

# 2010 Chinese School Application Instructions

## 6-week Graduate Program in Teaching Chinese as a Foreign Language

### 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 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/Chinese.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. Recommendations

Please submit **three** letters of recommendation regarding your experience in TCFL, and if possible, a brief assessment of your proficiency in either English and Chinese, whichever one is your second language.

For your convenience, recommendation forms are available for print online at [www.middlebury.edu/ls/applications](http://www.middlebury.edu/ls/applications). 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. If possible, please submit both of your recommendations along with the rest of your application materials together in one mailing. If this is not possible, please have your recommendations sent directly to the Chinese School. 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 wherever possible.

**The following recommenders are all acceptable**, listed here in our order of preference:

**Teachers:**

- a) Principal or superintendent of your school,
- b) Supervisors or colleagues who can speak to your TCFL experience.

**Students:**

- a) Instructors or advisors who are familiar with your current academic work in TCFL and competent to evaluate it (your contact with them must be from the past two years – no longer),
- b) Recent teachers in other languages or disciplines.

#### 4. Transcript(s)

We require an official transcript from each post-secondary institution you have attended, regardless of whether or not you studied a foreign language there. 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, please have transcripts mailed to you, and then submit them with your other application materials. If this is not possible, please request that transcripts be addressed to the specific Language School to which you are applying.

- Non-native speakers of English: A TOEFL score of 100 IBT/250 or CBT/600PBT or higher is required (IELTS results can also be used). Please submit most recent test scores.
- Non-native speakers of Chinese: A recent college major in Chinese or a minimum ACTFL OPI score of Intermediate High is required. Applicants may either submit an official OPI score from ACTFL or take our on-line computer adaptive test with a follow up speaking test with a CS faculty member arranged by the director.

#### 5. Statement of purpose

Please submit a one-page statement of purpose with a description of your educational background, your experience in TCFL, and your objectives for choosing this program. Please submit one copy in Chinese and one in English. ***The online application does not support Chinese language software. Please write your essay in Microsoft Word and paste it in the designated section of the on-line application. If you are unable to do so, please include a hard copy of your essays with the rest of your application materials. Please do not send your essay in via email. If you have already submitted your essays on line, it is not necessary to also send a hard copy.***

***\*Note: Submitting more than 1000 words using the online application can result in lost data.***

#### 6. Curriculum Vitae

### SUBMISSION OF SUPPORTING MATERIALS

Applications will be reviewed only after we have received **all** of your application materials listed above. (Items 1-6) Please mail these items in one envelope to the address below. If your university or recommender **must** send materials directly, each may do so. However, it is your responsibility to follow up with them to make sure your materials have been sent. Be aware that this may cause delays in the processing of your application.

### APPLICATION PROCESSING

Applications will be reviewed on a rolling basis **once they are complete** (see the above checklist, numbers 1 through 5). If your university or recommender must send materials directly, they may do so. It is your responsibility to follow up with them to make sure that your application materials have been sent. Please send the materials to:

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

Do not enclose financial aid application materials in the same envelope as the Language School's application materials. (See Financial Aid instructions below.)

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\\_DisplLoginNon](https://emerald.middlebury.edu/PNTR/bwskalog.P_DisplLoginNon). Please allow one to two weeks for the materials to be processed.

**Applicants can normally anticipate a decision letter within four to six weeks of the date that their application is complete.**

## **REACTIVATING AN APPLICATION**

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. 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 online no later than November 1 at <http://www.middlebury.edu/academics/ls/finaid/>.

Financial aid and scholarships are available for all Chinese School programs, and are offered to qualified candidates on the basis of need, as determined by Student Financial Services. Middlebury College does not offer teaching assistantships for Language School students. Please read the instructions on the financial aid application carefully in order to submit the proper information.

In addition to regular, need-based financial aid, the Language Schools offer several scholarships and fellowships. For more information, please visit [http://www.middlebury.edu/academics/ls/fellowships\\_scholarships/](http://www.middlebury.edu/academics/ls/fellowships_scholarships/).

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.