

# The Art Institute of Washington®

A branch of The Art Institute of Atlanta, GA

1820 N. Fort Myer Drive, Arlington, VA 22209 • Telephone: 703.358.9550 • (877) 303.3771

## APPLICATION FOR ADMISSION

**APPLICATION FEE OF \$50.00 MUST ACCOMPANY THIS APPLICATION.**

**Please complete this form in detail after reading it carefully. (Please Print)**

If additional space is needed, attach an extra sheet(s) of paper to the application.

Name \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Social Security Number | | | | - | | | - | | | | |  Male  Female

Birthdate (optional) \_\_\_\_\_

U.S. Citizen?  Yes  No If no, are you a legal permanent resident?  Yes  No

If any of your records are under a name other than the one given above (for example, your maiden name), please list the name(s) below.

\_\_\_\_\_  
(Last Name) (First Name) (Middle)  
\_\_\_\_\_  
(Last Name) (First Name) (Middle)

Permanent Address \_\_\_\_\_  
(Street or P.O. Box) (Apt. No.)

\_\_\_\_\_  
(City) (State) (Zip Code)

Current Address, if different \_\_\_\_\_

(Street or P.O. Box) (Apt. No.)

\_\_\_\_\_  
(City) (State) (Zip Code)

How long have you lived at this address? \_\_\_\_\_

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

In the event that your telephone number is registered on the National Do Not Call Registry, the signature below gives consent for The Art Institute of Washington to call you for 18 months or up until the designated time of your class start, whichever comes later. Parents must sign for any student under the age of 18.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Do Not Write In This Area</b>	ADA No. _____
Date Received _____	ID No. _____
Start Date _____	Amount Paid _____
Major _____	
Office _____ Mail _____	ck mo ca chg trsf

Father (or guardian) \_\_\_\_\_  
(Last Name) (First Name)

Mother (or guardian) \_\_\_\_\_  
(Last Name) (First Name)

Father's address, if different from your address

(City) (State) (Zip Code)

Mother's address, if different from your address

(City) (State) (Zip Code)

How do you intend to take your classes? Please check one.  at the college only  online only  a combination of both

Do you plan to apply for federal financial assistance?  Yes  No

What are your plans for housing?  College-sponsored housing  Independent housing  Commute from home

How would you describe yourself? (optional)

- Asian or Pacific Islander (including Indian subcontinent)  Native American Indian or Alaskan Native  
 African American (non-Hispanic)  Non-Resident Alien  
 Hispanic (including Puerto Rican)  Unknown/Undecided  
 Other (specify) \_\_\_\_\_  White, Anglo, Caucasian (non-Hispanic)

Check the quarter for which you are applying:

- Mid-Fall 2007 (begins November 8, 2007)  Mid-Spring 2008 (begins May 8, 2008)  Other (specify)  
 Winter 2008 (begins January 7, 2008)  Summer 2008 (begins July 14, 2008)  
 Mid-Winter 2008 (begins February 14, 2008)  Mid-Summer 2008 (begins August 21, 2008)  
 Spring 2008 (begins March 31, 2008)  Fall 2008 (begins October 6, 2008)

Check the major program for which you are applying:

#### BACHELOR DEGREES - Day

- ADVERTISING  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- AUDIO PRODUCTION  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- CULINARY MANAGEMENT  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- DIGITAL FILMMAKING AND VIDEO PRODUCTION  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- FASHION & RETAIL MANAGEMENT  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- FOOD AND BEVERAGE MANAGEMENT  
Twelve 11-week quarters (132 weeks) (192 quarter credits)  
Starts January 2008 - must be 21 years old to enroll
- GAME ART & DESIGN  
Twelve 11-week quarters (132 weeks) (192 quarter credits)  
Students applying for Game Art & Design must have a 2.5 GPA.
- GRAPHIC DESIGN  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- INTERIOR DESIGN  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- MEDIA ARTS & ANIMATION  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- PHOTOGRAPHIC IMAGING  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- VISUAL & GAME PROGRAMMING  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- VISUAL EFFECTS AND MOTION GRAPHICS  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- WEB DESIGN & INTERACTIVE MEDIA  
Twelve 11-week quarters (132 weeks) (192 quarter credits)
- OTHER \_\_\_\_\_

