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# ADMISSIONS HANDBOOK

## International Students

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ENG

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# ADMISSIONS HANDBOOK INTERNATIONAL STUDENTS

## Introduction

Asociación Colegio Adventista del Plata (ACAP) offers higher education programs through **Instituto Superior Adventista del Plata D-222** and **Universidad Adventista del Plata**, from now on, the institution.

### Welcome!

We are very pleased that you have finished the admission process and are now preparing to start your higher education studies at our university.

In this Admissions Handbook you will find information that you need to know before coming. You will also see a list of documents and forms that you must bring completed and signed.

### See you at UAP.

God bless you!

## CONTENTS

- 03 DOCUMENTS AND CERTIFICATIONS**
- 05 FORMS SECTION**
  - 06 F1 Form - Ethical Commitment.
  - 07 F2 Form - Student's Consent – Personal Information – Release for Image and Voice Use.
  - 08 F3 Form - Financial Responsible's Consent – Personal Information.
  - 09 F4 Form - Financial Commitment.
  - 10 F5 Form - Policies and Commitment in the Use of Computing Resources.
- 11 CHECKLIST**

## DOCUMENTS AND CERTIFICATIONS

Submit:

- 1. **Passport or Identity Card** from your country of origin: original.
- 2. **Original High School Diploma or School Certificate**, legalized at the country of Origin by the Ministry of Education (**apostilled\* and translated\*\***.)

**Validation of high school degree.** To be able to pursue university studies you must validate your high school degree. When you arrive at the university, the Registrar's Office will inform you regarding it.  
<https://www.argentina.gob.ar/educacion/tramites/convalidar-titulo-secundario-de-paises-con-convenio>

- 3. **Medical certificate:** all students must present a medical certificate (also known as physically capable certificate) in which it is stated that they are able to pursue a higher education course. This certificate must be issued by a registered physician with official letterhead (personal letterhead or medical facility letterhead).

### STUDENTS OF MEDICINA, LICENCIATURA EN ENFERMERÍA, LICENCIATURA EN KINESIOLOGÍA Y FISIATRÍA, LICENCIATURA EN NUTRICIÓN Y ODONTOLOGÍA

Must submit a Hepatitis B vaccine certificate with the date of vaccination..

### STUDENTS OF PROFESORADO EN EDUCACIÓN FÍSICA

Must submit Lumbo-sacral spine x-ray, postern-anterior and lateral.Cardiac stress test.

### UNIVERSITY TEACHING DEGREE

Must submit Original Diploma and Academic Transcript of University degree, legalized at the country of origin by the Ministry of Education (apostilled\* and translated\*\*.)

**Convalidation and revalidation of degrees:** those who study a graduate degree in Argentina and want to work in Argentina must convalidate their high school degrees and revalidate the undergraduate degree.

**The Argentinian Immigration Law number 24,871 on section II: On the admission on foreigners into the Republic of Argentina and its exceptions**, states that foreign citizens who want to study in the Republic of Argentina must request residency, they cannot study being a tourist. With the residency, an Argentinian identity card for foreigners is issued. Without this identification card, the students will not be able obtain his/her diploma. **The fulfillment of this requirement is your responsibility: the university will advise you on these procedures.**

Prepare the following documents when you arrive at UAP:

- 4. **National criminal record certificate** or its equivalent, apostilled\* and translated\*\*. This certificate must be emitted by competent authorities from the countries in which the students resided for more than ONE (1) year, during the last THREE (3) years.
- 5. **Entry card or stamp in the passport by migration authority.**

### STUDENTS UNDER 18 YEARS

According to the Argentine's Migration law, foreigners under eighteen (18) years of age whose parents do not reside in the territory of Argentina, need an authorization to live in the Republic of Argentina. They also must name a designated tutor who must be a legal resident of the country and must submit a public instrument (Minor's permit) that designates the tutor.

