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Enrollment **Handbook**

[INTERNATIONAL STUDENTS]

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UNIVERSIDAD ADVENTISTA DEL PLATA

Introduction

The Enrollment Handbook contains the specifications regarding the documents you need to bring in order to enroll as a student at UAP.

The admission process has already been completed and you have been accepted as a student. Being admitted enables you to enroll in the undergradute or graduate degree you have been admitted to.

The next step is to complete the enrollment process in the period of time established by the university. The process basically comprises three aspects:

• Online enrollment to the subjects of the degree you were admited to. You will receive information in your email regarding the enrollment dates and your institutional username and password to get access. You can start this process before the beginning of the school year.

• Payment of registration and tuition fee. Students living in the dormitories will also have to pay food and housing fees. It can be paid in person or online according to the specifications in this handbook.

• Submission of documents. Documents must be submitted in person when handing in the forms and other documents specified in this handbook.

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Secretary of **Students Life**

Submit the following forms:

F1 Parents authorization for different activities at UAP (only for students under 18 years of age living in the dormitories of the university).

F2 Ethical commitment

Also submit:
D7 Health insurance: new students are required to have a permament health insurance (International or Argentine).

Student residencies

In the case of students under 21 years of age not living with direct relatives, they must live in the dormitories during the school year.
The Tariff for International Students (TAI, for its acronym in Spanish) will also serve as reservation of place in the dormitory and students must pay the rest of the fee during the enrollment process.

Change of status from boarding to non-boarding student. The University organizes the capacity of the dormitories according to the number of admitted students. If you want to change your status from boarding to non-boarding student, you will need to request an exception to the Secretary of Students Life. Once authorized, you must pay the compensation specified in the Fee Regulations (ask Students Finances).

Academic Secretary

Enrollment requirements for undergraduate degrees

Submit the following forms:
F3 Medical exam
F4 Affidavit for new students
F5 Student consent
F10 Affidavit of validity of degree

Also submit:
D1 One ID size picture (4x4).

D2 Passport or Identity Card from the country of origin: Original (it will be returned) and a photocopy.
D3 Certification of studies or diploma of the high school degree, certified in the country of origin by the Argentine Consulate of the country of origin or with The Hague Apostille. The Ministry of Education or its equivalent in the country of origin will give you more information on this regard. All documents written in a language other than Spanish will have to be translated into Spanish and certified by a Sworn Translators Association in Argentina (Law No 20.305, art. 6).

Submit after the enrollment process:
D4 Foreigners National Identity Card (issued in Argentina). This document must be processed once the student is in Argentina, in the office of the National Direction of Migration. More detailed information regarding this aspect will be provided by the International Students Secretary in the university campus.

Validation of high school degree. To receive the academic degree, you must have the Foreigners National Identity Card and you must have your high school degree validated. You can have more information in the Academic Secretary of the university.

The validation of high school degrees is automatic for foreign students whose parents are Argentine. By Resolution No 497/2006 of the Ministry of Education, Science and Technology of Argentina, Argentine citizens or their sons and daughters who have completed high school studies or its equivalent in another country, are authorized to study in Tertiary, University and Non-University levels, without taking the subjects of National Education.

Enrollment requirements for undergraduate degrees for students from other universities or non-university tertiary institutions (transfer)

Submit the following forms:
F3, F4, F5, D1, D2, D3, D4

Also submit:
D5 Transfer, including:
- Partial certification of passed subjects (academic record).
- Syllabi of passed subjects, to consider their validity and/or suitability of the equivalent studies.
- Proof of cancelation of registration.
- Proof of good behavior and non-disciplinary actions.

Academic Secretary

The foregoing documents must be numbered, signed and certified by the university of origin, by the educational authorities of the country of origin and the Argentine Consulate of the country of origin or with The Hague Apostille. The Ministry of Education or its equivalent in the country of origin will give you more information on this regard.

Recommendations to reduce certification costs: Request that the university of origin prepare the transfer in one single document, numbered, sealed and signed, in order to lower the cost of certifications in the Argentine Consulate.

Enrollment requirements for graduate

Submit the following forms:
F3, F4, F5, D1, D2 , D3

Also submit:
D6 Diploma and certification of studies of the undergraduate degree, certified in the country of origin by the Argentine Consulate of the country of origin, or The Hague Apostille. The Ministry of Education or its equivalent in the country of origin will give you more information on this regard. All documents written in a language other than Spanish will have to be translated into Spanish and certified by a Sworn Translators Association in Argentina (Law No 20.305, art. 6).

