

APPLICATION FOR ADMISSION TO A WILLAMETTE STUDY ABROAD PROGRAM 2010-2011

For programs taking place during the academic year of Fall 2010 – Spring 2011 (semester or year-long).
Return all application materials to the Office of International Education (except transcript request- to Registrar's Office).
See Application Check List (p 2, 3) for instructions for starred (*) items and list of application items.

Attach photo here

*Photo: 2x3 inches, full face, you only.
(It won't fit in this space, exactly but that is ok.)*

Applicant's Name (last, first) _____

WU Student # _____ **Date of Birth** _____ *** G.P.A.** _____
Month/Day/Year

***Program Preference(s)** (See instructions. For year-long study, complete BOTH fall and spring pref. lines)

- 1) Fall 2010: _____ Spring 2011: _____
- 2) Fall 2010: _____ Spring 2011: _____
- 3) Fall 2010: _____ Spring 2011: _____

*University currently attending (if not WU) _____

Major _____ Ant. graduation date _____ *Current standing: Frosh Soph. Jr.

Sex: M F Country of citizenship _____

*Do you have a current passport? Y N If Yes, what is the expiration date? _____

Current Address _____ Campus Box _____

Permanent Address _____

Telephone (campus) _____ Other Telephone _____

Email address (campus) _____ (other, if applicable) _____

Have you ever been suspended or expelled from a college or university, or been subject to disciplinary action for any reason? Yes No **If yes, please attach a separate sheet** which explains the offense and disciplinary action.

WHO IS COMPLETING YOUR (please give these references at least THREE WEEKS to complete the form):

Faculty Recommendation: _____ phone# _____

*Advisor Meeting Form(s): _____ phone# _____

Personal Reference/relationship: _____ phone# _____

Language Assessment Form: _____ phone# _____

Emergency Contact Information:

Name(s) _____ Relationship _____

Address _____

Telephone (home) _____ (work) _____ (cell) _____

EMAIL: _____

• I certify that the information given on this application is true and complete. •I agree to release any and all records and transcripts held by Willamette University or other institution to the Office of International Education as necessary for my participation on an off-campus study program. •I understand that as a participant in the study abroad programs of WU, I shall be subject to certain rules and requirements of the university and of cooperating universities in the U.S. and overseas, which I agree to fulfill in all respects, subject to immediate dismissal from the program if I do not do so. •I understand my campus judicial record, academic record, and financial status may be reviewed at any time. •I agree to assume financial responsibility for the program fees as determined by the Office of International Education and for my own welfare overseas. •If I am accepted, I agree to attend all pre-departure meetings. •I also agree to allow the Office of International Education to share my name, address, and telephone number to other participants in my program prior to departure. •I have read all instructions and restrictions here and on the website.

Name (printed) _____

Signature: _____ **Date:** _____

DEADLINE: FRIDAY, December 4, 2009

Application - page 1
Checklist/Instructions/Processing – page 2-4

APPLICATION CHECK LIST / INSTRUCTIONS & APPLICATION PROCESSING INFO

Application materials are available at www.willamette.edu/dept/oie/abroad.htm

A complete application consists of the following items, all of which must be completed and at the *Office of International Education in Matthews* by **4:00 pm FRIDAY, DECEMBER 4th, 2009**.

As the applicant, it is your responsibility to take the necessary action to make sure your application is complete. Individual elements may be sent separately to OIE at any time before the deadline.

Please contact the OIE at x5493 **BEFORE THE DEADLINE** for advising and any questions about special circumstances or concerns about whether you qualify for or can afford to study abroad.

