signature of applicant _____

Date _____

Undergraduate Admissions

Section III (a): Letter of Recommendation (confidential)

To the applicant:

Please print your name below. Then send this form to your referee for completion and submittal to the Hellenic American University Admissions Office.

Applicant Name:	
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To the referee:

The above person is applying to the Hellenic American University Undergraduate program. It would be of great assistance to the University if you would kindly complete this form. You may use the space provided or continue on a separate sheet. The information you provide will remain strictly confidential. When you have completed the form, please return it to the Hellenic American University's Admissions Office, Kaplanon 12, Athens, Greece 10680.

Last Name:	Address:		
First Name:	City:	Country:	Zip Code:
Position Held:	Telephone:	Fax:	
Institution / Company:	Email:		

1. How long have you known the applicant? In what capacity?

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2. What do you consider to be the applicant's outstanding qualities?

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3. What do you consider to be the applicant's most significant limitations?

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4. Do you have any additional comments which would be helpful for our assessment of the applicant?

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Signature_____

Date_____

Please return to:
Hellenic American University
Admissions Office
Kaplanon 12
Athens, Greece 10680

Undergraduate Admissions

Section III (b): Letter of Recommendation (confidential)

To the applicant:

Please print your name below. Then send this form to your referee for completion and submittal to the Hellenic American University Admissions Office.

Applicant Name:	
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To the referee:

The above person is applying to the Hellenic American University Undergraduate program. It would be of great assistance to the University if you would kindly complete this form. You may use the space provided or continue on a separate sheet. The information you provide will remain strictly confidential. When you have completed the form, please return it to the Hellenic American University's Admissions Office, Kaplanon 12, Athens, Greece 10680.

Last Name:	Address:		
First Name:	City:	Country:	Zip Code:
Position Held:	Telephone:	Fax:	
Institution / Company:	Email:		

2. How long have you known the applicant? In what capacity?

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Signature_____

Date_____

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