



American Institute of Pharmaceutical Technology

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International Students Policies: Application Procedure/Tuition fee/Refund Policy

HOW TO APPLY:

1. **Submit following documents with application form:**

- Application form is available on-line or may be requested by mail / e mail.
- Passport size Pictures (four copies) name and date of birth on backside.
- Xerox copies of passport with expiration date more than six months.
- Two reference letter from the school or employers.
- Certified copies of mark sheets / grade sheet after 12th grade.
- Certified copies degree, diploma and certificates.
- Application for accommodations.
- Financial report / Bank statements of last 12/24 months.
- Copies of TOEFL, IELTS and English for Academic Purposes (EAP) Score, if any.
- Registration, Immigration (I 20/I 901) and administrative Fees: **USD 500/-** non refundable Demand Draft.

2. **Entrance Assessment: Or submit Statement of Purpose:**

All programs require applicants to successfully complete an entrance assessment in order to gain admission into the program. Applicants shall be notified of an examination center in their country of residence or they can identify a contact person from an educational institution to whom we could send the exam package. The exam will be marked by our office. Or Submit the Statement of Purpose.

3. **Up on successful completion of the papers, AIPT will issue provisional letter of acceptance:**

Included in with the letter will be an Acknowledgement of Acceptance document that must be signed and returned to AIPT with tuition payment.

4. **Up on receipt of first term tuition fee payment, AIPT will issue an official letter of acceptance I 20/I 901:**

You will use **Letter of Acceptance I 20/I 901** to make an appointment for your visa process at the consulate in your area of residence.

5. **Payment of Fees:**

The tuition fees for the program is payable in advance, upon acceptance of the application by the institute. It is mandatory for the applicant or such other party responsible for the payment of their full tuition fees, to ensure that we receive a minimum of \$ 8,000/- USD (Eight thousand) of the first term tuition fees before we can issue an official Letter of Acceptance.

If a sponsor or such other party is paying the applicant's fees, it is mandatory that we receive proof of the financial means, detaining sufficient evidence of an ability to maintain themselves for the duration of their training, including the three-month industrial placement.

Such proof may be in the form of an official and current statement from an approved or designated banking institution, or other valid and verifiable correspondence.

6. **Refund of Tuition Fees Paid (Refund of 100% Tuition fees guaranteed):**

In the event that an international student is unable to receive a Student Authorization from their home country, we require official proof of the rejection, in the form of the letter from the High Commission, explicitly stating that the applicant, as identified, has been denied a student visa, and in consequence are unable to take up the seat that has been reserved for them by AIPT.

In this event, AIPT may refund the full tuition fee paid within 30-45 days after receipt of written request from the candidate with rejection letter from the Embassy.

7. **Industrial Placement & Internship:**

In order for the trainee to receive first-hand experience in a pharmaceutical corporate environment, we facilitate in their placement within the department corresponding to their training. This internship is usually unpaid, however, in exceptional circumstances, some corporations offer a stipend.

CIS.2004/007

Worldwide offices: India, Pakistan, Bangladesh, Russia, Kenya, Latvia, Cyprus, Sri Lanka, Nepal