#### BACHELOR DEGREES - Evening

- INTERIOR DESIGN  
Twelve 11-week quarters (132 weeks) (192 quarter credits)

#### ASSOCIATE DEGREES - Day

- AUDIO PRODUCTION  
Six 11-week quarters (66 weeks) (96 quarter credits)
- BAKING & PASTRY  
Eight 11-week quarters (88 weeks) (128 quarter credits)
- CULINARY ARTS  
Seven 11-week quarters (77 weeks) (112 quarter credits)
- GRAPHIC DESIGN  
Six 11-week quarters (66 weeks) (96 quarter credits)
- PHOTOGRAPHIC IMAGING  
Six 11-week quarters (66 weeks) (96 quarter credits)
- VIDEO PRODUCTION  
Six 11-week quarters (66 weeks) (96 quarter credits)
- WEB DESIGN & INTERACTIVE MEDIA  
Six 11-week quarters (66 weeks) (96 quarter credits)
- WINE, SPIRITS AND BEVERAGE MANAGEMENT  
Six 11-week quarters (66 weeks) (96 quarter credits)  
Starts January 2008 - must be 21 years old to enroll

#### ASSOCIATE DEGREES - Evenings and Weekends

- CULINARY ARTS  
Seven 11-week quarters (77 weeks) (112 quarter credits)
- GRAPHIC DESIGN  
Six 11-week quarters (66 weeks) (96 quarter credits)

#### DIPLOMA PROGRAMS

- ADVERTISING DESIGN  
Four 11-week quarters (12 months) (40 quarter credits)
- BAKING & PASTRY  
Four 11-week quarters (12 months) (48 quarter credits)
- COMMERCIAL PHOTOGRAPHY  
Four 11-week quarters (12 months) (40 quarter credits)
- CULINARY SKILLS  
Three 11-week quarters (9 months) (36 quarter credits)
- DIGITAL DESIGN  
Four 11-week quarters (12 months) (40 quarter credits)
- VIDEO SKILLS  
Four 11-week quarters (12 months) (40 quarter credits)
- WEB DESIGN  
Four 11-week quarters (12 months) (40 quarter credits)
- OTHER \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

**THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE INSTITUTE WITH ALL COPIES OF HIGH SCHOOL TRANSCRIPTS AND/OR G.E.D. CERTIFICATE AND ALL SCORES RECEIVED ON THE G.E.D. EXAMS. IF THE APPLICANT IS REQUESTING EARLY ACCEPTANCE BEFORE COMPLETION OF HIGH SCHOOL, THEN THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE INSTITUTE COPIES OF BOTH PARTIAL TRANSCRIPTS AS WELL AS FINAL TRANSCRIPTS FROM HIGH SCHOOL UPON GRADUATION**

Name of High School \_\_\_\_\_ Date of High School Graduation \_\_\_\_\_

Address of High School \_\_\_\_\_  
(Street)

(City)

(State)

(Zip Code)

If not in high school, date of G.E.D. certificate \_\_\_\_\_

List all colleges, universities or other post-secondary schools attended. If you did not complete the program at this school, please explain the reason(s) for your departure in the space provided underneath each school attended.

Institution	City/State	Dates Attended	Type of Program	Number of Credits	Degree or Certificate Earned
1.					
Reason for leaving:					
2.					
Reason for leaving:					
3.					
Reason for leaving:					

**Do you desire assistance in seeking part-time employment while in school? (Please check one):**     Yes     No

**How did you hear about Ai Washington?** \_\_\_\_\_

**Have you visited Ai Washington? (Please check one):**     Yes     No *If yes, date visited* \_\_\_\_\_

**Have you ever been convicted of, or plead guilty to a crime other than a summary traffic offense?**     Yes     No

*(Please circle one. Do not leave this answer blank. Attach a separate sheet if necessary.) If yes, describe in full:*

