



Gap Semester & Year Abroad Application Packet

Gap Program Checklist & Info

Here's what to do!

- Research and select a CIS country/Gap Program using the CIS Gap Semester/Year Abroad brochure and website, http://www.studyabroad-cis.com/Navbar/Types_of_programs/gap.htm. This is also a good time to discuss the idea of studying abroad with your family.
- If you are accepted at a US institution and you wish to transfer your study abroad credit, meet with your admissions counselor to determine the proper procedures for undertaking and approving this experience. During this time you will also want to determine how you will fund your Gap Semester/Year abroad experience, and apply for a passport if you do not already possess one.
- Complete and submit all application materials to CIS. A completed application includes: an application form, official transcript and SAT/ACT scores, personal statement, course selection worksheet, letter of recommendation from your high school counselor, and the \$50.00 application fee. It is possible to submit these materials separately, if necessary.
- Within two to three weeks of submitting a completed application, you will receive notification of the acceptance decision. If you have been accepted you will receive the CIS Acceptance Packet.
- Within two weeks of receiving your acceptance packet, you will need to accept the offer from CIS by submitting all necessary forms (included in the packet) along with a program deposit (\$500) and a housing damage deposit (amount varies from \$150-\$565 depending on program).
- After receiving your completed acceptance forms, CIS will reserve your place in the chosen program and continue to work with you on matters of housing, flight arrangements, course approval, and visa matters (if applicable).
- By the deadlines listed in the Policies and Procedures, final payment OR arrangement for final payment must be completed.
- Prior to departure, CIS will send you detailed predeparture information to ensure that you are well prepared for your Gap Semester/Year Abroad Program. This online predeparture orientation will cover practical matters such as what to pack, money, travel tips, health and safety, etc. as well as provide cultural adjustment tips.
- Depart for the program and have a successful, life-changing experience!

Application for Gap Semester & Year 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 (if none, provide later) _____

Exp. Date ____/____ (month/year)

EMERGENCY CONTACT (REQUIRED)

Name _____

Relation to You _____ Phone _____

Street Address _____

City _____ State _____ Zip _____

Email _____

BILLING INFORMATION

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

Name to whom invoices should be sent _____

Relation to you _____

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 THE CIS PROGRAM YOU'RE APPLYING FOR? (check one)

Guidance Counselor Web site (please specify) _____

Teacher Search engine (please specify) _____

College Fair CIS Alumna/Alumnus _____

Contact with CIS Study Abroad Staff Other _____

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

Detach and send these pages and all supporting documents:

- Gap Application Form
- Letter of Reference from Guidance Counselor
- Course Selection Worksheet
- 1-3 page Statement of Purpose
- Official transcript
- SAT and/or ACT scores
- \$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 (please do not indicate more than TWO locations in total):

Indicate name of university and program

1. _____
2. _____

YEAR/TERM APPLYING FOR:

Year 200___ Fall Semester Spring Semester

Full Academic Year—please indicate the semester you would like to begin: Fall Spring

Are you interested in volunteering while abroad? Yes No

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

CURRENT ACADEMIC INFORMATION

Name of school currently attending _____

Graduation Date _____

SAT scores: _____ ACT Scores _____ Cumulative GPA _____

Courses from current semester (not listed on transcript): _____

2

STATEMENT OF PURPOSE

Please attach a separate statement of purpose (one to two 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), how you think the program will benefit you in relation to your future goals, and what makes you a good candidate for study abroad.

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 _____

Course Selection Worksheet



Student's Name _____

High School _____

Program Applying For _____

Semester _____

Below, please list, in order of preference, the courses that you wish to take abroad (simply go to our website, locate your chosen overseas university, and click on "Subject Areas" to access to necessary links for course selection). In order to give you much more flexibility when it comes to registering for classes and organizing your timetable at the overseas institution, you must choose more courses for approval than you will actually register for, i.e., if a full time load is four courses, then you should ave at least seven courses pre-approved. *If you will be attending for more than one semester, please submit one course selection worksheet for each semester.*

FOR STUDENTS WHO ARE ACCEPTED AT A US INSTITUTION AND INTEND TO TRANSFER CREDIT:

If you have already been accepted at a US institution and you wish to transfer credit from this study abroad experience, please consult with the college or university's Admissions Counselors to determine the proper procedures for credit transfer. Do not assume that the US institution will accept credit from your study abroad experience- you must work this out with the US institution beforehand. It is also important for you to know that the determination for the amount of credit you will receive for each course you take abroad is the responsibility of your US school- not CIS or the foreign school. Do not assume that you are getting the same amount of credits per class as you would at the US school. Please note that CIS does not require you to get your credit preapproved at a US institution. If you or your Admissions Counselor have any questions about credit equivalencies, please do not hesitate to contact CIS for further information.