Submit after the enrollment process:
D4 Foreigners National Identity Card (issued in Argentina). This document must be processed once the student is in Argentina, in the office of the National Direction of Migration. More information on the regard will be provided by the International Students Secretary in the University campus.

Validation of high school degree. To receive the academic degree, you must have the Foreigners National Identity Card and you must have your high school degree validated. You can have more information in the Academic Secretary of the university.

The validation of high school degrees is automatic for foreign students whose parents are Argentine. By Resolution No 497/2006 of the Ministry of Education, Science and Technology of Argentina, Argentine citizens or their sons and daughters who have completed high school studies or its equivalent in another country, are authorized to study in Tertiary, University and Non-University levels, without taking the subjects of National Education.

Enrollment requirements for graduate degrees for students coming from other universities (transfer)

Submit the following forms and documents:
F3, F4, F5, F10, D1, D2, D3, D4, D5

Students Finances

Enrollment requirements for undergraduate degrees

Submit the following forms:
F6 Consent of the person financially responsible
F7 Financial commitment

Also submit:
• The person financially responsible must submit a photocopy of his/her last payment statement, current certificate of self-employment, or photocopy of a title of property in order to determine the financial standing to meet the economic and financial commitments with the University. This information is confidential and will not be used for other purposes.

To take into account:

• **SYSTEM TO ESTABLISH FEES.** The system to establish fees is set according to credit limits. This means that the tuition fee will include a determined number of credits, according to the number of subjects of the semester in progress. If the student wishes to take less subjects, the monthly fee (fee to be paid) will not necessarily be lower; if the student wishes to take more subjects, he/she will have to pay the extra cost. Boarding students will pay fixed fees for food (8 payments, from March to June and from August to November) and housing (9 payments, from March to November). To receive more information, contact Students Finances.

• **PERSON FINANCIALLY RESPONSIBLE.** The student's finances with the university will be in charge of the person financially responsible: the person who pays the fees and is responsible for all expenses incurred by the student.

• **FINANCING.** UAP offers financing plans to pay study fees. Students can choose between a 10-payment plan (from March to December) or a 12-payment plan (from March to February of the following year).

• **ACCOUNT BALANCE.** When the student is enrolled, the person financially responsible will receive the monthly account balance in the email address informed in the Admissions form. The student will also receive it in the institutional email address given by the university: namelastname@uap.edu.ar

• **SENDING MONEY.** All money deposited in the university accounts will be used exclusively to cancel payments. If you wish to send money for other purposes, you can open a bank account in the bank of your choice.

Students
Finances

Payment options:

• **CASH.** You can pay the tuition fee with cash at the university's cash register (Argentine pesos, dollars and euros are accepted, at the currency exchange of the day).

• **CREDIT CARD.** Mastercard or Visa. You can pay at the university's cash register, extract money from an ATM and then pay at the university's cash register or pay online. Go to www.pagoporinternet.uap.edu.ar (or www.pagos.uap.edu.ar) and, with you credit card, follow the steps:

a. In "Concepto", choose the option you want to pay and complete the required fields. Click "Siguiente".
b. Complete the information of the credit card holder and the amount to pay. Click "Siguiente".
c. Read and sign the Consent. Click "Enviar".
d. When you finish the operation, write an email to finanzas@uap.edu.ar or finanest@uap.edu.ar including the date and means of payment, payment description, credit card holder and the name of the student receiving the payment.

• **DEBIT CARD** (FOR EXAMPLE CLAVE, MAESTRO, ETC.). In order to pay, you must have available funds in your savings or checking accounts. You can pay at the university's cash register or extract money from an ATM (Red Link, Cirrus or Banelco) and then pay at the university's cash register.

• **WESTERN UNION.** In any Western Union location, you can request the QUICK PAY service (LIGHT BLUE FORM). The money sent through Western Union arrives quickly. Send money only through the QUICK PAY service. For more information, go to: http://www.payment-solutions.com/quickpay_form.asp. To look for Western Union locations with this service, go to: http://www.payment-solutions.com/agent.asp.

Complete the form indicating the following information:
a. Company name: ASOCIACIÓN COLEGIO ADVENTISTA DEL PLATA
b. Company code: ADVENTISTADELPLATA, AN.
c. Reference number: write name/s and last name/s of the student and other useful information, or the student number that can be found in the admission letter.
d. Account number: 6683-7 (sometimes, it is not required in the form).

