

COLUMBIA UNIVERSITY SCHOOL OF PROFESSIONAL STUDIES (SPS) APPLICATION FORM FOR VISITING STUDENTS

You must answer all questions in this form!

PROGRAM INFORMATION

Are you currently enrolled at a University?

- Yes
- No

Program Choice:

- Undergraduate Visiting Program (Auslandssemester im Bachelor)
- Graduate Visiting Program (Auslandssemester im Master)
- Summer Session – Undergraduate Visiting Student
- Summer Session – Graduate Visiting Student
- Certificate Program - Name:

-
- Postbaccalaureate Visiting Program (completed Bachelor, not enrolled in Master)

When do you wish to start your studies at Columbia?

Term: _____ Year: _____

- Spring
- Summer
- Fall

AGENT INFORMATION

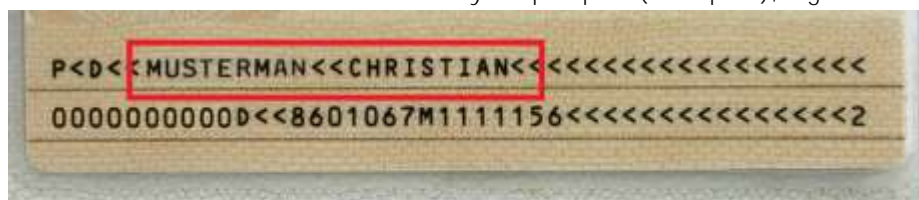
Do you apply through an agent?

❖ Yes → IEC Online GmbH

❖ Application Fee Waiver Code: INTLEDU12

APPLICANT INFORMATION

Please use mixed-case characters (e.g., “John Smith”). The way you write your name is how it will appear on your decision letter and all official communications. Insert names as they are written in the machine-readable line of your passport (Reisepass), e.g. Mueller (not Müller):



Prefix (e.g. Mr., Mrs., Ms.) _____

First Name: _____

Middle Name(s): _____

Last (Family) Name: _____

Preferred First Name: _____

Variation of your Name
found on Transcript or other
official records: _____

APPLICANT'S PERMANENT ADDRESS IN HOME COUNTRY (E.G. AT PARENTS')

Country: _____

Street & Number: _____

City: _____

State: _____

Postal Code: _____

APPLICANT'S MAILING ADDRESS (FOR VISA DOCUMENTS!)

Same as above?

Yes

No – fill in below:

Country: _____

Street & Number: _____

City: _____

State: _____

Postal Code: _____

Valid from/until: _____ (Month/Day/Year): _____ (Month/Day/Year): _____

SPS sends official correspondence to your email address. Please ensure the accuracy of the address information provided. You are required to enter at least one telephone number in this section.

Applicant's Email: _____
Daytime Phone Nr.: (+ country code!) _____
Evening Phone Nr.: (+ country code!) _____
Mobile Phone Nr.: (+ country code!) _____

BIOGRAPHICAL INFORMATION

Federal guidelines mandate that we collect data on the legal sex of all applicants. Please report the sex currently listed on your birth certificate.

Gender: Male
 Female
Date of Birth: Month: _____ Day: _____ Year: _____

CITIZENSHIP INFORMATION

Primary Citizenship: _____
Dual Citizenship: _____

The following questions are optional and are asked because Columbia is subject to certain governmental record-keeping and reporting requirements; accordingly, we request that you complete this section, although you are not required to do so. Please identify the group(s) of which you consider yourself a member; you may select more than one. In order to assist you in making your selection, you may view a list of ethnic groups and their definitions below. If you do not wish to provide your ethnicity, please select "Prefer not to respond."

Race / Ethnicity

Are you Hispanic or Latino? Yes
 No

Check one or more of the following groups that you consider yourself to be a member:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific
- White

EMERGENCY CONTACT

Full Name: _____
Relationship to Applicant: _____
Their current address: Country: _____
Street & Nr.: _____
City: _____
Postal Code: _____
Primary Phone Nr.: (+ country code!) _____
Alternative Phone Nr.: (+ country code!) _____
Email Address: _____

CITIZENSHIP DETAILS

Country of Birth: _____
City of Birth _____

Time in the United States
Duration in the U.S. (if born abroad) – enter ‘0’ if you have not lived or are not currently living in the U.S.: _____

If you were not born in the U.S., age at which you arrived/will arrive in the U.S.: _____

I have read and understood the [visa requirement and eligibility information found here](#) and I am aware that it is not permissible to enrol in school while in B-1/B-2 status.

Yes All applicants must check this box!