- **Application form** with 2" x 3" photo attached (full face forward, you only, from a printer or traditional photo processing, color OR black/white, no sunglasses or other obscuring accessories). Page 1 only.
 - * **Program Preferences:** THESE ARE PREFERENCES. The International Education Committee will assume that you are fully invested in studying at any programs you list here. Although your first preference will be considered your primary choice, you could be placed in any of your preferences with the expectation that you are committed to that placement. FOR A YEAR LONG OPPORTUNITY: one of the two semesters must be an exchange program. Exchange programs are indicated in *Explore All Programs* on the website.
 - * **GPA:** A 3.0 GPA is recommended. If your GPA is below 3.0, you should provide, in a separate explanation or in your **Essay**, any explanation which applies. A lower GPA may jeopardize your application due to limited program space, specific program requirements, and/or because academic fitness at Willamette is one indicator of a student's ability to handle the academic challenge in a different learning environment.
 - * **University currently attending:** A student must be enrolled full-time at Willamette University during the semester prior to the intended semester of study abroad.
 - * **Passport:** If you do not already have a passport, apply for one now, even before application acceptance is decided. Processing varies from three weeks to up to 12 weeks (three months). This will also ease the visa process should you be accepted on a study abroad program. Passports are not required for domestic programs (U.S. sites).
 - * **Current standing:** Preference is given to applicants who will have at least junior standing at the time of the program. A student must be enrolled full-time at Willamette University during the semester prior to the intended semester of study abroad to ensure adequate preparation, necessary time for visa processing, and enrollment at the host university.
- **Two page, double-spaced Essay** (about 500 words) on the topic: *Why do I want to study abroad?*
 - Give good academic reasons for going abroad on the programs in which you are interested.
 - Tell us how the program(s) relate(s) to your major and to future graduate school or career plans.
 - Write about your past accomplishments, experiences, and (if applicable) language training .
 - For non-Willamette program approval, address why this program meets your academic needs where standard Willamette programs do not. (See **Additional Information** below.)
 - HAVE SOMEONE (Writing Center, a trusted friend, a professor) PROOFREAD YOUR ESSAY FOR CONTENT AND GRAMMATICAL SOUNDNESS before submitting it. THIS MAKES A DIFFERENCE!
 - Put your name at the top right-hand corner of each page for easy identification.
 - Save paper! We encourage you to print your essay on both sides of a single sheet of paper.
- **Language Assessment Form** (required only for programs with a language requirement) The Language Assessment and Faculty Recommendation Forms must be completed by DIFFERENT faculty. For most language programs, a student must be enrolled in a language class the semester prior. Students who have completed the 331 level may request this be waived by the chair of that language department. The FORM is still required for your application even if the level 331 requirement is ultimately waived.
- **Transcript(s)** – OIE must receive, by the deadline, transcripts for ALL undergraduate course work done at WU and other undergraduate institutions. For WU transcripts: return the Transcript Request form to the Registrar's Office. They will send your transcript to the Office of International Education within about a week. If you do not yet have a WU transcript (i.e. you are a freshman or transfer student), you must submit the request ANYWAY so the Registrar can verify this.

- **Additional information:** if you are applying to be approved for a **non-Willamette program** – Provide, WITH YOUR APPLICATION, appropriate information regarding the program (cost, dates, curriculum/course information, contact information) in order that it may be fully considered by the International Education Committee. You should also consider providing this curriculum/course information to anyone who is writing a recommendation for you. READ the section, “Non Willamette Programs” on our website- <http://www.willamette.edu/dept/oie/abroad/apply/index.php>

FOR THE FOLLOWING REQUIRED FORMS:

PRINT THE FORMS. SIGN the waivers BEFORE giving them to your references. Your application is not complete unless all waivers are signed and forms/letters are received in OIE. Allow your references AT LEAST three weeks to complete and return the materials. We will only accept ONE recommendation from EACH category.

- **Faculty Recommendation Form** The Language Assessment Form and Faculty Recommendation Form must be completed by DIFFERENT faculty members.
- **Personal Recommendation Form** To be completed by your EMPLOYER or CO-WORKER, CLERGY, COACH, or CLUB ADVISOR. *Do not use fellow students or Resident Assistants.* If you use someone from off-campus, be sure they know where to send the recommendation and understand your deadline. We strongly recommend that you seek out people on campus to do your personal recommendation.
- **Advisor Meeting Form** If you have more than one major, you will need an Advisor Form from each major advisor. Give yourself plenty of time to arrange a meeting with your advisor(s). If you have not declared a major, use your assigned advisor. The advisor's role is to verify that you have explored the academic aspects of the program(s) in which you are interested and have a reasonable opportunity to complete your academic program(s), i.e. graduate, within a timeframe that meets your goals.

