

# Application

## SHORT TERM STUDY ABROAD

### PERSONAL INFORMATION

Name \_\_\_\_\_

Gender (check one)  male  female Birthdate (m/d/y) \_\_\_\_ / \_\_\_\_ / 19 \_\_\_\_

Citizenship \_\_\_\_\_ Country of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Current Address (valid until \_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Phone \_\_\_\_\_ Current Email \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Phone \_\_\_\_\_ Permanent Email \_\_\_\_\_

Passport number \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ (m/y)

### EMERGENCY CONTACT (REQUIRED)

Name \_\_\_\_\_ Relation to you \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### BILLING INFORMATION

Who will be paying your fees? (check as many as apply)  Yourself  Parents  Financial Aid

Name to whom invoices should be sent \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you have any special needs that CIS should be aware of when placing you into a program?  
*Note: providing this information will not affect your acceptance into any CIS program.*

\_\_\_\_\_

How did you learn about CIS? \_\_\_\_\_

### CURRENT ACADEMIC INFORMATION

Name of school currently attending \_\_\_\_\_

Major/Minor \_\_\_\_\_

Year in School (check one)  freshman  sophomore  junior  senior

Current cumulative GPA \_\_\_\_\_ Courses from current semester (not listed on transcript):  
\_\_\_\_\_



25 NEW SOUTH STREET, #102  
NORTHAMPTON, MA 01060  
USA  
TOLL FREE 877.617.9090  
FAX 413.582.0327

Detach and send this page and all supporting documents:

- Study Abroad Application Form
- Academic Reference Form
- 1-3 page Statement of Purpose
- Official transcript
- \$50.00 non-refundable application fee made payable to CIS

Mail to:

CIS-Center for  
International Studies  
25 New South St., #102  
Northampton, MA  
01060 USA

**PROGRAM INFORMATION**

Program applying for (indicate session if applicable): \_\_\_\_\_

Please list, in order of preference, the courses that you wish to take abroad. (See [http://www.studyabroad-cis.com/Navbar/Types\\_of\\_programs/summer.htm](http://www.studyabroad-cis.com/Navbar/Types_of_programs/summer.htm) for course listings.) Prior to listing these courses you should have approval from your academic advisor that these are appropriate for transferring back to your academic program of study at your home institution. Please note: Registration for the following courses will take place when you arrive at the host university.

	COURSE NO.	COURSE NAME	WILL TRANSFER BACK AS: (i.e. HUM 100)	NO. OF U.S. CREDITS
1				
2				
3				
4				

Check here if you require a US transcript from the University of New Haven. There is a \$300 fee for this service.

**TO BE COMPLETED BY THE ACADEMIC DEAN, ACADEMIC ADVISOR, OR STUDY ABROAD ADVISOR RESPONSIBLE FOR AWARDING TRANSFER OF CREDIT AT YOUR HOME COLLEGE OR UNIVERSITY.**

The above student is applying for a summer program of study abroad through the Center for International Studies with the expectation that the hours of credits earned abroad will transfer directly toward the degree in progress at their home institution. Please read and sign the following:

"I confirm that the applicant has constructed the above program of study in consultation with his/her academic advisor and that a program based on the above selected courses is acceptable to this institution for transfer credit provided a grade of \_\_\_\_ is maintained in each course. I also confirm that, to the best of my knowledge, the student is in good standing at our institution."

Name (Please print) \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

As the student will be receiving academic credit for the coursework done abroad, to whom should the overseas transcripts be sent to for evaluation (registrar, academic dean, etc.)?

Name of office \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**STATEMENT OF PURPOSE**

Please attach a separate statement of purpose (one to three pages typed) explaining why you wish to study abroad. Include in your statement the ideas of why you have chosen a specific program, your traveling experiences (if any), and how you think the program will benefit you in relation to your future goals.

**AGREEMENT AND WAIVER**

Your signature on this application form indicates your understanding and acceptance of the following:

- I certify that all of the above information is correct, and I agree to stand by the financial, academic and conduct policies and procedures set forth by the Center for International Studies (CIS) and partner institutions.
- As CIS will be working on my behalf, I hereby authorize the release of my application and other records to its affiliated foreign institutions.
- I authorize the appropriate officials of my overseas host institution(s) to forward official transcripts of the academic work I complete while abroad to CIS. They (CIS) will then release this information to the appropriate officials at my home institution.
- Furthermore, I understand that CIS and its affiliated institutions, in arranging these programs, acts only as an agent. As such, CIS, nor any of its employees, or persons, parties, organizations or agencies collaborating with them is or shall be responsible or liable for injury, loss, damage, deviation, delay, curtailment, however caused, or the consequences thereof which may occur during any travel or programs. CIS or the sponsoring institution reserves the right to cancel or alter any program or course for any reason.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

