



Bircham International University

Skype: birchamuniversity

Email: info@bircham.edu

www.bircham.edu

Application for Admission

## Application for Admission

Include 1 passport size ID picture.

### PERSONAL INFORMATION

**Full Name:**

(Exactly as you would like it to appear on your diploma)

**Address:**

(Street, Number, City, State, ZIP Code, Country)

**Country:**

**Date of birth:**

**Phone:**

**ID Number (Social Security or Passport):**

**E-mail:**

### APPLICATION FOR ADMISSION - DISTANCE DEGREE PROGRAMS

Select and check one option (X)

(...) Continuing Education Course

(...) Specialist - Diploma

(...) Expert - Diploma

(...) Bachelor's Degree

(...) Master's Degree

(...) Doctor Ph.D. Degree

**MAJOR OF STUDY:** \_\_\_\_\_

(...) I request to write the assigned evaluation reports in other language:

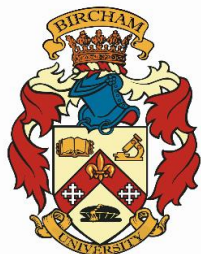
### ADDITIONAL REQUESTS:

This is a legally binding contract when signed and accepted. My signature certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's catalog, cancellation and refund policies have been clearly explained to me. I attest that there is no discrimination with respect to race, color, sex, beliefs or religion. Bircham International University does not provide employment placement services and can not guarantee the acceptance of its degrees. I also certify that all the attached copies of diplomas, transcripts and any relevant document are true. Submitting forged documentation, or including false information in the curriculum vitae will result in the immediate dismissal of the student and the loss of the registration as student and any payment refund rights. The cancellation of your program of study may occur if you fail to submit payments as per the agreed payment plan option, and/ or failure to submit assignments for one year. Submitting forged documentation, or including false information in the curriculum vitae will result in the immediate dismissal of the student and the loss of the registration as student and any payment refund rights. The cancellation of your program of study may occur if you fail to submit payments as per the agreed payment plan option, and/ or failure to submit assignments for one year.

Today's date:

Signature

Once filled and signed, send this form by regular mail or email attachment (PDF or JPG).



## Student Rights

The student has the right to cancel registration at Bircham International University (BIU) and receive the corresponding refund according to the refund policy. Cancellation is effective on the date a written notice of the cancellation is mailed. BIU shall make the refund within 14 days of cancellation notice was effectively received. BIU considers the program starting date the day that the student receives any study material. Study material may be one or a combination of the following: Academic Assignment Control form, and all or part of the textbooks assigned in this form. The cancellation notice must be sent in writing by mail or email dated, and signed, addressed to the director of BIU at the corresponding BIU office address or email.

Acceptance of these distance learning higher education academic credits is always the prerogative of the receiving institution or employer. Recognition criteria differ depending on each educational institution, or company policy, or country legal framework.

Any concerns about Bircham International University which have not been satisfactorily answered or resolved by the corresponding BIU office should be addressed to Board of Trustees.

Bircham International University provides a beneficial refund policy for the student: 100% tuition refund within 15 days from the program start; 80% tuition refund within 90 days; and 50% tuition refund within a whole year from the program start. This policy guarantees no financial risk to anyone willing to try the BIU's innovative distance learning higher education for adult professionals.

### ADMISSION FEE:

A 200 Euros (or \$250) admission fee is required for Bachelor's, Master's, and Ph.D. programs. This admission fee is not refundable once the Official Certificate for Admission has been issued. This admission fee ensures the student's commitment, so BIU may assume the extensive evaluation work of the documents concerning previous education (subjects, credits, hours of study, etc...) and professional experience (jobs, skills, responsibilities, etc...) in order to prepare a personalized Official Certificate for Admission.

### DEGREE PROGRAMS REFUND POLICY:

Tuition Fee is refundable according to the following refund policy:

100% REFUND - Full Tuition Refund - 15 days written notice:

- A 100 €\$ administrative fee will be deducted from the tuition fee paid.
  - The cost of the textbooks sent to the student will be deducted from the tuition fee paid (if applicable).
- At this point, no academic progress has been made towards program completion.