Computer resources

Submit the following documents:

F9 Usage commitment and policies of computer resources

UAP offers free computer services to all students. The access to these computer resources is subject to the acceptance of the published use policies. Learn more at www.uap.edu.ar/dite.

International Students
Secretary (SAI)

UAP is open to every citizen of every nationality, taking into consideration the Argentine Migratory Laws in force. Once admitted by the university, foreign students are properly advised by the personnel of the university in accordance to Law No 25,871, (clause 20,699, section 2, subsection c); in order to complete the steps to obtain a temporary residency as a student when they enter the country. It is the students' responsibility to complete the migratory steps to stay in the country. Students have 30 working days starting from the date of enrollment to complete the steps in the Argentine National Direction of Migration. The institution has the obligation to inform the National Direction of Migration the enrollment of every foreign student.

The costs incurred to obtain the Criminal Record Clearance issued by the National Registry of Recurrence and the trip to the office of The National Direction of Migration in Concepción del Uruguay for students to obtain the residency, are covered by the university.

Submit the following documents:
F11 Form notifying immigration assistance

Students will also have to bring from the country of origin the following personal documents in order to obtain the residency:
After entering the country, the student will have to travel to the office of the National Direction of Migration in order to submit the personal documents from the country of origin and to pay the service fee. If the required documents are not submitted, the student will not be able to regularize his/her migratory situation in the Republic of Argentina.

D8 Personal documents students must bring from their countries:

a. Proof of identity: with the passport or identity card.
b. Entrance: entrance is credited with the stamp of the immigrations authority in the passport or entry card.
c. If you are older than sixteen (16) years of age when you enter the country, you need a Criminal Record Clearance issued by the Federal Police or National Police of the country where you were born. If you have lived in another county or countries during the last three (3) years, for a period over ONE (1) year, you will also have to bring a Criminal Record Clearance of the country or countries where you have lived. The documents need to be certified by the Argentine Consulate or contain The Hague Apostille.
d. Two 4x4 pictures, white background

International Students
Secretary (SAI)

Students under 18 years of age will also have to submit:
e. Original birth certificate, duly certified by the Argentine Consulate or with The Hague Apostille.
f. Photocopy of the identity cards of both parents.
g. Authorization to travel abroad, duly certified by the Argentine Consulate or with The Hague Apostille. For legal reasons, parents must name a guardian in Argentina who is over 18 years of age, Argentine or Argentine resident. Parents can name a guardian of their choosing or they can request the university to name a guardian in their stead. (See model on the admission letter).

D9 Pay the service fee in Banco Nación in the city of Concepción del Uruguay at the time of traveling to obtain the residency.

Foreign students with Argentine parents can request settling by filiation. To do it, besides forms D8 and D9, they have to submit form D10:
D10 Includes:
• Original birth certificate, duly certified by the Argentine Consulate or with The Hague Apostille.
• Original National Identity Card of the Argentine parent.

Note
All documents issued in a foreign country (including those issued by the Consulates) need to be certified by the Argentine Consulate in the country of issuance or certified with The Hague Apostille (for countries which ratify The Hague Convention).

All documents written in a language other than Spanish will have to be translated into Spanish and certified by a Sworn Translators Association in Argentina. DO NOT TRANSLATE THEM IN THE COUNTRY OF ORIGIN.

For more information about Non-Mercosur countries which do not require VISA,
visit ***http://www.mininterior.gov.ar/migraciones/***

FORMS
Section

Forms checklist

Enrollment requirements for undergraduate degrees

F1 Parents authorization
F2 Ethical commitment
F3 Medical exam
F4 Affidavit for new students.
F5 Student consent
F6 Consent of the person financially responsible
F7 Financial commitment
F9 Usage commitment and policies of computer resources
F10 Affidavit of validity of degree
F11 Form notifying immigration assistance

D1 One ID size picture (4x4)
D2 Passport or identity card from the country of origin: Original (it will be returned) and a photocopy
D3 Certification of studies or diploma of the high school degree, certified in the country of origin by the Argentine Consulate of the country of origin or with The Hague Apostille
D7 Health insurance
D8 Personal documents students must bring to the country
D9 Pay the service fee in Banco Nación in the city of Concepción del Uruguay at the time of traveling to obtain the residency
D10 Only for foreign students with Argentine parents: Original birth certificate, duly certified by the Argentine Consulate or with The Hague Apostille. Original National Identity Card of the Argentine parent

Enrollment requirements for undergraduate degrees for students coming from other universities (transfer)

