



## ICONIC FLORENCE APPLICATION FORM

### ACADEMIC YEAR 2023/24

#### SUBMIT THE FOLLOWING MATERIALS TO THE FUA-AUF ADMISSIONS OFFICE FOR APPLICATION PROCESSING:

Program application (signed and completed), official transcript, CV, or statement of prior experience (if applying for intermediate or advanced levels only), and any additional documentation as specified in STEP TWO for program selection.

Please complete all the application steps including housing request (if applicable) and return to [admissions@fua-auf.it](mailto:admissions@fua-auf.it)

#### APPLICATION DEADLINES:

Application deadlines may be consulted at <https://www.fua-auf.it/admissions/>

#### ACADEMIC CALENDAR 2023 | 2024

Academic calendar dates for the 2023/24 academic year may be consulted at: <https://www.fua-auf.it/academic-calendar/>  
Calendar dates include details for orientation, class start/end dates.

### STEP 1 GENERAL INFORMATION

Please provide the following personal information:

Last Name: ..... First Name: .....

Gender:  Male  Female Date of Birth (mm/dd/yy): ..... City/State/Country of Birth: .....

Local Address: .....

City: ..... State: ..... Zip Code: ..... Country: .....

E-mail: ..... Phone: ..... Cell: .....

Permanent Address: .....

City: ..... State: ..... Zip Code: ..... Country: .....

Citizenship ..... Passport #: ..... Date Issued: .....

Current Home College/University: .....

Current year of study: ..... Major: ..... GPA (min. required 2.75, if applicable): .....

EMERGENCY CONTACT: Name ..... Tel. ....

E-mail .....

#### HOW DID YOU LEARN ABOUT FUA-AUF?

- Campus visit by FUA-AUF representative
- Professor
- Magazine/newspaper
- Web/internet resource (Please indicate which resource/s below)
- Study abroad fair
- Study abroad officer/director
- Family/friend

#### WHY DID YOU CHOOSE FUA-AUF? (check all that apply)

- Course offering
- Reputation
- Cost
- Other

## STEP 2 PROGRAM SELECTION

*Please select the type of program you wish to enroll in from the options on the following pages and complete the relevant information:*

**For ALL students:** Students may receive credits for the courses taken at FUA-AUF via our School of Record, the Fairfield University. Please complete STEP 5 and fill out the Fairfield Conduct Waiver located on page 4 of this application form.

**For US students:** Make sure you receive approval for your course selection and credit transfer from home institution and that you do not exceed the total number of credits allowed. Students already receiving Financial Aid, who need certification for studies abroad, should send the necessary documentation along with the completed application form.

**Students applying for classes with prerequisites should submit an official transcript and CV/resumé to [admissions@fua-auf.it](mailto:admissions@fua-auf.it)**

**SESSION SELECTION:** Visit <https://fua.it/Utility/academic-calendar-detail.html>

**FULL SEMESTER (15/16 WEEKS):**

Fall    Spring    Summer

**INTENSIVE SESSIONS/QUARTER (11/12 WEEKS):**

(Any three consecutive 3-week sessions may be combined into a quarter session)

Fall    Spring    Aug./Jan. Intersession    Session I    Session II    Session III    Session IV

Summer

**FOR ALL SESSIONS:**

Students are responsible for requesting courses for which their home institution will grant them credits. Students wishing to earn more credits than the maximum indicated per session must request approval from their home institution.

Please check course schedules for all courses: [www.fua-auf.it](http://www.fua-auf.it) in the Academics area of our website.

Alternative course options are mandatory: **Applications will not be accepted if mandatory alternates are missing.**

It is possible to select an internship course according to the catalog offer.

**Please note: SPeL/Internship courses may not be dropped.**

*Please indicate your course choices in the table below. Please consult the online schedule for your session of interest which can be viewed on the FUA-AUF website: <http://fua.it/academics/academic-schedule.html>*

	Code	Credits	Section	Course title	Days	Time
<b>1<sup>st</sup> class</b>						
alternate						
<b>2<sup>nd</sup> class</b>						
alternate						
<b>3<sup>rd</sup> class</b>						
alternate						
<b>4<sup>th</sup> class</b>						
alternate						
<b>5<sup>th</sup> class</b>						
alternate						
<b>6<sup>th</sup> class</b>						
alternate						

## STEP 3 COSTS & PAYMENT POLICY

**Tuition costs:**

A 3 credit Iconic course will cost 1000 EUR (additional 300 EUR for Fairfield University transcript\*);

Please note: 50% deposit is required to confirm enrollment

\* Plus shipping costs, if applicable.

**PAYMENT SUMMARY**

Using the above chart please calculate your tuition, housing (if applicable), and any additional fees:

Total: .....    50% due at time of enrollment: .....    Balance due one week prior to the start of term: .....

**Payment Methods**

**By Credit Card:** Please contact [bursar@fua-auf.it](mailto:bursar@fua-auf.it)

**By Bank Transfer:** Please contact [bursar@fua-auf.it](mailto:bursar@fua-auf.it)

## STEP 4 OTHER INFORMATION AND SIGNATURES

Please carefully read the information and policies below and sign to accept the terms and conditions

For all programs tuition/entire program cost liability is based on the date on which a formal written cancellation request is received by FUA-AUF. If a cancellation notice is received:

■ **Tuition:**

- 30+ days before arrival, 30% penalty
- 30-7 days before arrival 50% penalty
- Less than 7 days before arrival 100% penalty

Under no circumstances will a refund be made. Failure to attend does not constitute official cancellation.