80% REFUND - Partial Tuition Refund - 15 to 90 days written notice:

- A 100 €\$ administrative fee will be deducted from the tuition fee paid.
- The cost of the textbooks sent to the student will be deducted from the tuition fee paid (if applicable).
- 20% of the total tuition for the degree program will be deducted from the tuition refund.
- A \$300 Evaluation Fee will be deducted for each academic work submitted by the student.

The student has the right to receive the results of the evaluation of any work submitted.

10 to 30% average estimation of academic progress has been made towards program completion.

50% REFUND - Partial Tuition Refund - 3 to 12 months written notice:

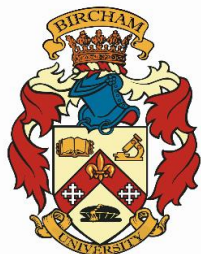
- A 100 €\$ administrative fee will be deducted from the tuition fee paid.
- The cost of the textbooks sent to the student will be deducted from the tuition fee paid (if applicable).
- 50% of the total tuition for the degree program will be deducted from the tuition refund.
- A \$300 Evaluation Fee will be deducted for each academic work submitted by the student.

The student has the right to receive the results of the evaluation of the work submitted.

30 to 70% average estimation of academic progress has been made towards program completion.

### NO REFUND.

No Tuition refund is granted after 12 months from the date the student received study material, or after completion and submission of all the required academic work (reports, projects, thesis) despite of the time frame from the starting date.



Bircham International University

Skype: birchamuniversity

Email: [info@bircham.edu](mailto:info@bircham.edu)

[www.bircham.edu](http://www.bircham.edu)

Admission  
requirements

## Admission requirements

Bircham International University distance learning degree admission requirements differ depending upon the Faculty and the major of study. There is no discrimination with respect to race, color, sex, beliefs and/or religion. A minimum of 30% of the total number of credits required by any adult degree program syllabus has to be transferred from previous education and/or validated from professional experience in order to gain admission. A maximum of 20% of the total number of credits required by the distance learning degree program can be transferred from professional and life experience.

For official admission status at Bircham distance education university; you need to send in a filled out, dated, and signed official Application for Admission. You may download this application form from the website or request it by email or mail. Please send this application and enclosed documents to our address. You may also submit this application and attached documents by email in a PDF Format.

Allow 10 business days for processing.

All applicants must:

- \* Fill out the application for admission
- \* Submit one ID-sized photo
- \* ID card or passport
- \* Date and sign the application

All Bachelor's, Master's, & Doctorate applicants also must:

- \* Attach a Curriculum Vitae (Resume)
- \* Submit registration Fee of 200 Euros or 250 US\$ (contact BIU Office for payment details)
- \* Include copies of diplomas, transcripts, relevant documents
- \* Include any additional program proposal, scholarship request, etc. (optional).

CURRICULUM VITAE - Resume presentation guide.

Always begin with the most recent activity.

EDUCATION:

- 1) Dates when programs / courses began and finished.
- 2) Name description of each degree or diploma earned
- 3) Name of the institution that awarded the degree. City and country where the institution is based.
- 4) Credits or total hours to complete the program.
- 5) Copies of diploma and transcript. Original documents are not required.

Per Example: Sept 2001-May 2004 Bachelor of Arts in Humanities. Center of Human Sciences - Lyon, France 2700 hours. Transcript shows 180 ECTS and 21 courses. See attached copies of diploma and transcript.

PROFESSIONAL EXPERIENCE:

- 1) Dates when employment began and finished.
- 2) Name of the company.
- 3) Name of the position held and brief description of responsibilities and tasks involved.

Per Example: Nov 2003-July 2005 CALCO Export - Manager in charge of customer service & shipment verification. Two people under my supervision.

PERSONAL EXPERIENCE:

This section should include all other experience that may be considered for validation of credits, such as articles or books published, language skills, club memberships, seminars and conferences attended, independent research, etc. All entries in this section should be briefly described and assessed in terms of time devoted to it.

**IMPORTANT:** BIU will not validate any information from the CV that may not be verified with documentary evidence. Include photocopies of your diplomas, transcript, certificates, etc... and any relevant documents. Do not submit original documents. You may submit these documents by email attachment in PDF or JPG format.