F1 Parents authorization
F2 Ethical commitment
F3 Medical exam
F4 Affidavit for new students
F5 Student consent
F6 Consent of the person financially responsible
F7 Financial commitment
F9 Usage commitment and policies of computer resources
F10 Affidavit of validity of degree
F11 Form notifying immigration assistance

D1 One ID size picture (4x4)
D2 Passport or identity card from the country of origin: Original (it will be returned) and a photocopy.
D3 Certification of studies or diploma of the high school degree, certified in the country of origin by the Argentine Consulate of the country of origin or with The Hague Apostille
D5 Transfer
D7 Health insurance
D8 Personal documents students must bring to the country
D9 Pay the service fee in Banco Nación in the city of Concepción del Uruguay at the time of traveling to obtain the residency
D10 Only for foreign students with Argentine parents: Original birth certificate, duly certified by the Argentine Consulate or with The Hague Apostille. Original National Identity Card of the Argentine parent

Forms checklist

Enrollment requirements for graduate degrees

F1 Parents authorization
F2 Ethical commitment
F3 Medical exam
F4 Affidavit for new students
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F7 Financial commitment
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D6 Diploma and certification of studies of the undergraduate degree. Certified in the country of origin by the Argentine Consulate of the country of origin or with The Hague Apostille. The Ministry of Education or its equivalent in the country of origin will give you more information on this matter. All documents written in a language other than Spanish will have to be translated into Spanish and certified by a Sworn Translators Association in Argentina (Law No 20.305, art. 6). The costs are entirely covered by the student
D7 Health insurance
D8 Personal documents students must bring to the country
D9 Pay the service fee in Banco Nación in the city of Concepción del Uruguay at the time of traveling to obtain the residency
D10 Only for foreign students with Argentine parents: Original birth certificate, duly certified by the Argentine Consulate or with The Hague Apostille. Original National Identity Card of the Argentine parent

Enrollment requirements for graduate degrees for students coming from other universities (transfer)

F2 Ethical commitment
F3 Medical exam
F4 Affidavit for new students
F5 Student consent
F6 Consent of the person financially responsible
F7 Financial commitment
F9 Usage commitment and policies of computer resources
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D5 Transfer
D7 Health insurance
D8 Personal documents students must bring to the country
D9 Pay the service fee in Banco Nación in the city of Concepción del Uruguay at the time of traveling to obtain the residency
D10 Only for foreign students with Argentine parents: Original birth certificate, duly certified by the Argentine Consulate or with The Hague Apostille. Original National Identity Card of the Argentine parent

Form **F1**

Parents authorization for different activities

This form must be completed by the parents or guardians of students under 18 years of age. The authorization of the parents and guardians will be respected, without taking into account exit permits granted by the dormitories as part of the Regulations of boarding students.

I. REGULAR EXITS

Regular exits consist of two weekends a month to visit direct family. To request it, parents or guardians must send a signed authorization 24 hours in advance and include the name, address, date and phone number where the student will stay. The authorization can be sent by fax or email to bienestaux@uap.edu.ar or bienestaux2@uap.edu.ar

During Weeks of Prayer (2 weekends per semester), students are not allowed to leave campus. These dates will be published in the Academic Calendar, which is given during the enrollment process in March.

II. MEDICAL ATTENTION

a. Indicate if you have health insurance: ..... si no

b. If you have health insurance, mention which one: .....

c. I authorize my son/daughter to receive medical attention. If he/she receives medical attention at Sanatorio Adventista del Plata, all expences not covered by the health insurance will be charged to the students account. ..... si no

III. INSTITUTIONAL TRIPS

a. Missionary trips:

I authorize my son/daughter to leave during the days required to carry out missionary work in the community..... si no

b. Camping: I authorize my son/daughter to participate in camping activities and educational exists. ..... si no

c.Trips with music or art groups I authorize my son/daughter to take part in a choir, ensemble or art group and to participate in trips. ..... si no

This authorization is valid until the student is 18 years of age. To change one of the previous points, the person responsible must send a signed note.

Last name and first name of the student: .....

Last name and first name of the father, mother or guardian: .....

Signature of the father, mother or guardian: .....

Date:...../..... /.....

Form **F2**

Ethical commitment

I. UAP is an institution based on Christian life principles and seeks to prepare leaders that stand out for their ideals of service to God and their fellow human beings. In pursuing this goal, the Adventist educational system seeks an integral education of students, taking into account the harmonious development of their physical, mental, social and spiritual faculties.