\*A term starts on the date indicated in the FUA-AUF Academic Calendar. A student who enrolls for more than one semester and who wishes to withdraw before completing the entire duration they applied for will NOT receive a refund of any kind.

Students with certified learning disabilities requesting academic accommodations must include documentation along with the application form.

FUA-AUF is committed to providing all students with a comfortable, productive and non-discriminatory academic environment. Assistance is offered to students who have certified learning disabilities and submit documentation to the Academic and Admissions Offices. Students should note that they may not have the same level of services and facilities available to them at their home institution. Notification or documentation of a learning or physical disability may not be submitted once the term has started. FUA-AUF will process the request and inform the student of accommodations if authorized.

I understand that as a student attending an FUA-AUF program, I represent my home institution and will behave as an ambassador for this institution. Therefore, all policies governing behavior as printed in my home institution's Student Code of Conduct apply to me during my participation in the FUA-AUF program, in addition to the Student Code of Conduct for my chosen FUA-AUF program. I understand that information regarding any behavior found disruptive or offensive to the FUA-AUF program will be released to my home institution's study abroad office. I understand that FUA-AUF must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs. Accordingly, FUA-AUF reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes concern for the safety and well-being of students or others.

FUA-AUF shall have the authority to make the final decision on a participant's dismissal from the program. Misconduct includes actions that violate school regulations or Italian law, or in the judgment of the school and/or FUA-AUF officials, jeopardize the welfare of that student, other individuals or the program. It is understood that no refund of tuition, fees or rent will be given if a student is dismissed from the program. Such actions include, but are not limited to, the following: Excessive unauthorized absence from class and/or other organized program activities - The use of threats or physical violence - Violation of Italian laws - Violation of school regulations.

Transcripts are released approximately 6 weeks after a term ends. FUA-AUF reserves the right to withhold a transcript in the case of unpaid balances due, including balances due to FUA-AUF academic institutions, any FUA-AUF agent, contractor or program partner. Transcripts will be released once accounts are paid in full.

Upon request and for an additional fee (see STEP 5), credits can be granted for the courses completed at FUA-AUF through the FUA-AUF University of Record, Fairfield University. Fairfield will issue (1) transcript per student upon completion of their term.

All students requesting a Fairfield University transcript are required to submit, along with their Application Form, the Fairfield Conduct Waiver (see page 4). Failure to submit this form will result in a student not being granted credits for their courses by Fairfield.

FUA-AUF is fully committed to respecting the privacy of all applicants and all visitors to its website. The information that you provide to FUA-AUF will only be used for the purpose of looking after your interest in the FUA-AUF program. Your personal information will be used by FUA-AUF in accordance with the provisions of the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and with Italian law D. Lgs. 101/18.

I certify that I am in good academic standing at my home institution (if applicable) and that I meet its requirements and deadlines to be eligible to study abroad. I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I accept as binding any and all conditions that normally apply to admission to FUA-AUF.

All of the information provided here is correct and valid. I understand and hereby accept that any falsification or untrue statements are subject to prosecution under Italian law.

I agree that by signing this application form I will abide by the general rules, academic rules, and all FUA-AUF policies present on the website: [www.fua.it](http://www.fua.it)

Signature of Applicant: ..... Date: .....

I have read and agree with the above statements. I have carefully reviewed all the information that I am submitting.

Signature of Applicant: ..... Date: .....

I understand that I am responsible for my course selection and that I must obtain pre-approval for transferable credits.

Signature of Applicant: ..... Date: .....

I authorize the use of my personal information by FUA-AUF, which will treat it in accordance with the provisions of the EU General Data Protection Regulation (GDPR) (EU) 2016/679 and with Italian law D. Lgs. 101/18.

Signature of Applicant: ..... Date: .....

## STEP 5 TRANSCRIPT REQUEST FORM

All students will receive an FUA-AUF transcript for credits successfully completed, however they also have the option of obtaining a transcript from Fairfield University, FUA-AUF's School of Record (SoR), at the end of their term. Fairfield is accredited by the New England Commission of Higher Education. Located in Connecticut, it is one of the largest private universities in the USA, and among the top 50 universities, public or private, for federal research expenditures. Fairfield considers FUA-AUF courses to be, in every respect, the equivalent of Fairfield courses.

The transcript will list the FUA-AUF course followed by the Fairfield equivalent, and the credit will appear as "transfer credit" on the Fairfield transcript.

**If you are interested in receiving an official transcript from Fairfield, please fill out the Fairfield waiver form located on page 4 of this application and select "Yes":**

**Yes, I wish to request a Fairfield transcript**

**No, I do not wish to request a Fairfield transcript**

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## *FUA-AUF – Iconic Florence Transcript Release Form*

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At the end of their term abroad, all students receive a Fairfield University transcript. Transcripts from the semester abroad will take 8-10 weeks after the program end date. They will be sent to Fairfield University, where they will be processed and a Fairfield University transcript will go to the student's home institution.

By electronically signing this document, I, the student, am agreeing that I am aware and permit Fairfield University to transfer my program records to my home institution at the end of my study abroad program.

I have confirmed with my Study Abroad Office that the below is the correct mailing address for my official transcript.

School Name: \_\_\_\_\_

Office/Attn: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Student Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



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