

OFFICE OF INTERNATIONAL PROGRAMS

Summary of Educational Experience by Year



Instructions

Please follow these directions when completing the form on the reverse. This form must be submitted with the application. All documents should be submitted to:

The Office of International Programs
Roosevelt University
430 South Michigan Avenue, HCC Rm. 125
Chicago, IL 60605-1394 USA

PLEASE USE INK AND PRINT LEGIBLY IN ENGLISH.

This form is a chronological record of your school attendance, showing when you started school, how long you attended, the classes and kinds of schools attended, certificates earned, examinations passed and levels of graduation. **BE SPECIFIC.** Do not attempt to equate your educational experience with that of the U.S. system.

Column One (1): Fill in the calendar years for each year that you attended school, from the first year.

Column Two (2): Your age in that calendar year. Please put correct age for each year attended.

Column Three (3): The actual years you attended school. Your first year is number 1, your second year is number 2, etc.

Column Four (4): For each year, write the standard, grade, form, class or level you attended. (Sixieme, Form IV, O-level, 12th grade, college freshman, etc.)

Column Five (5): Write the kind of school you attended, such as kindergarten, grade school, elementary school, gymnasium, ecole superieure, lycee, college preparatory, high school, teacher's college, community college, university, etc. Please state the institution by its title in the native language.

Column Six (6): The full name of each school.

Column Seven (7): Include the location (city and country) of the schools in column six that you have attended.

Column Eight (8): List the examinations (in original language) for which you sat, or certificates received at the end of the appropriate school year. For example, if you completed secondary school at the end of your twelfth year in school, and took an examination or received a certificate, on that line write: "GCE" or "Reifezeugnis" or "Bachillerato" or "Artrium" etc.

Certified English translations of supporting documents from the secondary and post-secondary levels must accompany your application. However, English translations alone are not sufficient without the original official documents in the native language. Therefore, please submit official transcripts (mark sheets) showing the courses you studied, or exam subjects you took, and the marks or grades you received.

Please include an additional sheet, if necessary, and explain any academic interruptions.

Summary of Educational Experience by Years

NAME _____ CITIZENSHIP _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

See instructions on reverse before completing the form.

Calendar Year	Age	Year in School	Form, Grade, etc.	Kind of School (Elementary, etc.)	Full Name of School	School Location City & Country	Certificates, Diplomas, Degrees, Graduations
		1					
		2					
		3					
		4					
		5					
		6					
		7					
		8					
		9					
		10					
		11					
		12					
		13					
		14					
		15					
		16					
		17					
		18					
		19					
		20					

The information above is true and complete to the best of my knowledge. I understand that the submission of incomplete or false information will be grounds for denial of admission or dismissal from the University

Signature _____ Date _____