II. UAP is opened to every student regardless of nationality, race, creed and socioeconomic status and whose aspirations and interests are in harmony with those of the institution. For those who accept, value and enjoy this educational system, all social, religious, body care and healthcare activities are as important as classroom activities.

III. This Student Handbook has guidelines and regulations based on Christian life principles that guide students life in the institution.

IV. I HEREBY DECLARE THAT I have read the Student Handbook (http://www.uapar.edu/informes/admision/). With my signature, I accept its content and I commit to respect the regulations as long as I am a student of the institution. By signing this committment, I am helping to maintain the high principles of the institution, which will contribute to the Christian, healthy and diverse atmosphere.

Last name and first name of the student:.....

Last name and first name of the father, mother or guardian:.....

Signature of the father, mother or guardian:.....

Date:...../..... /.....

Form **F3**

Medical examination

All students at UAP must have a medical examination before enrollment. All information will be confidential. The following form must be completed and signed by the physician.

Last name and first name of the student: .....

Age: .....

Hight: .....

Weight: .....

Blood pressure: .....

Date: ..... / ..... / .....

I. REGION EXPLORED	NORMAL	ABNORMAL
a. Vision	.....	.....
b. Hearing	.....	.....
c. Oral cavity	.....	.....
d. Respiratory system	.....	.....
e. Cardiovascular system	.....	.....
f. Digestive system	.....	.....
g. Urinary system	.....	.....
h. Nervous system	.....	.....
i. Skeletal and muscular system	.....	.....
j. Chest X-ray, front	.....	.....

Explanation of abnormalities

.....

.....

II. LABORATORY	NORMAL	ABNORMAL
a. Blood type	.....	.....
b. Blood count	.....	.....
c. Erythrosedimentation	.....	.....
d. Blood sugar levels	.....	.....
e. Simple urine test	.....	.....

Explanation of abnormalities

.....

.....

Form **F3**

III. GENERAL

a. Is the patient diabetic? Which type? .....

b. Does the patient have allergies? To what? .....

c. Is the patient on any regular medication? Which one? .....

d. Additional notes of the physician:

.....

.....

IV. Additional studies for students who will study Medicine:

a. Hepatitis B vaccine: submit the certificate and complete the date of vaccination:

.....

V. Additional studies for students who will study Nursing and Physical Therapy:

a. Lumbosacral spine x-ray, front and side: submit the result of the study.

b. Hepatitis B vaccine: submit the certificate and complete the date of vaccination:

.....

VI. Additional studies for students who will study Physical Education:

a. Lumbosacral spine x-ray, front and side: submit the result of the study.

b. Ergonometry: submit the result of the study.

.....

Last name and first names of the physician: .....

Signature of the physician: .....

Licence and seal: .....

Date:...../..... /.....

Form **F4**

Affidavit for new students

I. INFORMATION RELATED TO UAP

Degree the student is entering: .....

School: .....

II. PERSONAL INFORMATION

Last name(s) and first name(s) (according to identity card or passport): .....

Sex: M F

Identity card (type and number) .....

Current address: .....

The student will live with: .....

Age: .....

Date of birth: .....

Nationality: .....

Place of birth: .....

Province/State: .....

Country: .....

Marital status: Single ☐ Married ☐ Divorced ☐ Other: .....

E-mail: .....

III. PERMANENT ADDRESS (permanent place of residence of the family)

Street: .....

Number: Apartment.: ..... Floor: ..... Zip code: .....

City: .....

Province/State .....

Country: .....

Telephone number: Religion: .....

IV. HIGH SCHOOL THE STUDENT GRADUATED FROM

Name of the institution: .....

City: .....

Province: .....

Country: .....

Year of graduation: .....

Degree granted: .....

Form **F4**

Affidavit for new students

V. INFORMATION OF THE PARENTS:

Father:

Last name and first name:.....

Address:.....

Province:.....

Country:.....

Telephone number:.....

Occupation:.....

Religion:.....

Education: Primary ☐ High school ☐ College ☐ University ☐

Mother:

Last name and first name:.....

Address:.....

Province:.....

Country:.....

Telephone number:.....

Occupation:.....

Religion:.....

Education: Primary ☐ High school ☐ College ☐ University ☐

Modifications:

.....

.....