ACADEMIC HISTORY

Please list all colleges and universities you have attended for at least one term, or are presently attending, regardless of the number of credits received, including professional schools and summer study from which you have received academic credit.

The first institution you list must be the one you are presently attending or most recently attended. Please provide a degree type only if you will receive or have received a degree from the institution. If you transferred from an institution without earning a degree there or participated in a summer or study-abroad program for which no degree was awarded, select “No

Degree.” If you completed an undergraduate and graduate degree at the same institution, list the school name and dates of attendance twice, selecting “Bachelor’s” for the first listing and “Master’s” for the second listing. If you double-majored or received two undergraduate degrees from the same institution, enter the school information only once and select the degree that is most relevant to the program to which you are applying. You may list both degrees on your resume, and the program administrators will note that you have earned two degrees when reviewing your transcript. You must indicate if English is the primary language of instruction at the institutions named.

Current / Most Recent Institution:

Name: _____
 Country: _____
 City: _____
 State: _____
 Dates of Attendance: FROM Month: Year: _____
 TO (expected)Month: Year: _____

Enrolment status:

- Currently enrolled in this institution
- Not enrolled in this institution

Level of Study

(e.g. Bachelor): _____

Name of Degree

(e.g. Bachelor of Economics) _____

Major (Hauptfach): _____

Grades: Report as printed on your transcript, do not recalculate or report if not printed.

Grading scale: _____ on a scale of _____ (e.g. 4.0, 4.3, 5.0, 15, 100)

Or Class Rank: _____ out of _____

Previous Studies – Institution 1:

Name: _____
 Country: _____
 City: _____
 State: _____
 Dates of Attendance: FROM Month: Year: TO Month: Year: _____

Enrolment status:

- Currently enrolled in this institution
- Not enrolled in this institution

Level of Study

(e.g. Bachelor): _____

Name of Degree (e.g.

Bachelor of

Economics) _____

Major (Hauptfach): _____

Grades: Report as printed on your transcript, do not recalculate or report if not printed.

_____ on a scale of _____ (e.g. 4.0, 4.3, 5.0, 15, 100)

Class Rank: _____ out of _____

Previous Studies – Institution 2:

Name: _____

Country: _____

City: _____

State: _____

Dates of Attendance: FROM Month: _____ Year: _____ TO Month: _____ Year: _____

Enrolment status:

- Currently enrolled in this institution
- Not enrolled in this institution

Level of Study

(e.g. Bachelor): _____

Name of Degree

(e.g. Bachelor of

Economics) _____

Major (Hauptfach): _____

Grades: Report as printed on your transcript, do not recalculate or report if not printed.

Grading scale: _____ on a scale of _____ (e.g. 4.0, 4.3, 5.0, 15, 100)

Or Class Rank: _____ out of _____

If you attended more institutions, please continue on a separate sheet.

WORK EXPERIENCE

How many years of relevant postgraduate work experience do you have?

- Less than 1 year
- 1 year
- 2 years
- If more than 2 year - number of (full!) years: _____

Do not include internships, part-time, or research positions held while enrolled in your undergraduate studies; please include these experiences in the Activities & Distinctions section of the application.

Employment 1

Organization Name: _____
Country: _____
City: _____
State: _____
Dates of Employment: From Month: _____ Year: _____
To Month: _____ Year: _____
Position/Title _____

Employment 2

Organization Name: _____
Country: _____
City: _____
State: _____
Dates of Employment: From Month: _____ Year: _____
To Month: _____ Year: _____
Position/Title _____

If you wish to list more, please continue on a separate sheet.

Do you have any internship experience?

- Yes
- No

How many months of internship experience do you have?

- 0-3 months
- 3-6 months
- 6-9 months
- 9-12 months
- 12-15 months
- 15-18 months
- 18-21 months
- 21-24 months

Professional Organizations

Do you belong to any professional associations?

Yes

Please list the association(s) name(s):

No

VETERANS INFORMATION

Are you a U.S. veteran?

Yes

No

Are you currently serving in the U.S. military?

Yes

No

Are you a dependent of a U.S. veteran?

Yes

No

COLUMBIA UNIVERSITY AFFILIATION

Are you currently employed by Columbia University?

Yes:

Position: _____

Department: _____

No

You may (don't have to) submit a resume or CV with your application. Please be sure to include all relevant work experience, professional organizations, or activities that would be relevant to evaluating your candidacy for admission.

ENGLISH LANGUAGE REQUIREMENT

To be considered for admission, students must be comfortable with rapid and idiomatic spoken English. If you did not complete sufficient years of studies in English only, you are required to provide English test scores within the application, and official test score reports will be required for your application to be considered complete and ready for admission review. TOEFL and IELTS scores are valid for two years after the test date.