Besides documents 1 – 5, they must also submit:

- 6. **Original birth, apostilled\* and translated\*\*.**
- 7. **Photocopy of both parents' I.D.**
- 8. **Original permit for minors, apostilled\* and translated\*\*.** For legal reasons, parents must designate a tutor in Argentina. The tutor must be of legal age, Argentinian or Argentinian resident. It may be a person of your choosing or you must request that the institution provides one. For more information on how to write the Minor's permit, contact [internacionales@uap.edu.ar](mailto:internacionales@uap.edu.ar)

**STUDENTS WITH ARGENTINIAN PARENTS**

The student who has **at least one Argentinian parent** can process his residence by parentage presenting the original **DNI (I.D.) of the Argentinian parent**.

\*If he were younger than 18 years old at the moment of beginning the paperwork, he must also submit 1 through 8.

\*If he were older than 18 years old at the moment of beginning the paperwork, he must also submit 1 through 5.

**APOSTILLE\*:** all documentation emitted at a foreign country must be apostilled, pursuant to The Hague Convention of 1961, processed at the Ministry of Foreign Affairs; or be legalized at the Argentine Consulate.

**TRANSLATIONS\*\*:** every original document in a language different from Spanish, except those from Brazil, must be translated by a certified public translator and legalized before the respective Association of Sworn Translators, in Argentina (Law N° 25.305 art. 6). DO NOT TRANSLATE AT THE COUNTRY OF ORIGIN.

**IMMIGRATION RETRIBUTION FEE:** [https://pagos.dnm.gov.ar/tramite\\_online/templates/tasas.htm](https://pagos.dnm.gov.ar/tramite_online/templates/tasas.htm)

## FORMS SECTION

- 06      **F1 Form** - Ethical Commitment.
- 07      **F2 Form** - Student's Consent – Personal Information – Release for Image and Voice Use.
- 08      **F3 Form** - Financial Responsible's Consent – Personal Information.
- 09      **F4 Form** - Financial Commitment.
- 10      **F5 Form** - Policies and Commitment in the Use of Computing Resources.

## F1 ETHICAL COMMITMENT

I declare that I have read the Student's Handbook (<http://www.uap.edu.ar/informes/admision/>), and that I accept what is stated in it.

I commit to respect these norms and this institution's principles while I am a student here.



Signature in handwriting

Student's signature:

.....

If the student is a minor: *(under 18 years old)*

.....

Student's last name and name:

.....

Father, mother or tutor's signature:

.....

Date:        /        /

Date:        /        /

## F2 STUDENT’S CONSENT – PERSONAL INFORMATION – RELEASE OF IMAGE AND VOICE USE

### 18 YEARS OLD OR OLDER

I, (indicate student’s last name and name) .....

Passport .....; student of Universidad Adventista del Plata or Instituto Superior Adventista del Plata D-222 (from now on institution, owned by ACAP).

### YOUNGER THAN 18 YEARS OLD:

I, (indicate father/mother/tutor’s last name and name) .....

Passport .....; mother, father or tutor of the student (indicate student’s last name and name) Passport.....; from Universidad Adventista del Plata or Instituto Superior Adventista del Plata D-222 (from now on institution, owned by ACAP),

I declare under oath that the information contained in the documents submitted in the Admission application is true. I expressly consent that they be part of the database that the institution has, for the purpose of the best development of the relationship that links me with this institution. I also give my consent for the above mentioned data to be processed, such as conservation, ordering, storage, dissociation or suppression, exclusively within the internal scope of the university and in relation to the purposes for which they are requested. I reserve the right to request/authorize the further national or international transfer of this data. I declare to know that, unless expressly stated otherwise, the answers provided are optional, having been given freely and voluntarily, as well as the right I have to access at any time to the record where my data is contained and, if necessary, request its modification or deletion under the terms of articles 14 to 16 of the Data Protection Law; notwithstanding the above, I hereby authorize that the data related to my academic performance or other that may be relevant be provided to my financial officer upon request -or to the contributors of scholarship funds and student loans, in case I am a beneficiary of them- if they so request. I authorize the university, under the terms of Article 31 of Law 11.723 of intellectual property, to make use of the images/video/voice of my person, which I consent to being used in institutional or promotional graphic material of the institution or its owner. I expressly, freely and voluntarily give this authorization, waiving any patrimonial claim derived from the commercial or non-commercial use of the images, without prejudice to the due protection of the personal rights that may correspond to me.