COURSE NO.	COURSE NAME
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Once this form is received, completed, and signed, CIS will then submit it to the overseas institution for preapproval. If, after this process is complete, you do not have enough courses preapproved by the overseas university, CIS will request that you choose additional courses for preapproval.

(please continue on reverse)

Please complete the following details about the counselor's office at your school. This is so that we can liaise with this office on your behalf and better assist you with your study abroad experience.

Guidance Counselor's Name _____

Office Address _____

City _____ State _____ Zip _____

Email _____

Please send CIS program information to our office

IF YOU ARE ACCEPTED AT A US INSTITUTION AND YOU WISH TO TRANSFER CREDIT FROM YOUR GAP SEMESTER/YEAR ABROAD PROGRAM, THE FOLLOWING IS TO BE COMPLETED BY THE ADMINISTRATOR RESPONSIBLE FOR AWARDING TRANSFER CREDIT AT YOUR HOME COLLEGE OR UNIVERSITY.

To the Academic Dean, Admissions Counselor or Study Abroad Advisor: The above student is applying for a full-time study abroad program through the Center for International Studies with the expectation that the hours of credit earned abroad will transfer directly towards 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 or official responsible for credit transfers, 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.

Name (Please print) _____

Signature _____ Date _____

Title _____

Phone Number _____ Email _____

If the student will be receiving academic credit at a US college or university for the coursework done abroad, to whom should the overseas transcript be sent for evaluation (registrar, academic dean, etc.)?

Name of Office _____

Street Address _____

City _____ State _____ Zip _____

Email _____

Please use the space below for any additional comments you may have.

Academic Reference Form



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

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 HIGH SCHOOL GUIDANCE COUNSELOR

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

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

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

(please continue on reverse)

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

I recommend this applicant for participation in a Gap Semester/Year abroad program:

- Without reservations
- With reservations (please explain)

I do not recommend (please explain)

Name of Evaluator _____

Title _____

Phone _____ Email _____

Thank you for your consideration.

CIS Scholarship Program



OVERVIEW

The Center for International Studies understands the value of a study abroad experience and is committed to helping as many students as possible to achieve this goal. As such, CIS has initiated several opportunities to provide academically qualified students with scholarship awards ranging from \$200.00-\$500.00 per semester. All awards are based on academic merit and/ or program choice.

Note: These scholarships do not apply to CIS summer programs.

DEADLINES

FOR CIS PROGRAMS STARTING IN:

January, February, March
July
August, September

SCHOLARSHIP APPLICATION DEADLINES:

December 1
May 1
June 15

TYPES OF CIS SCHOLARSHIPS AND ELIGIBILITY

Listed below are two types of CIS sponsored scholarships offered to students who have demonstrated high levels of academic standing.

GO GLOBAL SCHOLARSHIP

Requirements:

- Accepted into CIS Program
- Cumulative GPA 3.5 or greater
- 500-1000 word Scholarship Essay

CIS PARTNER UNIVERSITY SCHOLARSHIP*

Eligible students are awarded scholarships in conjunction with the following overseas partners:

- Bond University
- La Trobe University
- Macquarie University
- Roehampton University
- University of Stirling

25 NEW SOUTH STREET, #102

NORTHAMPTON, MA. 01060

USA

TOLL FREE 877.617.9090

FAX 413.582.0327

** CIS is constantly updating our scholarship program. Please check our website for current information at:*

www.studyabroad-cis.com

Application on reverse

Detach and send this form with the following supporting documents:

- Scholarship Essay—
500–1000 words,
typed and double-spaced
- CIS Application
Forms and related
documents, if you
have not already
applied

CIS Scholarship Application

SCHOLARSHIP ESSAY

Attach an essay to this scholarship application form that explains what it means to you to be a global citizen and how your CIS Gap Semester/Year Abroad program might help you attain this status. The essay should be typed, double-spaced and between 500–1000 words (2–3 pages).