If you are unable to provide official scores on the TOEFL or IELTS due to the closing of testing centers because of Covid-19, and you are applying for undergraduate studies you may request to use the DET Duolingo English Test in order to demonstrate English proficiency. Such applicants may be asked to complete an interview using a video conferencing tool. If your request to use the DET Duolingo English Test is approved, you will be notified via email.

Official TOEFL, IELTS and DET results need to be submitted directly to Columbia by the test provider.

Is English your first and native language?

- Yes
- No

If your first and native language is not English, please indicate your first and native language:

What other languages do you speak?

A) Undergraduate students only: Have you completed or are you currently enrolled in an undergraduate degree program that was/is conducted in English OR are you enrolled at an institution in a country where the sole official language is English, and studied there for at least two years?

- Yes
- No

B) Graduate students only: Did you complete a Bachelor degree that was fully conducted in English?

- Yes
- No

If you answered 'yes' to A) or B), provide official proof (academic transcript or official letter from institution).

If you answered 'no' to A) and B), complete the following:

What kind of English test scores would you like to submit?

- TOEFL
- PTE (only undergraduate / summer)*
- IELTS
- DET (only undergraduate / summer)*

**May be changed again, once Covid-19 is not inhibiting tests anymore.*

Did you already take the test?

- I have an appointment to take the test
- I have not taken the test and do not have an appointment
- I have taken the test already**

**Complete the following:

Type/Name of Test	_____
Subtype	_____
Test Date	_____
Total Score	_____
Listening Score	_____
Reading Score	_____
Writing Score	_____
Speaking Score	_____

COURSE PLAN

Please indicate the number of courses you plan to take if you are admitted: _____***

**** Note: To be fully enrolled in the Visiting Student Program, students are required to take 12 credits (usually 4 courses).*

Please list your desired courses below. Note that filling the list does not constitute registration!

Name course code/number and title/name

Course 1	_____
Course 2	_____
Course 3	_____
Course 4	_____
Course 5	_____
Course 6	_____

Planned Field of Interest, select only ONE:

- | | | |
|-------------------------------------|---|-------------------------------|
| <input type="checkbox"/> Arts | <input type="checkbox"/> Languages | <input type="checkbox"/> STEM |
| <input type="checkbox"/> Business | <input type="checkbox"/> Natural Sciences | |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Social Sciences | |

EDUCATIONAL HISTORY

Has there been any significant interruption in your education?

- Yes (please attach explanation)
 No

COLUMBIA UNIVERSITY APPLICATION HISTORY

Have you ever submitted an application to the School of Professional Studies (SPS)?

- Yes No

When did you last apply? Term & Year (e.g. Summer 2019): _____

Which program did you last apply to at SPS?

Have you ever submitted an application to another school at Columbia University (not SPS)?

- Yes No

When did you last apply? Term & Year (e.g. Fall 2018): _____

Which program did you last apply to at Columbia University?

PROGRAM OF INTEREST

How did you hear about the program to which you are applying? Mark ONE with 'X'

- | | |
|--|--|
| Columbia University Alum (please specify) | Letter in Mail |
| Columbia University Website | LinkedIn |
| Email | New York Times Online Advertisement |
| Email from Columbia University | New York Times Print Advertisement |
| Facebook | Online Advertising |
| Friend | Online Search |
| Google Search | Other (please specify) |
| Other Online Advertisement (please specify) | |
| Print Advertising (please specify) | |
| Professional Association or Listserv (please specify) | |
| School Fair (please specify) | |
| WNYC Radio Advertisement | |
| Word of Mouth (please specify) | |

Specify:

Why are you interested in pursuing this program? Mark ONE with 'X'

- | | |
|--|---|
| Acquire new knowledge in my field | Increase knowledge in a field |
| Advance in my current career | Make great connections that will help me in the future |
| Begin my career | Switch my area or career |
| Change my career | Accelerate my career growth |
| Qualify for admission to a graduate program | MA |
| Gain knowledge and pre-requisites for the Master's program | PsyD |
| Gain knowledge and pre-requisites for the PhD program | PhD |
| To qualify for admission to a MA program | For personal growth |
| Improve my proficiency in English | Take courses in finance |
| Improve my business English skills | Help strengthen my application for business school |
| Advance my business skills | Other |
| Take courses in computer science | Learn quantitative skills that are valued in the business world |
| Take courses in science | Gain essential business skills |
| Take courses in math | Prepare to enter the job market |
| Take courses in quantitative studies | Acquire new knowledge in a different field |
| Complete prerequisites for graduate school | Explore a career in the business world |
| Help strengthen my application for graduate school | Get a concentrated focus on a particular subject area |
| Prepare to return to full-time study | Prepare for graduate study |
| Strengthen my application for business school (MBA) | Spend a summer in New York City |
| Fulfill a requirement to graduate | Spend a semester in New York City |
| Personal enrichment/professional development | Give me a competitive advantage for employment |
| Take a course with Columbia faculty | Prepare for further academic study |

Please expand on why you are pursuing non-degree studies at Columbia University and how completing your coursework will contribute to your academic goals (250 words or less – write legibly!): *If you submit a "Statement of Academic Purpose", don't write a lot here!*

When did you begin to consider this particular program?