**Please provide information regarding any disciplinary matters that you were involved in at any Art Institute or other post-secondary schools you have attended. Write "NONE" if there were no disciplinary matters at any Art Institute or other post-secondary schools attended.**



# APPLICATION INSTRUCTIONS FOR INTERNATIONAL STUDENTS

*In order to apply for admission to **The Art Institute of Washington**, you must submit the following:*

1. A completed and signed Application for Admission, essay and Enrollment Agreement. You can fill out this information that is enclosed, or you can apply online at [www.aiw.aii.edu](http://www.aiw.aii.edu).
2. A \$50 non-refundable application fee and a \$100 tuition deposit, refundable up to 90 days before the quarter start (total U.S. \$150), checks should be made payable to The Art Institute of Washington.
3. Original or official copies of all educational transcripts and diplomas, translated in English (notarized copies are acceptable). Official transcripts, diplomas, and/or certificates must be sent directly from each previous institution to the Office of Admissions or enclosed with application materials in a sealed envelope. Documents in a language other than English must be translated by an official translation agency.
  - If you completed only high (secondary) school, send your transcript; it must also include proof of secondary school graduation.
  - If you completed high school and you have also attended post-secondary school (college or university), but you have not graduated from post-secondary school, or you have completed an associates degree, please send BOTH your high school transcript, including proof of high school graduation, AND your post secondary transcripts.
  - If you graduated from post-secondary school (college or university) and already have a bachelor's level or higher-level degree, you need to send ONLY your college transcripts and proof of the degree you earned. High school transcripts are not required.
  - If you want to receive transfer credits from another college/university you have attended, please send the course description for each class for which you wish to obtain transfer credit. We WILL NOT evaluate any transcripts for transfer credit without these descriptions. The descriptions should be in English and directly from the college curricula and should be notarized or official; you may not translate them yourself.
4. Proof of English language proficiency. All students- regardless of immigration or non-immigration status- must demonstrate competence in the English language by one of the following standards:
  - A. We accept scores/levels from different test/English programs. You only need one of the following:
    - TOEFL: 500 on Written Exam or 173 on Computer Based Exam. The Art Institute of Washington's TOEFL code is 3836
    - ELS Language schools: Level 108
  - B. You may also prove English language proficiency by submitting:
    - A diploma of transcript, and an institutional profile statement from your secondary or post secondary school confirming that English is the primary language of instruction.
    - Proof that you have successfully completed a minimum of two quarters of a post-secondary course at an accredited institution in which English is the language of instruction.
    - Satisfactory completion of English 101 or 102 at an American college or university, achieving a grade of "C" or better.
5. Photocopy of your passport to provide proof of birth date and citizenship (if you are outside the United States and have not yet acquired a passport, you will need to submit a copy of your birth certificate).
6. Photocopy of the visa page contained within your passport, as well as a copy of both sides of your I-94 arrival and departure record (required only of applications residing in the United States at the time of application or of those who live outside the U.S. but possess a valid F-1 visa stamp).
7. Original signed transfer of eligibility document [Form A]
8. ASSET test scores for placement purposes, if needed. (Student residing abroad will take the test upon arrival to the U.S.).
9. Verification that you can meet the annual estimate of cost as stated on our Declaration and Certification of Finances (DCF) [Form B] and include appropriate documentation-- specifically a bank statement or letter to support your DCF. It is very important that all questions be completed and accurately answered in order to avoid unnecessary delays in processing. Return the DCF form to the Office of International Admissions, The Art Institute of Washington.

Your Declaration and Certification of Finances will be review by the Office of International Admissions to determine your ability to meet the financial obligations while you are attending The Art Institute of Washington. If your DCF is not approved, or if there are additional questions, you will be notified.

\* PLEASE NOTE: Our tuition rates are in effect as of November 1, 2006. The Art Institute of Washington reserves the right to change, without notice, tuition and fees, as it deems necessary. (new rates will be established every six months) Financial documentation must demonstrate that a minimum of U.S. \$34,585 is available. The tuition cost could vary beyond the usual total for a degree. This may occur if the student is required to take transitional studied classes for development purposes; a student will take a maximum of two classes.