PLEASE TYPE OR PRINT LEGIBLY AND RETURN THIS WITH A CIS GAP SEMESTER/YEAR ABROAD APPLICATION

Name _____

Current Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Current School _____ Cumulative GPA _____

CIS Program _____ Semester _____ Year _____

SCHOLARSHIP TO WHICH YOU ARE APPLYING (See scholarship descriptions on other side):

- GO Global
- Partner University

Student Signature _____ Date _____

IMPORTANT SCHOLARSHIP INFORMATION

Candidates who meet the academic requirements will have their application forwarded to a scholarship committee for review. Notifications of awards are made three weeks after the deadline.

All CIS Scholarship recipients, during their Gap semester or year abroad, will be required to submit a written essay to CIS while they are abroad in which they speak to their experience and program location, and compare two aspects of the culture, academics, people and/or geography to their home. This essay may be published online by CIS.

Mail to:

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

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 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 gap semester or year abroad 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, you must have a cumulative GPA of 3.0 or above to be accepted to a CIS Gap Program (see individual university 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 host institution's profile:

- Application for Study Abroad
- Statement of Purpose (1–3 pages)
- Letter of Reference from High School Counselor
- Course Selection Worksheet
- Official copy of most current transcript
- Official SAT/ACT scores
- \$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 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

You will be taking university level subjects that are open to first year students at the university you attend. You will be counseled to enroll for an amount of coursework equivalent to 12 to 16 U.S. credits. In order to receive transfer credit for your program, the U.S. university or college you eventually attend must accept these courses. In cases where students are taking a year or semester off, but know the U.S. institution they will be attending when they return, it is a good idea to submit a list of the study abroad subjects available at the foreign

university to an academic advisor to see if he or she might give you guidance as to which would be most likely to transfer. If they are willing to grant pre-approval for credit transfer, there is a section on the reverse side of the course selection worksheet for that purpose. It has been our experience that if you stick to general subjects that would normally be taken in a U.S. college student's first year (i.e., history, English composition/literature, political science, science, math, etc.) you will find it much easier to gain transfer credit for this experience.

After you have completed your coursework at the overseas institution and have made all of the appropriate payments, you will be issued a transcript from the host school. You can expect your transcript to be issued about two months after completion of the semester. Please be sure to indicate on the back of the course selection worksheet where the transcript should be sent for credit transfer to a US institution. 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.

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 pre-departure 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, and well before your departure. Announcement of any health conditions, either prior or existing, will not affect your admission to any of 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 for a full course load in most disciplines (certain 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 from host institution
- 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 Gap Program. The following are the payment due dates:

PROGRAM	FULL PAYMENT DUE
Australia (except Bond U.), New Zealand	
Fall Semester (Jul-Nov)	June 15
Spring Semester (Feb-Jul)	January 15
Bond University	
Fall Semester (Sep-Dec)	July 30
Spring Semester (Jan-May)	December 15
Summer Semester (May-Aug)	April 15
England and Scotland	
Fall Semester (Sep-Jan)	July 30
Spring Semester (Jan-May)	December 15

All fees are due on these dates, 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). If you have not made full payment or arrangements for such, by the preceding deadlines, your enrollment will be withdrawn and your confirmation deposit forfeited. A \$100.00 late fee will be assessed on all late payments.

FINANCIAL AID

Because you can only receive U.S. Federal Student Aid to attend a foreign university under certain circumstances - (1) be currently enrolled in a U.S. university, or (2) enroll as a degree seeking student at the foreign university - most students will need to finance their GAP semester/year on their own. CIS does offer scholarships to academically worthy students and we encourage you to apply for these should you need assistance.

If you will be utilizing private loans to cover all or part of the costs to study abroad, it is your responsibility to make arrangements for disbursement of this aid. Often, loans 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. Should you decide to defer to another semester, your confirmation deposit will be transferred to that semester, but will not be refunded.

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 you intend to study in to determine if you will need a visa during your studies.