

## 2010 Japanese School Application Instructions

### APPLICATION AND ADMISSION

In a given summer, students may **enroll** in courses at one Language School only and are normally enrolled in courses at one level only. Students may **apply** to more than one School, however. To do so, you must submit a complete application and fee to each School.

In order to attend any of the Middlebury College Language Schools, you must be a high-school graduate, and we strongly recommend that you have completed at least one year of college-level study. Admission is granted on the basis of academic qualifications and the availability of space. Having previously attended the Language Schools, Middlebury College, or the Monterey Institute of International Studies does not guarantee admission.

Admission is for one summer and/or graduate program abroad only, and cannot be deferred to a future year. Students who wish to continue their studies in future sessions must complete the reactivation procedure described below. Admission to the Language Schools is entirely separate from undergraduate admission to Middlebury College. If you are a current Middlebury undergraduate student, please refer to the special instructions for Middlebury undergraduates at <http://www.middlebury.edu/academics/ls/applications/Japanese.htm>.

Upon acceptance, all students must pay a \$400 non-refundable enrollment deposit to be applied to the tuition charges.

If you have attended one of the Middlebury College Language Schools or Schools Abroad, **you may reactivate your application without paying the \$65 application fee.** Please read the section “Reactivating an Application” following the Application checklist.

Final placement in a level is determined by performance on written and/or oral tests. By applying for admission, you indicate your willingness to accept the placement deemed appropriate by the School.

### APPLICATION CHECKLIST

#### 1. Application

Please be sure to complete the correct online application as described on the Application Information page.

#### 2. \$65 Non-refundable application fee

A non-refundable application fee of \$65 in U.S. funds is due when submitting an application. You may pay by credit card when you submit your online application, or you may mail a check or money order payable to Middlebury College. On your check, write your name and the language that you plan to study. You may not pay the application fee by cash.

This fee is waived if you are a member of one of the groups listed below. If you belong to such a group, type the appropriate abbreviation in the box for Language Schools previously applied to (“If yes, which School?”).

**REAC:** You are an alum of the Language Schools.

**MUG:** You are currently a student of Middlebury College.

**MILLS:** You are currently a student of Mills College.

**MIIS:** You are currently a student of the Monterey Institute of International Studies.

**ALUM:** You are an alum of Middlebury College or the Monterey Institute of International Studies.

**USMIL:** You are an active-duty member of the U.S. military.

If you are eligible for a fee waiver, please select “Pay Later” on the online application and do not submit payment.

### 3. Transcript(s)

We require an official transcript from each post-secondary institution attended, whether or not you studied a foreign language there. If you are a first-year college student, please submit an official transcript from your high school, as well as first semester college grades, when available. We strongly recommend that foreign transcripts be translated into English by a certified credentialing service. The official transcript must be in a sealed envelope, signed on the flap by the registrar. If possible, have transcripts mailed to you, and then submit them with your other application materials. If this is not possible, request that transcripts be addressed to the specific Language School to which you are applying.

### 4. Recommendations

You must submit **two** letters of recommendation for a seven-week or nine-week Summer Language Session as well as the Japanese three-week course. Graduate level applications require **three** letters of recommendation. For your convenience, recommendation forms are available for download at <http://www.middlebury.edu/academics/ls/applications/Japanese.htm>. Recommendations from persons other than foreign-language teachers may be in the form of written and signed letters to the Language Schools. Each recommendation should be in a sealed envelope, signed by the recommender along the flap. If you choose not to sign the Student Waiver Statement on the form, please arrange to have a copy of the recommendation made for you before it is sealed in the envelope. **The following recommenders are all acceptable**, listed here in our order of preference: language instructors with whom you have studied the target language (your contact with them must be from the past two years); recent instructors with whom you have studied other languages or disciplines; work supervisors from professional or volunteer work; or colleagues.

Letters contained in official college placement files are acceptable provided that they are no more than two years old. **Note: recommendations should be written in English.**

### 5. 200-Word essay

You must submit a statement of roughly 200 words in English in which you discuss:

- (a) your formal and informal experience with the language, including travel, study, or residence abroad;
- (b) how you learned about Middlebury's programs;
- (c) your reasons for wanting to study the language you have chosen;
- (d) your career goals; and
- (e) any additional information that you consider relevant to your application.

Submit your essay in the designated section of the online application. **We suggest that you complete the essay as a word-processing document, and then copy and paste the text into the online application.**

### 6. Japanese School Supplementary Information

If you are applying to level 2 or higher, please supply the following information on a separate sheet of paper:

- a) level of course(s);
- b) institution and dates for each course;
- c) names of teachers;
- d) hours per week (with breakdown of lecture, drill, and laboratory);
- e) textbooks used and extent to which the content of the text was covered;
- f) number of active knowledge characters (those you can write from memory); and
- g) number of passive characters (those you can recognize but not write).

## APPLICATION PROCESSING

Applications to the Japanese School will be reviewed only when they are complete. Please allow fully one to two weeks for your materials to be received. Applicants can normally anticipate a letter within four to six weeks as of the date their application is complete (see the above checklist, numbers 1 through 6). If your university or recommender must send materials directly, they may do so. **It is your responsibility, however, to follow up with them to make sure that your application materials have been sent.** Please send the materials to complete your application to:

Japanese School – Middlebury College  
Sunderland Language Center  
356 College Street  
Middlebury, VT 05753

When you begin your online application, you will be asked to enter or create a username and password. Please make a note of your username and password, so that you can log on to your account later to verify that we have received your supporting materials: [https://emerald.middlebury.edu/PNTR/bwskalog.P\\_DispLoginNon](https://emerald.middlebury.edu/PNTR/bwskalog.P_DispLoginNon). Please allow one to two weeks for the materials to be processed.

### **REACTIVATING AN APPLICATION FROM 2008 OR 2009**

To reactivate your application, please submit a new online application. If you have completed any coursework since you last attended, you must send an updated course history and official transcript. If you have *not* completed any coursework since you last attended, please let us know in the essay section of the application.

### **FINANCIAL AID**

Students may apply for financial aid for only one Language School. The Financial Aid online application will be posted on the web no later than November 1, 2009, at <http://www.middlebury.edu/academics/ls/finaid/>. Financial aid application materials should be sent directly to Student Financial Services, Meeker House, Middlebury College, Middlebury, VT 05753.

Financial aid and scholarships are offered on the basis of need, as determined by Student Financial Services. Middlebury College does not offer teaching assistantships for Language School students.

You **should not** wait until you have been accepted by a Language School to submit your Financial Aid application. The financial aid budget is limited, and there is always more demand for aid than we are able to accommodate, so you should submit a completed financial aid application as soon as possible to ensure the best possible chance of receiving aid.

