

Japanese School Application Instructions for Middlebury Undergraduate Students

If you are **not** a Middlebury undergraduate student, please refer to the general application instructions at: <http://www.middlebury.edu/academics/ls/applications/japanese.htm>.

Please follow the instructions on this sheet instead of what is listed on the general application instructions. If you are also applying to a Middlebury C.V. Starr School Abroad program, you must submit a separate online application found on the following link: <http://www.middlebury.edu/academics/sa/applying/>.

NOTE: The titles and numbers of courses offered at the Language Schools during the summer do not necessarily match the titles and number of courses in the corresponding language departments during the academic year. Our expectation is that the level in which you are placed by examination at or before the beginning of the summer session will reflect the work you have done previously in the language, that is, that you will place at a level superior to that which you have already successfully completed. If you place at a lower level than expected (i.e. a level for which you have already received Middlebury College academic year credit), you may still enroll in the Language Schools but you may not receive academic credit for the classes you take at the Language Schools. Please see your academic year Department Chair for credit distribution.

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, please submit a complete application to each school.

Admission is granted on the basis of academic qualifications and the availability of space. Being a Middlebury undergraduate or having previously attended the Language Schools does not guarantee admission. Admission to one of the Language Schools is entirely separate from admission as an undergraduate to Middlebury College.

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.

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 original application for 2010**. 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

Middlebury undergraduates are not required to submit the \$65 application fee or an official transcript. When filling out the online application, please select "Pay Later" and do not submit payment. To ensure that you are not assessed the application fee, type "**MUG**" in the box for Language Schools previously applied to ("If yes, which School?").

3. Recommendation

Please submit only **one** letter of recommendation. For your convenience, recommendation forms are available for print online 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 yourself before it is sealed in the envelope. **The following recommenders are all acceptable**, listed here in our order of preference: a) Language instructors *with whom you have studied* in the target language (your contact with them must be from the past two years – no longer), b) Recent instructors with whom you have studied other languages or disciplines, c) Work supervisors from professional or volunteer work, d) Colleagues.

Note: Recommendations should be written in English.

4. Transcripts

The Language Schools will procure your Middlebury transcript. However, if you are a first-year student or if you have transferred to Middlebury College from another institution, please submit an official transcript from your high school or the last school you attended.

5. 200-Word essay

You must submit a statement of roughly 200 words in English, in the section provided in the on-line application, 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) you are welcome to submit additional information.

6. Japanese School Supplementary information

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

1. level of course(s);
2. institution and dates for each course;
3. names of teachers;
4. hours per week (with breakdown of lecture, drill, and laboratory);
5. textbooks used and extent to which the content of the text was covered.

Please also indicate the number of characters of which you have active knowledge (those you can write from memory) and the number of characters of which you have passive knowledge (those you can recognize but not write)

SUBMISSION OF SUPPORTING MATERIALS

Applications will be reviewed only when all of the aforementioned items have been received. Please submit the supplementary materials and recommendation letter(s) together. If you are having transcripts or letters of recommendation sent from other institutions, and they will not send these to you personally to submit with the rest of your materials, please have the transcripts or letters of recommendation sent to the address below. However, it is your responsibility to follow up with them on these documents to make sure they have been sent. Please send the materials to complete your application to:

Japanese School
Sunderland Language Center
Middlebury College
Middlebury, VT 05753

Please do NOT enclose financial aid application materials in the same envelope with the Language School's application materials. (See Financial Aid instructions)

APPLICATION PROCESSING

Applications to the Japanese School will be read and reviewed as they are completed. Please allow fully one to two weeks for your materials to be received and sorted into files here in our offices. If a recommendation is being sent directly by the recommender, it is your responsibility to follow up and make sure that the form has been sent. Applicants can normally anticipate a letter within four to six weeks *as of the date that their application is complete* (see the above checklist, numbers 1 through 6). When you begin your online application, you will be asked to enter or create a username and password. Please make a note of both so you can log on to your account later to verify that we have received your supporting materials: https://emerald.middlebury.edu/PNTR/bwskalog.P_DisplLoginNon. Please allow one to two weeks for the materials to be processed.

FINANCIAL AID

Students may apply for financial aid for only one Language School. Financial-aid application materials should be sent directly to: Student Financial Services, Meeker House, Middlebury College, Middlebury VT 05753.

The Financial Aid application will be posted on-line no later than November 1st at <http://www.middlebury.edu/academics/ls/finaid/>.

Financial aid and scholarships are offered on the basis of need, (with the exception of the Kathryn Davis Scholarships for Peace) as determined by Student Financial Services. Middlebury College does not offer teaching assistantships. Please read the instructions on the financial aid application carefully in order to submit the proper information.

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.

USE OF SUMMER COURSEWORK TOWARDS UNDERGRADUATE DEGREE

As with other Middlebury College coursework, grades, and GPA will be posted to your Undergraduate Transcript:

NOTE: If you anticipate receiving your B.A. degree in the spring, and you attend a Language School at the undergraduate level of coursework *following your degree*, your transcript will show all of the following:

- Overall GPA for the B.A. degree;
- GPA for summer Language School coursework;
- Total Overall GPA for *both* B.A. coursework and post-baccalaureate coursework for a combined, cumulative GPA.