Form **F5**

Student consent

I. I, (indicate last name and first name of the student) ..... identity card or passport number.....; student of Universidad Adventista del Plata (hereinafter UAP) declare under oath that the information in the following documents (cross out as appropriate): Affidavit of new student, Physical exam, Affidavit of validity of degree for foreign students and Financial commitment, are true. I give my consent for the documents to be included in the Academic Database of UAP, under the responsibility of the Secretary of Students Life, Students Finances and the Academic Secretary (25 de Mayo 99, Libertador San Martín, E.R.), for the purpose of improving the relationship that binds me to this institution. Furthermore, I give my consent to process the above mentioned data, to keep, order, store, dissociate or delete it within the university and for the requested purposes. I reserve the right to request / authorize the national and international assignment of this information; notwithstanding the aforementioned, I authorize UAP to give information regarding my academic performance to the person financially responsible when requested, or to the person who provides scholarships and student loans, in case I benefit from them, when requested. Unless expressed otherwise, I declare to know that the answers provided are facultative and were given freely and voluntarily, as well as the right granted to me to access the records with my information at any time, and, when appropriate, request a modification or suspension of the term of article 14 and 16 of the Personal Data Protection Act.

Signature of the student:..... Date:..... / ..... / .....

II. In agreement with what is established in article 31 of Act 11723, I authorize UAP to use my personal picture in the yearbook, in the following editions, as long as I am a student of the university and unless otherwise expressly stated.

Signature of the student:..... Date:..... / ..... /.....

III. I give my expressed, free and voluntary authorization to UAP, under the terms of article 11 of the Personal Data Protection Act to give my information of the Academic Database, when appropriate, to the Santader Río bank in order to process a magnetic card called "intelligent university credential", strictly for academic purposes within the University, in agreement with sections 2.3.1 and 2.3.2 of the agreement between the university and said bank. I declare to know that this authorization is optional for the purposes of my relationship with UAP and may be revoked without retroactive effect at any time, in agreement with clause 2 of said article.

Signature of the student:..... Date:..... / ..... /.....

Form **F6**

Consent of the person financially responsible

I. I, (indicate last name and first name of the student) ……. financially responsible for the student declare under oath that the information on the Financial Commitment is true and I give my consent for the document to be included in the Academic Database of the university, under the responsibility of the Secretary of Students Life, Students Finances and the Academic Secretary (25 de mayo 99, Libertador San Martín, E.R.), for the purpose of improving the relationship that binds me to this institution. Furthermore, I give my consent to process the above mentioned data, to keep, order, store, dissociate or delete it within the university and for the requested purposes. I reserve the right to request / authorize the national and international assignment of this information. Unless expressed otherwise, I declare to know that the answers provided are facultative and were given freely and voluntarily, as well as the right granted to me to access the records with my information at any time, and, when appropriate, request a modification or suspension of the term of article 14 and 16 of the Personal Data Protection Act.

Signature of the student: ……. Date:…….. / …….. / ……..

Form **F7**

Financial commitment

As financially responsible for the student (indicate last name and name of the student)

.....

before Universidad Advetista del Plata, by the present document I make a commitment to:

I. Assume the responsibility to pay in due time and form the corresponding charges (tuition, food, housing and other additional fees) as well as the financing plans over debit balances according to the schedule established by the institution, and using the payment methods stated by the university.

II. Accept that the accrued installments are due the 10th of each month, and that after said date, the unpaid balances are automatically considered delayed payments.

III. Accept that in the case of failure to comply with this signed agreement, the student might get suspended from classes and might not sit for final exams, present thesis dissertations, participate in the graduation ceremony or other agreed services. The present statement is non-negotiable.

IV. Accept that in the case of having delayed payments, the university is entitled to apply a monthly additional interest on the unpaid balance without prior notice.

V. Accept that in the case of not receiving the student account statement (Account Balance), I must rely on other means to obtain the information without depending exclusively on the reception of the same.

VI. Accept that it is my sole responsibility to inform each area about any change that can affect my financial situation (such as change in the address, scholarships, discounts, credits modification, change of the financially responsible person or any other situation), being UAP not responsible in case of omissions.

VII. Accept that UAP retains absolute right to future modifications, without prior notice, of the fees (tuition, food and housing), due to the variations in the legal requirements in force that may influence directly the cost of the given services or due to extraordinary variations in the economic situation of the country.

VIII. Accept that the present commitment will be extended until the complete fulfillment of the obligations assumed.

IX. Accept and give my consent for the document to be included in the Academic Database of the UAP, under the responsibility of the Financial Vice-Presidency (25 de mayo 99, Libertador San Martín, E.R.), for the purpose of improving the relationship that binds me to this institution. Furthermore, I give my consent to process the above mentioned data, to keep, order, store, dissociate or delete it within the university and for the requested purposes. Unless expressed otherwise, I declare to know that the answers provided are facultative and were given freely and voluntarily, as well as the right granted to me to access my record with my information at any time, and, when appropriate, request a modification or suspension of the term of article 14 and 16 of the Personal Data Protection Act.