# Academic Reference Form

## TO BE COMPLETED BY THE APPLICANT

Name of Applicant \_\_\_\_\_

Social Security Number \_\_\_\_\_

Program name/destination \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Under the provisions of the Family Education Rights and Privacy Act I hereby waive my right of access to this file:

Signature of applicant\* \_\_\_\_\_ Date \_\_\_\_\_

*\*By signing you waive access to the contents of this recommendation and it will be sent directly to CIS.*

## TO BE COMPLETED BY THE ACADEMIC EVALUATOR

How long and in what capacity have you known the applicant?

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Please assess according to the following criteria by checking the appropriate boxes:

	EXCELLENT	GOOD	FAIR	POOR	DO NOT KNOW	COMMENTS
<b>Academic performance</b>						
<b>Ability to tolerate differing viewpoints</b>						
<b>Judgement</b>						
<b>Motivation</b>						
<b>Personal maturity</b>						
<b>Emotional stability</b>						
<b>Ability to cope with difficulties</b>						

*(please continue on reverse)*



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 NORTHAMPTON, MA 01060  
 USA  
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 FAX 413.582.0327

Are there any other comments that you have that we should consider when reviewing the applicant's application for study abroad?

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I recommend this applicant for participation in a study abroad program:

- Without reservations
- With reservations (please explain)

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- I do not recommend (please explain)

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Name of Evaluator \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*Thank you for your consideration.*



# Policies & Procedures

## CIS POLICIES & PROCEDURES

The following policies and procedures, established by the Center for International Studies (CIS), are important to you as a candidate seeking to study abroad. Reading and understanding them are crucial. If you have any questions about the policies and procedures, please do not hesitate to contact the CIS for a thorough explanation. Your understanding of and compliance with these simple statements will ensure a safe and successful study abroad experience.

### APPLICATION PROCEDURES

CIS realizes that a study abroad experience will change your life in many ways; the experience is both academic and cultural. Therefore, we seek applicants who will benefit academically and socially from a study abroad experience; personal maturity and discipline will be evaluated along with academic credentials.

In general, your cumulative GPA must fall between a 2.5 and 3.0 to be accepted to a CIS program (see individual program profiles for specific requirements). If you have a slightly lower GPA than what is required, your application will be reviewed on an individual basis. In order to be considered for admission you must complete and submit the following by the application deadline listed in the overseas institution's profile:

- Application for Study Abroad
- Statement of Purpose (1–3 pages)
- Academic Reference Form
- Official copy of most current university transcript
- \$50.00 non-refundable application fee (payable to CIS)

Upon submission of all the preceding documents, your application will be reviewed by our staff and a decision will be made. If necessary, CIS will forward the application to the overseas institution of choice for approval and processing.

Within two weeks, CIS will notify you of the admissions decision. If you are accepted, you will be asked to confirm your place by submitting a confirmation deposit to CIS along with a housing damage deposit (if applicable). The confirmation deposit will be applied toward your program cost and is non-refundable except under specific conditions outlined in the Refund Policies section. The housing damage deposit is refundable less any damage fees after your program.

### TRANSFER OF ACADEMIC CREDIT AND RECORDS

Ideally, your study abroad program will allow you to take courses abroad that will fulfill graduation requirements at your home university. Because CIS works only with recognized institutions, there should be no difficulty arranging the transfer of credit back to your home school. *That being said, advanced planning is crucial to ensure that both your home university and your host institution have approved your course selection before your departure.*

As part of the application process, CIS requires that you receive written approval from your school's study abroad advisor, academic advisor or academic dean for all the courses you wish to take in the "Course Selection section." In order to transfer credit back to your home institution, the courses you take abroad must meet the same requirements as a similar course offered at your home school. To determine this transferability, your study abroad advisor (or academic advisor) will want to see descriptions of the courses you intend to take. CIS can provide these details to you through the web in most cases, or in printed form.

After you have completed your coursework at the overseas institution and have made all of the appropriate payments, your home institution will be issued a transcript from the host school. You can expect your home university to be issued a transcript about two months after completion of the program. You should expect this process to take longer than in the U.S. Please keep in mind that your academic records will not be released if you have any outstanding financial obligations to the host institution or CIS.