Month: _____ Day: _____ Year: _____

What attracted you most to this program (250 words or less – write legibly!)?

If you submit a "Statement of Academic Purpose", don't write a lot here!

Are you applying to other institutions?

Yes – please list institution & program:

No

Are you considering another program at Columbia University?

Yes (please name)

No

ACTIVITIES AND DISTINCTIONS

Please add your internship, volunteer service/experiences, professional accolades, presentations, and any other professional or academic distinctions.

Organization 1

Organization Name:

Your Role/Title:

Country:

City:

State:

Dates of Participation: FROM Month: Year: TO Month: Year:

Frequency of Participation _____ hours per week, _____ weeks per year

Short Description of Participation:

Organization 2

Organization Name:

Your Role/Title:

Country:

City:

State:

Dates of Participation: FROM Month: Year: TO Month: Year:

Frequency of Participation _____ hours per week, _____ weeks per year

Participation _____
Short Description of
Participation: _____

Continue on a separate sheet, if necessary.

RECOMMENDATIONS (OPTIONAL!)

Please read [this information](#) before submitting any contact details!

Recommendation ____ of ____ (e.g. 1 of 3°)

Academic Recommendation Professional Recommendation

Prefix: _____

First Name: _____

Last Name: _____

Organization: _____

Position/Title: _____

Relationship: _____

Telephone: _____ (+ country code)

Email: _____

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Federal law gives students the option to waive their right to see specific letters of evaluation. If you waive this right by signing the waiver below, this letter will be kept confidential. If you do not sign the waiver, you will have access to this letter upon enrollment in the School of Professional Studies at Columbia University.

- I waive my right to access this report.
 I do not waive my right to access this report.

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to waive your right.

By signing below, I agree to the above:

Applicant Signature: _____

By signing below, I confirm that I will not write any portion of this evaluation, nor will I have any involvement in its drafting or submission:

Applicant Signature: _____

*° Applicants may submit up to three (3) recommendations. If you wish to submit more than one, copy/print this page again, fill it in and **don't forget** to sign each page twice!*

APPLICATION FEE

Please note: IEC Online GmbH applicants currently don't have to pay the application fee (use the code INTLEDU12)!

NOTIFICATION OF ADMISSIONS DECISION

Applicants are notified of admissions decisions via e-mail, so please pay attention to your email inbox and spam folder(s).

If you apply to a Columbia program and are denied admission to that program, you may not submit another application for admission to that same program for a year. For example, if you were denied admission to a program for Fall 2021, you are not eligible to apply again to that same program until Fall 2022. If you have been denied admission to the same program three times, you are no longer eligible for admission to that program and any further application will not be considered.

All admissions decisions are final. There is no appeal process. The Admissions Committee reviews each application thoroughly and with great care.

DECLARATION AND CERTIFICATION

All applicants must sign below.

By my signature below, I certify that I have reviewed all materials submitted to Columbia University as part of this application and confirm that all are accurate and authentic. I also understand that any false statements, falsified documents, or deliberate omissions on this application may be grounds for rejection of my application, or if admitted, disciplinary action, including cancellation of academic credit, suspension, expulsion, or eventual degree revocation.

Important Reminder: Only complete applications will be reviewed.

Applicant Signature: _____
Place: _____
Date: _____ (MM/DD/YYYY)

Authorization for IEC to assist with this application

I hereby permit International Education Centre (IEC Online GmbH) to advise me on the application process to Columbia University's School of Professional Studies (SPS) and their online application.

I am aware that I am responsible for submitting a complete application and to prompt other institutions, e. g. universities that I attended or an English language test provider, to submit official documentation to Columbia University or –if necessary– WES.org for evaluation on my behalf.

Applicant Signature: _____

Place: _____

Date: _____ (MM/DD/YYYY)

Please submit your application with all required supporting documents to IEC for review:

IEC Online GmbH
Bewerbungsbetreuung
Marienstrasse 19-20
10117 Berlin
Germany