

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)
 Postbaccalaureate Visiting Program (Auslandssemester for students who already completed Bachelor, but are not yet enrolled in Master)
 Summer Session – Undergraduate Visiting Student
 Summer Session – Graduate Visiting Student
 Certificate Program - Name:

When do you wish to start your studies at Columbia?

Term: _____ Year: _____

- Spring semester
 Summer session
 Fall semester

AGENT INFORMATION

Do you apply through an agent?

❖ Yes → IEC Online GmbH

❖ Application Fee Waiver Code: INTLEDU12

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.

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: _____

APPLICANT 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 \(https://isso.columbia.edu/content/applying-your-i-20ds-2019\)](https://isso.columbia.edu/content/applying-your-i-20ds-2019) 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 that 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	From	Month:	Year:
Attendance:	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 _____ (e.g. 12 out of 213)

Previous Studies – Institution 1:

Name: _____

Country: _____

City: _____

State: _____

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

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 2:

Name:

Country:

City:

State:

Dates of

FROM Month:

Year:

TO Month:

Year:

Attendance:

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 (Bundesland): _____
Dates of Employment: From Month: _____ Year: _____
To Month: _____ Year: _____
Position/Title: _____

Employment 2

Organization Name: _____
Country: _____
City: _____
State (Bundesland): _____
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 visiting studies you may request to use the DET (Duolingo English Test) in order to demonstrate English proficiency. 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 language(s) 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), please 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
- IELTS
- DET (only undergraduate / summer)*

**May be changed (to: not allowed) again, once Covid-19 is not inhibiting tests/test centers anymore.*

Did you already take the test?

- I have an appointment to take the test on: _____
- I have not taken the test and do not have an appointment (MAKE ONE!)
- 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!

Course code/number **and** course title/name

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

Planned field of interest (main field of studies), 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 a written 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 2021): _____

Which program did you last apply to at SPS (if any)?

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 2020): _____

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)
Columbia University Website
Email
Email from Columbia University
Facebook
Friend
Google Search

Letter in Mail
LinkedIn
New York Times Online Advertisement
New York Times Print Advertisement
Online Advertising
Online Search
Other (please specify)

Specify other:

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)

Why are you interested in pursuing this program? Mark ONE with an ‘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 written “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 applying to 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 (Bundesland): _____

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 (Bundesland): _____

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

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

Short Description of Participation: _____

Continue on a separate sheet if you wish to list more than 2.

RECOMMENDATIONS

Please note, in contrast to former years, Columbia SPS does currently not require nor allow the submission of recommendation letters for applications/applicants to the SPS Programs. If this became possible (optional or mandatory) again in the future, a respective section would appear within the online application.

APPLICATION FEE

Please note: IEC Online GmbH applicants currently don't have to pay the application fee if they use the following agent 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.

Important Reminder: Only complete applications will be reviewed by the university!

I will make sure to review all materials submitted to Columbia University as part of my application and that they are accurate and authentic. False statements, falsified documents, or deliberate omissions on the 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.

Applicant Signature: _____

Place: _____

Date: _____ (MM/DD/YYYY)

Authorization for IEC to assist with this application

I hereby permit IEC Online GmbH (IEC) to advise me on the application process to Columbia University School of Professional Studies (SPS) and their online application. I am aware that I am responsible for submitting a complete application online myself and to prompt other institutions, e. g. universities that I attended / an English language test provider etc., to submit official documentation to Columbia University or –if necessary– to WES.org for evaluation on my behalf to complete my application.

Applicant Signature: _____

Place: _____

Date: _____ (MM/DD/YYYY)

Please submit your application with all required supporting documents to IEC for review to americas@ieconline.de or via regular mail to:

IEC Online GmbH
Bewerbungsbetreuung
Marienstrasse 19-20
10117 Berlin
Germany