The DIRECCIÓN NACIONAL DE PROTECCIÓN DE DATOS PERSONALES, monitoring body of Law N° 25.236, has the attribution of handling the reports and claims that be filed in relation to the non-compliance of norms regarding the protection of personal information.



Signature in handwriting

Student’s signature:

Father, mother or tutor’s signature:  
*If the student is a minor (under 18 years old)*

.....  
.....  
.....

.....  
.....  
.....

Date:        /        /

Date:        /        /



**F3 FINANCIAL RESPONSIBLE’S CONSENT – PERSONAL INFORMATION**

*Complete if the student is not the financial responsible.*

I, (indicate last name and name) ....., financial responsible of the student (indicate last name and name) .....

Declare under oath that the information contained in the financial commitment is true; I expressly consent to have it included in the database that the institution has, under the responsibility of the Student Life Secretary, Student Finances and Instituto Superior Adventista del Plata D-222 (25 de mayo 99, Libertador San Martín, E.R.), for the purpose of the best development of the relationship that links me with this institution. Furthermore, I consent that said information be object of processing, such as conservation, ordering, storage, dissociation or suppression, exclusively within the internal scope of the university and in relation to the purposes for which they are requested. I reserve the right to request/authorize the further national or international transfer of this information. I declare I know that, unless expressly stated otherwise, the answers provided are optional, having been given freely and voluntarily, as well as the right I have to access at any time to the record where my data is contained and, if necessary, request its modification or deletion under the terms of articles 14 to 16 of the Data Protection Law.

La DIRECCIÓN NACIONAL DE PROTECCIÓN DE DATOS PERSONALES, monitoring body of Law N° 25.236, has the attribution of handling the reports and claims that be filed in relation to the non-compliance of norms regarding the protection of personal information.



Signature in handwriting

Financial responsible’s signature:

.....  
 .....  
 .....

Date:        /        /

**F4 FINANCIAL COMMITMENT**

Student's last name and name .....

ID Type and Number .....

Date:            /            /

To take the responsibility to pay in due time and manner the tuition for the corresponding concepts (education, residency and additional) and the financing plans over the outstanding balance, according to the schedule established by the institution, by means of the payment methods established by the university.

*To accept that :*

**A.** The installments must be paid within the first deadline (which will be the 10th day of each month or the following business day) or the second deadline (which will run until the last day of the month). Those who pay the tuition during the period of the second deadline will pay a differentiated fee. Lack of paying the tuition after the second deadline (that is, the last day of the month) will generate the application of interests for late payment.

**B.** In the event of non-compliance of this signed commitment, the student could be suspended from the attendance of courses, unauthorized to take final exams or thesis defense, to take part in graduation ceremonies and any other agreed services. The present enunciation is not restrictive to these.

**C.** In the event of delay of payment, the university is entitled to apply a monthly financial surcharge over the unpaid balance, without prior notification.

**D.** It is my exclusive responsibility to inform the concerned area about any changes that affect the financial situation (such as change of address, scholarships, discounts, modifications of the academic load, change of financial responsible or any other situation), releasing the university of any responsibility in case of omission.

**E.** The university reserves the right to modify in the future, without notification, the cost of the tuition (academic, residency) because of variations on the current legislation that directly impact the cost of the services provided, or of extraordinary variations in the economic situation of the country.

**F.** The present commitment will be extended until the complete cancellation of the acquired obligations.

It is my responsibility of read the Regulation of tariffs (<https://uap.edu.ar/informacion-financiera/>)

The signatory constitutes himself joint and several guarantor and primary payor for the obligations acquired by the applicant student, for studies or any other obligation related to the university, committing to, upon any non-compliance of the student, respond for him, renouncing to the benefits of excussion, distribution or previous interpellation to the primary debtor, sufficing only a due notification of the debt on the part of the institution.



