

Graduate Application Form

ACADEMIC YEAR

Semester [check one]

FALL

SPRING

Degree Program [check one]

Master of Arts in Applied Linguistics-TESOL

Master of Science in Information Technology

Master of Arts in Conference Interpreting

Master of Science in Psychology

Master of Arts in Translation

Master of Science in Sales Management

Master of Business Administration

Ph.D. in Applied Linguistics

Applicant Information

Last name/family name

First & middle names

Father's name

Mother's name

Gender

Nationality

Present country of residence

Date of birth [MM/DD/YY]

Place of birth

National ID # (State ID or driver's license if a US citizen)

Contact Information

Please let us know immediately if any of your contact details below change at any time during the application process.

MAILING ADDRESS

Street & number

Postal/zip code

City

Country

PERMANENT ADDRESS

Street & number

Postal/zip code

City

Country

PHONE NUMBERS & E-MAIL

Telephone

Mobile

Email

EMERGENCY CONTACT INFORMATION [name(s), relationship to you, phone numbers]

Educational History

Please list all institutions all colleges and universities you have attended, starting with the most recent:

| | | | |
|-------------------------------|---|------|----|
| Name of Institution | Country | From | To |
| Course of Study/Program/Major | Qualification obtained (diploma, certificate, etc.) | | |
| Name of Institution | Country | From | To |
| Course of Study/Program/Major | Qualification obtained (diploma, certificate, etc.) | | |
| Name of Institution | Country | From | To |
| Course of Study/Program/Major | Qualification obtained (diploma, certificate, etc.) | | |
| Name of Institution | Country | From | To |
| Course of Study/Program/Major | Qualification obtained (diploma, certificate, etc.) | | |

Additional Training

List below any additional training you have completed.

| Name of Organization | Program | Dates of Training | Certification earned (if any) |
|----------------------|---------|-------------------|-------------------------------|
| | | | |
| | | | |
| | | | |

Professional Qualifications

List below any additional professional qualifications you have earned.

| Title of Qualification | Awarding Institution or Organization | Date obtained |
|------------------------|--------------------------------------|---------------|
| | | |
| | | |
| | | |

Scholarships, Awards and Other Recognition

List below any scholarships, award or other recognition you have earned in academic, cultural or social environments.

| |
|--|
| |
|--|

Employment Summary

CURRENT EMPLOYMENT

| | | | |
|-------------------------|----------------------|-------------------------|--|
| Company or organization | | Job title/position held | |
| City and Country | Month and year hired | FT or PT? | |

Please provide below a brief description of your job and main areas of responsibility:

PREVIOUS EMPLOYMENT

List any previous work experience you have and indicate if it was full-time or part-time.

| | | | |
|-------------------------|---------------------|-------------------------|--|
| Company or organization | | Job title/position held | |
| City and Country | Dates of employment | FT or PT? | |

| | | | |
|-------------------------|---------------------|-------------------------|--|
| Company or organization | | Job title/position held | |
| City and Country | Dates of employment | FT or PT? | |

| | | | |
|-------------------------|---------------------|-------------------------|--|
| Company or organization | | Job title/position held | |
| City and Country | Dates of employment | FT or PT? | |

Languages

What is your native language?

Do you have documentation of English language proficiency?

Yes No

If yes, what documentation?

If no, when do you plan on obtaining documentation?

FOR NON-GREEK APPLICANTS TO THE MAT AND MACI ONLY:

Do you have documentation of Greek language proficiency?

Yes No

If yes, what documentation?

If no, when do you plan on obtaining documentation?

Please list below the languages (apart from English and your native language) that you are familiar with and your level of competency in speaking and writing the language—beginner, intermediate, advanced or proficient.

| Language | Speaking Ability | Writing Ability | Qualification (major, certification, diploma, etc.) |
|--|---|---|--|
| <div style="border: 1px solid black; height: 20px;"></div> | <div style="border: 1px solid black; width: 50px; height: 20px;"></div> | <div style="border: 1px solid black; width: 50px; height: 20px;"></div> | <div style="border: 1px solid black; width: 150px; height: 20px;"></div> |
| <div style="border: 1px solid black; height: 20px;"></div> | <div style="border: 1px solid black; width: 50px; height: 20px;"></div> | <div style="border: 1px solid black; width: 50px; height: 20px;"></div> | <div style="border: 1px solid black; width: 150px; height: 20px;"></div> |
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Professional Memberships

List below any professional associations you are currently a member of.

Financial Planning

How do you plan to finance your studies?

Self Family Employer Other: _____

Letters of Reference

Please provide the name, position and address of two persons who will provide letters of recommendation for you. At least one referee must be a person who has supervised either your recent academic work or your professional development.

| REFEREE #1 | | REFEREE #2 | |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | | <input type="text"/> | |
| Full name | | Full name | |
| <input type="text"/> | | <input type="text"/> | |
| Organization | | Organization | |
| <input type="text"/> | | <input type="text"/> | |
| Position | | Position | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Telephone | Email | Telephone | Email |

Essay

Applicants are required to answer the following essay question, which is designed to present unique information about their values, aims and ambitions for the future. The essay should be word-processed and printed on a separate sheet of paper, and should not exceed 150 words if you're applying for a Master's program or 500 words for the Ph.D. program.

QUESTION: What are your short-term and long-term professional goals and how will a Hellenic American University graduate degree assist you in achieving these goals?

Source of Information

How did you first hear about Hellenic American University?

Friend, relative, colleague, teacher Hellenic American College newsletter
 Search engine (e.g. Google, Bing.) Hellenic American College advertisement
 Higher education website (e.g Look4Studies, Semifind) Hellenic American College event
 Other _____

Optional

What other universities, if any, are you applying to?

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 Hellenic American University's graduate programs, offered in Athens, Greece through the Hellenic American College. 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 Hellenic American University Student Records Privacy Policy, as set forth in the University catalog. This policy 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.

Data Privacy

Hellenic American College is collecting and will use the personal information you provide in this form in order to:

1. process your application for admission to the Hellenic American University graduate program and enroll you as a student in the University if you are admitted and decide to enroll;
2. provide you with information on events, activities and services that Hellenic American College offers or organizes, either independently or in cooperation with other organizations, under the condition that you provide your prior consent.

The information we have requested in this form will be maintained in digital and physical form and used only for the purposes described above.

Your personal data will be sent to Hellenic American University in the United States so that it can create your student application record and, should you be accepted and decide to enroll, to officially admit you as a student.

The Hellenic American College will keep your personal information only for as long as it has legal, regulatory or contractual responsibilities to maintain this information.

You have the right to access the personal information we maintain on you and to request a copy of this information; to correct inconsistent or inaccurate and complete any missing data; to delete or to restrict the processing of this data for matters explicitly defined by law; to receive the personal data concerning you in a structured, commonly used and machine-readable format; and to object to the processing of personal data for matters explicitly defined by law or withdraw his/her consent.

You can exercise these rights by submitting a relevant written request to Hellenic American College, Massalias 22, dataprivacy@haec.gr, to which Hellenic American College must answer within one month from its receipt. This deadline may be extended for two additional months if the complexity of your request or the number of requests in general require so. If you believe that Hellenic American College has infringed your data privacy rights, you have the right to file a complaint with the Hellenic Data Protection Authority (www.dpa.gr).

If you would like more information on Hellenic American College's data protection and privacy policy, please contact us at dataprivacy@haec.gr or +30 210 368 0950.

I hereby give my consent to Hellenic American College to process my data as described above (para. 2).

Signature of applicant: _____ **Date:** _____