



# COLEMAN UNIVERSITY

## APPLICATION FOR **UNDERGRADUATE** ADMISSION

Applications will not be reviewed until the Admissions Office has received the following materials:

1. Completed Application Forms
2. Financial Documentation
3. Official Transcripts and Diplomas (original language & English translation officially done with translator's seal and signature)
4. Resume, personal statement and two letters of recommendation
5. English Qualification
6. Copy of passport

**Mail all application materials to: HTIR, Co-op Program, 3740 University Street, Eugene, Oregon 97405 U.S.A.**

*NOTE: To insure you get emails from the HTIR coop office, please put [coopadmin@htir.com](mailto:coopadmin@htir.com) and [coop@htir.com](mailto:coop@htir.com) in your email address book.*

**Please create an HTIR Login so you can check your status online: *It is important to print legible***

**User Id:** \_\_\_\_\_ **Password:** \_\_\_\_\_ (you can check status at [www.htir.com](http://www.htir.com), current applicants)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
(Family Name-as in Passport) (Given Name)

Male  Female Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Place of Birth (City, State) \_\_\_\_\_ Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

**Intended date of entry:** Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Intended major:**  Network Security  Graphic Design  Computer Programming  Computer Networking

Mailing Address \_\_\_\_\_  
Number, Street, (no PO Boxes) Apartment City State/Province Country/ Zip Code

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Permanent Address: (If different from above) \_\_\_\_\_  
Number, Street City State/Province Country/ Zip Code

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of Children \_\_\_\_\_ Are you planning on bringing any dependents? YES NO

Passport Number: \_\_\_\_\_ Place and Date of Issue for passport: \_\_\_\_\_

Social Security Number (S.S.N.)- if applicable: \_\_\_\_\_ If in US, what type of visa do you have \_\_\_\_\_

Emergency contact: Name: \_\_\_\_\_

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

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

Give the name and address of the high school you graduated from and year graduated:

Give the names and addresses of any **University/universities** you have or will have attended

Name	City and Country	Dates of Attendance		Diploma/Certificate	Date Received
		From	To		

Have you worked on a full-time basis?    YES        NO    If yes, for how many years? \_\_\_\_\_

Give the names and addresses of all places you have been employed

Employer Name	City and Country	Dates of employment		Position held
		From	To	

### Co-op Agreement

IN APPLYING FOR THE UNDERGRADUATE CO-OP INTERNSHIP PROGRAM AT COLEMAN UNIVERSITY, I UNDERSTAND AND AGREE AS FOLLOWS:

- This is an academic program and not an employment program, and I will be entering as an F-1 visa student with the privileges and conditions of the F visa status.
- The Co-op Program is a study program requiring an F-1 student visa in which Curricular Practical Training (CPT) is mandatory for all participants which will start after student has completed one academic year.
- By selecting the co-op option, I will be given the legal right to engage in Curricular Practical Training (CPT) employment with an off-campus company only after I have been registered and attended Coleman for one academic year. I understand I will initially obtain an entry level job and I will be free to locate other employment later as I choose.
- I will be required to pay for all of my own tuition as well as my own room and board and personal expenses from my own resources. However, I understand that I will be allowed to use all of the net income from my CPT employment as I see fit for these purposes.
- International students that are allowed to pay tuition in installments are subject to mandatory administrative Leave of Absences if the balance owed becomes greater than one payment, as agreed in the signed contract. If that student is on CPT employment the school must notify the employer to stop employment
- I may be required to accept an entry level position to gain U.S. work experience, improve my English, and learn U.S. customs and cultures in order to obtain and retain a higher paying job. Most entry level jobs pay \$7-10 an hour.
- The purpose of the Co-op Program is to gain the necessary skills and experience to become a successful professional in the workplace.
- I am required to personally interview for each internship position and will do so with a positive and professional attitude
- The length of time to obtain my internship will depend on my skills, English abilities, background, previous work experience, ambition and attitude.
- I understand that I will not be limited to 11 months of CPT employment and will be allowed to continue working for the entire length of time. I will be studying in my program, after completing one academic school year, should I choose to do so. However, I understand that if I choose to be employed in CPT for 12 months or more I may not be allowed to apply for the one additional year of Optional Practical Training after I graduate.
- I understand there are three separate entities involved in the co-op program, each having separate fees. These three entities are Coleman University, HTIR and an overseas agency.

*By signing below, I am certifying that no promises or explanations regarding this program have been made to me by persons or agents representing Coleman University that are inconsistent with the above conditions and agreements. I certify that all the information I have furnished is complete and accurate. I understand that all application materials become the property of Coleman University and are not returnable. I further give consent to and authorize the University to reproduce and use any and all photographs taken of me in relation to the University.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date