10. All International students are REQUIRED to carry medical insurance. Information regarding Student Medical Insurance is available in the Student Affairs Office. (If you are interested please contact the International Admissions Representative to forward the information).

- Students must be prepared to purchase medical insurance upon arrival, unless you have an alternate insurance approved. Funds should be in U.S. dollars.

11. Additional costs for all students to purchase consumable supplies and textbooks, as well as the additional cost of specialized equipment which can be found on our Enrollment agreement.

12. Transfer Students:

- The Bureau of Citizenship and Immigration Services (BCIS) requires that you obtain from your current institution a release before your new SEVIS I-20 is issued. Therefore, your current or previous school needs to complete a Student Transfer Verification Form.

\* PLEASE NOTE: that the transfer process will take a few days; paperwork needs to be both manually and electronically forwarded before issuing the SEVIS I-20 form.

13. Married Students:

- A married student who plans to bring his/her dependents will require an additional cost for spouse and child. These amounts should be added to the total under the appropriate column. You can obtain these additional amounts from the International Admissions Representative. Additional insurance for family is optional for F-1 students but highly recommended. A married student must provide a copy of his or her marriage certificate and a copy of each dependent's passports.

14. Tuition and Fee Information:

- All Tuition and fees, if paid by check, must be drawn from U.S. banks. Checks from overseas banks will not be accepted. A deferment of fees is NOT available. Tuition and fees can be paid by credit card. The Art Institute of Washington accepts American Express, Master Card and Visa.

15. Enrollment:

- Immigration regulations require that undergraduate international student's enroll for at least 12 credits per quarter. International students must register as Full-Time students each quarter enrolled in order to be in status for immigration purposes.

IMPORTANT NOTES:

1. All bank, scholarship and sponsor letters must be originals with original signatures.  
COPIES OR FAXES ARE NOT ACCEPTABLE.
2. All bank, scholarship, and sponsor letters must specify the amount of funding available to you.
3. Letters must be current. Correspondence older than 6 months from expected entry date will not be accepted.
4. Your name must appear on bank, scholarship and sponsor letters. If a bank statement is supplied in lieu of a bank letter then the name of your sponsor must match the sponsor on the Declaration and Certification of Finances Form.
5. The funding you demonstrate must be sufficient to meet the costs of attending The Art Institute of Washington as specified.
6. The Art Institute of Washington's school code for the TOEFL is 3836.

*Your failure to comply with any of the above conditions may delay your admission to The Art Institute of Washington.*

**International Students**

The Art Institute of Washington welcomes international students. Please see the college catalog for more information on admission requirements for international students.

**Will you need a SEVIS I-20 form to apply for or maintain previously acquired F-1 student status?**  Yes  No

If yes: What is your country of citizenship? \_\_\_\_\_ Country of birth? \_\_\_\_\_

**Is English your primary language?**  Yes  No

If no: Please write the name of your primary language and complete the following section. \_\_\_\_\_

**I have taken the TOEFL:** Date: \_\_\_\_\_ Score: \_\_\_\_\_  Written  Computer

**I have other evidence of proficiency.** (See catalog for information.)

## ARBITRATION

You and The Art Institute of Washington (The Art Institute or the college) agree that any dispute or claim between you and The Art Institute (or any company affiliated with The Art Institute, or any officers, directors, trustees, employees, or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Washington, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be at your or The Art Institute's election, submitted and resolved by individual binding arbitration pursuant to the terms described.

If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Washington intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with the college, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute will select one. The Art Institute of Washington agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in similar court limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of the section.

If either you or The Art Institute of Washington chooses arbitration, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award). Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration. The arbitrator's decision will be final and binding. Other rights that you or The Art Institute of Washington would have in court also may be available in arbitration.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute of Washington will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure. The Federal Arbitration Act ("FAA"), 9 U.S.C. \*\*1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Washington. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document.



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