Signature in handwriting

Place: \_\_\_\_\_ Signature of the applicant: \_\_\_\_\_

Signature and printed name of the financial responsible person: \_\_\_\_\_

ID number and type:.....Date:            /            /

## F5 POLICIES AND COMMITMENT IN THE USE OF COMPUTING RESOURCES

The university provides students with a Microsoft Office 365 account with which they have a set of tools available throughout their career for their academic development. It is the student’s responsibility to use them properly. These tools can be used online, with the possibility of downloading and installing them on their devices. Access is provided through the office.uap.edu.ar portal, using the institutional credentials.

Likewise, the university provides the student a personal access account to the services specified hereafter. These institutional credentials (user and password for the personal account) are for private use and are non-transferable.

### I. E-MAIL.

It is one of the official means of communication between the university and the students. It’s intended for academic uses and its use is strictly personal. It must not be used to distribute unwanted information as SPAM. Bear in mind that all sent e-mails are responsibility of the holder, and disciplinary measures and sanctions can be given if applicable. It is expressly forbidden to transmit or consume information that infringes upon the rights of others, morality and good customs, the rules of the institution and the legislation of each country information passes through.

### II. COMPUTER LAB.

The use of the equipment is under the responsibility of the account’s holder, who will have to respect the norms of the sector. Disciplinary measures and sanctions can be given upon the misuse of the equipment.

### III. WIFI.

The university provides all students the possibility to access the wireless network service for Internet access for free. Its use is limited to the acceptance of the published policies of use.

### IV. SELF-MANAGEMENT SYSTEMS.

The university provides all students a series of online services to make inquiries or procedures. As with all other services, they are accessed with the institutional credentials. Through these services the student can fill re-entry applications, see academic records, personal information and financial status. Only the student can make subsequent enrollments, register for final exams, make searches in the library’s catalog and reserve materials, among other things. Each online procedure is subject to its own conditions, duly informed, as well as accepted consent by the student during its use. In the cases the student does not fulfill the conditions and requirements necessary for each procedure in due time and manner, the institution reserves the right to annul or modify them as it considers necessary. The quality and availability of these services depends to a large extent on the individual responsibility of users. The university disclaims all responsibility regarding the integrity, use and content of data and information hosted or generated by the student.

The university reserves the right to modify the conditions here established as it considers it necessary. Furthermore, it can suspend the service, completely or partially, when it may be necessary, due to administrative reasons, equipment maintenance or events of force majeure. The access to the free computing services the university provides its students is conditioned to the acceptance and compliance to the user policies detailed at: [www.uap.edu.ar/dite](http://www.uap.edu.ar/dite)

In witness whereof, this commitment is signed in acceptance of the aforementioned, and the policies and conditions of use of the university’s computing resources.



Signature in handwriting)

Student’s signature:

Father, mother or tutor’s signature:

*If the student is a minor (under 18 years old)*

.....

.....

Student’s last name and name:

Father, mother or tutor’s last name and name:

.....

.....

Date:        /        /

Data:        /        /

## CHECKLIST

Have you prepared the documents?  
Are all the forms completed and signed?

Here are the most important things to remember before travelling:

- Passport or ID.
- High school diploma or certificate of studies, legalized and apostilled.
- Medical certificate.
- Criminal record certificate or its national equivalent, legalized and apostilled.
- Entry card or stamp in passport by migratory authorities.
- Certifications required for specific courses.

The student who has not turn 18 years old at the moment of beginning the paperwork at Migrations must also bring:

- Original birth certificate, apostilled\* and translated\*\*.
- Photocopy of both parents' I.D., apostilled\* and translated\*\*.
- Permit for minor, apostilled\* and translated\*\*.
- If one of the parents is Argentinian, you have to bring his/her original DNI.

Don't forget to bring the following forms, completed and signed:

- F1 - Ethical commitment..
- F2 - Student's Consent – Personal Information – Release of Image and Voice Use.
- F3 - Financial Responsible's Consent. – Personal Information.
- F4 - Financial Commitment.
- F5 - Policies and Commitment in the Use of Computing Resources.