Instructions for Completing Request for Endorsement Form FIT Fashion Business Management Major

1. Print and complete the endorsement documents.

2. The phone number and e-mail address that you provide should be ones that you check on a regular basis. All communication with students applying for endorsement will be through E-mail or phone.

3. Print and complete the course planning form. You and your advisor must sign this form.

4. Attach a typed personal essay discussing your rationale and goals for attending FIT. Save a file of the essay for future use when you complete your online FIT application.

5. Attach a copy of your latest grade report. A minimum 3.0 GPA is required for endorsement.

6. Your advisor must review your endorsement application. Your application will not be considered unless it has your advisor’s signature on the Course Planning Form.

7. Complete the top portion of the STUDENT RESPONSE FORM. Include your signature and the date. DO NOT include your social security number on the response form. The University of Delaware liaison must sign and submit the response form to FIT.

Submit the following documents to the FASH office Rm.211 ALW

✓ Endorsement Application Sheet with signature
✓ Visiting Student Response Form
✓ Course Planning Form (signed by you and your advisor)
✓ Typed essay of your rationale for applying for the specific FIT program
✓ Copy of latest grade report (3.0 GPA required for endorsement)
DEPARTMENT OF FASHION and APPAREL STUDIES
FIT Endorsement Application Sheet

1m YEAR FASHION BUSINESS MANAGEMENT (AAS)

Endorsement Application for:  ____ Fall  _______Yr.  FIT Entry Year: 20____

Name:  ____________________________________________________________________________

E-mail:  __________________________________________________________________________

Campus Phone:  _____________________________________________________________________

Cell Phone:  _______________________________________________________________________

Home Phone:  _______________________________________________________________________

Home Address:  _____________________________________________________________________

Current GPA:  _____________________________________________________________________
A 3.0 GPA is required for UD endorsement, at the time of FIT application and during study at FIT.

University of Delaware Major:  ________________________________

UD academic scholarship or financial aid that will be used for FIT tuition?
    _____Yes
    _____No

FIT Program for which you are requesting an endorsement:

    _____ 1-Year FASHION BUSINESS MANAGEMENT (A.A.S.)
    _____ Other:  Specify_______________________________________________________________

I understand that if I am not admitted to FIT or if I decide not to attend, I may not be able to complete my degree within 4-years. I further understand that the FASH department will not amend my UD curriculum requirements or provide course substitutions to alter my graduation date.

Student Signature ____________________________  Date___________________
VISITING STUDENT RESPONSE FORM

I have attached this form with my essay to indicate that I understand and agree with the guidelines of the F.I.T. Visiting Student Program, and that I have the permission of my present college to participate in the program.

I understand that if I am admitted to my chosen major at F.I.T. I will be following the One Year Associate Degree program as it is outlined in the F.I.T. Catalogue and that I must complete the entire degree program in residence at F.I.T. before I will be eligible to receive the F.I.T. Associate in Applied Science Degree. I further understand that I will receive my degree from F.I.T. after I have completed the Bachelor Degree requirements at the college I am now attending. **** ANY FINANCIAL AID MUST BE PROCESSED BY THE HOME SCHOOL.

___________________________  ___________________________________
First Name   Last Name

FIT application ID# if known _______________________________________

Date of Birth _____________

___________________________  ___________________________
Name of College You Currently Attend              Intended Major at F.I.T.

Expected F.I.T. Entry Date:   Fall 20____

Date of High School graduation or receipt of GED _____________________

___________________________  _______________________
Signature of Applicant          Date

This applicant has my permission to participate in the F.I.T. Visiting Student program

___________________________
Name of Campus Liaison (Please Print)

___________________________
Signature of Campus Liaison