Application materials, program information, and upcoming events are available at:

www.willamette.edu/dept/oie/abroad.htm

Two resources for completing the application packet are found on our website:

Selection Criteria: <http://www.willamette.edu/dept/oie/abroad/apply/criteria/>

Application Tips: <http://www.willamette.edu/dept/oie/abroad/apply/tips/>

APPLICATION PROCESSING:

Application Review:

- * Late applications are NOT accepted. You are responsible for ensuring that all the materials are at the OIE by the deadline.
- * Applications are reviewed by the International Education Committee (IEC) comprised of five to seven faculty, the Director of International Education, and up to two students. Some programs are quite competitive. Competition for any one program varies according to kind of program (exchange or not), number of applicants, and spaces available.
- * Preference is given to applicants who will have junior standing or above at the time of the program.
- * Notification of acceptance or denial for off-campus study on a Willamette Program is done via letter to student campus mailboxes, by March 12, 2010.
- * Review of each application is confidential and all decisions are final. **Appeals** will be considered only in the case of demonstrated administrative error or an extraordinary change in circumstances normally beyond the student's control. Address written appeals to the Director of International Education within two weeks of the date of your denial letter.
- * If your application is accepted, a **\$300 deposit will be due.** Deposit details will be outlined in the acceptance letter. You will receive program information/application forms over the course of several months during orientation sessions, emails, and mailings.
- * If your application is denied, you may re-apply during the next year's application cycle, take a leave from Willamette to pursue study abroad, or participate in a credit-earning summer post-session. There are many catalogs and brochures available in the OIE lobby for non-Willamette programs. Post-session information and contact information is available online at www.willamette.edu/dept/oie/postsessions/

WITHDRAWALS / PROGRAM CANCELLATIONS / DISMISSAL FROM PROGRAM:

TO WITHDRAW after acceptance to a program:

Students must send WRITTEN notification to the Office of International Education as soon as s/he determines that s/he will be unable to participate in his/her program. A signed letter/memo or an email qualify as written notification. A phone call does NOT qualify as proper notification. The OIE will notify any program providers/host universities as needed. Students are solely responsible for contacting the Registrar's Office to register for classes if they have missed the registration cycle; contacting Residential Services if they need to make housing arrangements; and contacting the Financial Aid Office if needed.

PROGRAM CANCELLATION: On rare occasion WU must cancel a program after students have been accepted. Should this occur, every attempt is made by OIE staff to find an academically comparable replacement program.

DISMISSAL FROM PROGRAM: When accepting placement in a Willamette Sponsored Study Abroad Program, students agree to remain in *Good Standing*. This applies to disciplinary record (Judicial Board); academic standing; and financial commitments to the University. Students may be removed from a program at any time prior to departure for failure to remain in good standing.

REFUNDS: The student, regardless of whether the student chooses to withdraw or is removed from a program, will be subject to Willamette University's, the program provider's, and/or the host university's refund policy which may or may not include a financial penalty. Generally, this is based on how close to the program start the event occurs and how much has already been committed on the student's behalf. The OIE will work with the Willamette University Business Office, the program provider, and/or host university to determine how the policy applies to the student's situation.

QUESTIONS:

QUESTIONS about the application packet or application process?

Please call OIE at 503-375-5493, on-campus: direct dial x5493.

QUESTIONS about choosing a program, specific program details, or program costs?

- 1) Review the program information available on our website at www.willamette.edu/dept/oie/abroad.htm,
- 2) attend a *Study Abroad Information Session* and/or the *Study Abroad Fair* (check the website for dates),
- 3) if you miss these general sessions, make an appointment to meet with an Advisor. **Call** x5493 or stop by the Office of International Education (OIE) in Matthews Hall.