As part of the strategic academic partnership formed between CIS and the University of New Haven (UNH), participants in study abroad programs can now request a US university academic transcript in addition to their overseas university transcript included in the program. To utilize this service participants must request this on their application form and pay an additional fee of \$300.00. The University of New Haven is regionally accredited by the New England Association of Schools and Colleges. Please note this does not apply to participants in the following CIS programs, which already include a US university transcript: North West England, Suffolk University Madrid, The Institute at Palazzo Rucellai and Ireland Winter.

### STUDENT CONDUCT

As a guest in a foreign country, a participant in a CIS program and a global citizen, you will be expected to conduct yourself in an appropriate manner. Your actions will not only be a reflection of your home school and CIS, but also of the United States; therefore, it is important for your own well being, as well as that of others, that you act responsibly at all times. The CIS predeparture guide is only one component of your preparation, and it is your responsibility to research and understand all issues related to safety, health, political, cultural, and religious conditions in the host country.

You will also need to familiarize yourself with the rules and regulations of the host institution. Usually this type of information is given at the host university orientations, but it is your responsibility to be aware of this information. Any conduct that causes you to be expelled from an overseas institution will result in the forfeiture of any and all fees you have paid for your study abroad program.

## HEALTH AND INSURANCE INFORMATION

While overseas it is important that you understand the health requirements of the country. As part of your pre-departure orientation you will be informed of all issues relating to medical care, insurance and immunizations. It is also very important that you make CIS aware of any pre-existing health conditions that may impact you during your time abroad well before your departure. Announcement of any health conditions, either prior or existing, will not affect your admission to any CIS programs; quite the contrary, revealing this will allow for the host institution and CIS to make proper accommodations prior to your departure.

Medical treatment in a foreign country is not something we expect you to require, but should the need arise, we want to make sure you are adequately covered. The cost of all medical and accident insurance, no matter where you study, is included in the program fee.

## PROGRAM FEE COVERAGE

The program fees listed for all CIS partner institutions include the following:

- Tuition (certain discipline areas can incur additional fees because of labs, materials, etc.)
- Full service academic and student support prior, during and after your program
- Pre-departure orientation
- Airport reception
- Housing during academic periods (unless specified)
- Host institution orientation
- Official transcript
- Medical and accident insurance
- Student Union/Association dues at the host school.

Program fees do not include:

- Airfare
- Housing damage deposit
- Meals (unless specified)
- Visa and passport fees
- Spending money

## PAYMENT PROCEDURES

You will receive an invoice for the balance of your fees (less the confirmation deposit) within three weeks of confirming your enrollment in a CIS program.

**All Summer Programs Payment Deadline**

**April 15**

All fees are due on this date, or you must have made arrangements for payment (see the "Financial Aid" section if you will be using financial aid to pay for your program) by the preceding deadlines. If you have not

made full payment or arrangements for such, your enrollment will be withdrawn and your confirmation deposit forfeited. A \$100.00 late fee will be assessed on all late payments.

## FINANCIAL AID

Under federal law, all federal financial aid can be used to study abroad. Beyond this, it is up to your home institution to decide whether or not you can utilize state and/or institutional aid. In certain cases your home university may require a "consortium agreement" to be signed between them and CIS or the host university to process your financial aid for study abroad. In such instances, CIS can arrange an agreement that meets the needs of your home institution.

If you will be utilizing financial aid to cover all or part of the costs to study abroad, and your financial aid officer has approved this, it is your responsibility to make arrangements for disbursement of this aid. Often, federal financial aid will be disbursed after you have already left the U.S.; therefore, you need to make arrangements for such an occurrence. Students have the option to appoint power of attorney to a close family member. This person can access their account and assist in financial matters while you are out of the country. Again, CIS will work with you to arrange payment, but you must plan for this in advance.

## REFUND POLICY

Because CIS makes financial commitments on your behalf well in advance of the program start date, refunds can only be made in certain cases. For a full refund, less the application and confirmation deposit fees, cancellation must be made to CIS in writing no later than 60 days before the start date of the program to which you have applied.

## PASSPORT AND VISA REQUIREMENTS

In all countries, you will be required to possess an up-to-date passport. If you do not have a passport, you should begin the process soon as it may take up to six weeks. If you already have a passport, please check and make sure that it has not expired and will be valid through the duration of your program. With regard to visas, permits of stay and entry clearance, CIS will provide you with the appropriate forms and counseling as part of the predeparture services offered. Be advised that you may incur some fees in the visa application process, and you will need to pay these directly to the issuing consulate.

If you are not a citizen of the United States, please check with the embassy of the country in which you intend to study to determine if you will need a visa during your stay.