X. Accept that the data given in this document has the value of an affidavit, expressing they are correct and true, applying what is established in Art. 10, clause S of the University's Code of Ethics and Discipline (2006 Revision).

Form **F7**

Information of the person financially responsible

Last name and first name: .....

Identity card (type and number) ID Pas Other Number .....

Nationality: ..... Date and place of birth:..... /...../.....

Actual address: .....

Street:.....

Number Floor:..... Apartment:..... Zip code: ..... City: .....

Province ..... Country: .....

Marital status: .....

If married, include name and last name of the spouse:.....

Religion:.....

Member of the churh of:.....

Occupation:.....

Relationship with the student:.....

Activity and place where the activity is conducted:.....

Legal address: Street:..... Number Floor:..... Apartment: ..... Zip code: .....

City:.....

Telephone number(s):..... E-mail:.....

Discounts and benefits

UAP offers the following discounts and benefits in relation to the person financially responsible. If you fall into any of the categories listed below, and want to apply for the benefits, complete the following information and attach the requested documents:

a. Family group discount: first line, direct relatives under the same financially responsible person.
b. Other students under your care.
• Indicate last name and first name: .....
• Indicate the relationship between the students: .....
c. Discount for Seventh-Day Adventist benefactors: (who regularly contribute with the 10% of their income – tithes)
• Is the benefactor a Seventh-Day Adventist?
• Church in which he/she gives the tithes: ..... YES NO
• Photocopy of the last three (3) tithe receipts or tithe certificate issued by the pastor.

The signer becomes the surety and principal debtor without restrictions and primary payor of the obligations contracted by the soliciting student, for the studies and any other obligations related to UAP, committing to respond for the student in the event the student breaches his/her responsibilities, and renouncing to the right of excussion, division and of prior action against the principal debtor, being an irrefutable notification of the debt from the University sufficient.

Place:..... Date: ..... / ..... / .....

Signature and printed name of the person financially responsible:.....

ID number and type:.....

Signature and printed name of the applicant:.....

Form **F8**

Request to join direct payment service

I. I hereby authorize Asociación Colegio Adventista del Plata (CUIT N° 30-52937147-7) to debit from the Bank Account stated in this form, the charges according to the option chosen below:

a. PAYMENT OPTION (mark with a cross only one alternative)
• Complete school fee (it includes the items stated in the student account balance, such as regular school fee, and all additional charges of the student) .....
• School Fee (only school fee that includes tuition, food and housing, if the student lives in the dorms)
• Fixed Amount ..... . Indicate amount: $ .....

b. BANK ACCOUNT HOLDER INFORMATION
Last name and first name: .....
ID number and type: .....
CUIT/CUIL Number: .....

c. BANK ACCOUNT INFORMATION
ABA/SWIFT Number: .....
Bank: .....
Banch: .....
Type of account (checking account, savings account): .....
Account number: .....
Client code: .....

d. STUDENT INFORMATION (if you are financially responsible for more than one student, complete the information of each student):

Number and name: .....

Number and name: .....

Number and name: .....

Number and name: .....

II. By these presents and with my signature, I authorize to use the Direct Payment System, which is part of the National System of Payment regulated by the Central Bank of Argentina according to communications A2559, A2622 and A2623, in the account stated in 2 and 3 above.

Signature of the person financially responsible: .....
Printed name: .....
ID number and type: .....

Form **F9**

Usage commitment and policies of computer resources

The university offers certain computer resources to the students, which are detailed below. The institutional credentials (user name and password of the personal account) are private and untransferable.

I. E-MAIL. This is one of the official channels of communication of the university with the students. It is intended for academic use and it is strictly personal. It should not be used to distribute SPAM emails. Take into account that all emails sent are under the responsability of the account holder. Students may be liable to disciplinary actions for improper use, if applicable. It is forbidden to transmit or consume information that violates the rights of other people, the moral and the public order, the regulations of this institution and the laws of the countries involved in the transmision of said information.

II. COMPUTER LABS. The use of the equipment is responsibility of the account user, who must respect the rules of the department in which he/she uses the equipment. Students may be liable to disciplinary actions for improper use of the equipment.

III. WI-FI. The university offers students free wireless Internet access. The use of the network is subject to the acceptance of the published use policies.

IV. SELF-SERVICE SYSTEM. The university offers students a number of online services to make consultation and/or complete formalities. As with the other services, the system is accessed with institutional credentials. Through these services, students will be able to complete their admissions application and see their academic record, personal information and financial statement. They will also be able to enroll, complete their registration for final exams, search the library catalogue and reserve material, among other services. Each online activity is subject to their own terms of use, which are duly informed. Students will also have to accept different consents during its use. When students do not fulfill the conditions and requirements needed for the activity in due time and form, the institution reserves the right to cancel or modify them as needed. The quality and availability of theses services depend greatly on the individual responsability of the users. The university shall not be held liable for the integrity, use and content of the data and information hosted and/or generated by the students.

The university reserves the right to modify the conditions established in this Handbook whenever it deems necessary. The university can also suspend the service in full or in part when necessary, due to administrative reasons, maintenance of equipment or due to force majeure.
The access to the free computer services offered to the students by the university is subject to the acceptance and compliance of the use policies detailed at: www.uap.edu.ar/dite.

The present commitment is signed as proof of consent and acceptance of the foregoing information and the policies and terms of use of the computer resources of the university.

Signature of the student: ..... ***Printed name:*** .....

Form **F10**

Affidavit of validity of degree

In full awareness of the regulations in force (Resolution No 3225/71, 645/73 and 647/73 of the Ministry of Education of Argentina) and as a prospect student of UNIVERSIDAD ADVENTISTA DEL PLATA, I commit to the following terms:

I, (indicate last name and first name of the student) ……..
a national of……, identity card (indicate type)……., number ……
with the following education (underline the correct option): Completed high school studies / university studies completed and passed, in (indicate institution)…… declare that I understand and accept that the degrees or diplomas I may receive from this university, will not enable me to practice the profession in the Republic of Argentina unless I obtain the equivalent studies (convalidation) of my high school education. The Ministry of Education, in Note DNGU 1339/13 of the National Management of University Affairs, establishes that foreign high school degrees must be convalidated or recognized as soon as possible.

In Libertador San Martín, Entre Ríos, on …….. /…….. /……..
Signature and printed name of the student:……

Regulations implemented by the Academic Secretary of the university.

Art. 1°. High school studies in any modality, which are required to enter a university, must have the following conditions:
1.1. They must be passed in an official institution.
1.2. They must be issued and legalized by the competent authority, indicating the issuing institution and the title granted, the entry and graduation date, grades and certifications obtained, date and place of issuance and the completion of the studies. All document must be legalized according to the regulations in force: The Hague Apostille or the Argentine Consulate of the country of origin.

Art. 2°. Students who cannot submit the certificate by the date they enroll, will be conditionally admitted for the period of time established by the Academic Secretary, when they submit enough proof that the document is pending issuance or legalization.

Art. 3°. All students enrolled in any degree at Universidad Adventista del Plata must complete the convalidation or recognition process (as applicable) to obtain the Argentine High School diploma in order to enroll in the 3rd year of the degree.

Form **F11**

Form notifying immigration assistance

I. I hereby acknowledge that in the 30 working days following the notification to the National Direction of Migration, I have to appear in person in their office to start the process to obtain the temporary residence as a foreign student.
With that purpose, I have to submit the following documents:

a. Valid and current passport (students from Mercosur countries can submit their identity card).
b. If you are older than sixteen (16) years of age when you enter the country, you need a Criminal Record Clearance issued by the Federal Police or National Police of the country where you were born. If you have lived in another county or countries during the last three (3) years, for a period over ONE (1) year, you will also have to bring a Criminal Record Clearance of the country or countries where you have lived. The documents need to be certified by the Argentine Consulate or contain The Hague Apostille.
c. Pay the corresponding fee for the services according to the regulations in force.
d. Two 4x4 pictures, white background.

Students under 18 years of age will also have to submit:

e. Original birth certificate, duly certified by the Argentine Consulate or with The Hague Apostille.
f. Parent's permit to reside in Argentina and to travel alone, certified at the Argentine Consulate or with The Hague Apostille.
g. Designation of a guardian in Argentina.

II. I hereby state that I have been duly advised by Universidad Adventista del Plata on how to apply for a temporary residence as a foreign student and it is my sole responsibility to fulfill the requirements of the Immigration Law 25.871, Disposition 20.699

Signature and printed name of the student: .....
Signature and printed name of the parent: .....
(for students under 18 years of age) .....
Date: ..... / ..... /.....