

## 2010 Davis School of Russian Application Instructions for Middlebury Undergraduates

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

Please follow the instructions on this sheet instead of 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.

**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?").

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. Recommendation

You must submit **one** letter of recommendation for a seven-week or nine-week Summer Language Session. Graduate level applications require **two** letters of recommendation. For your convenience, recommendation forms are available for print online at <http://www.middlebury.edu/academics/ls/applications/russian.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: 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.

**Note:** Recommendations should be written in English.

#### 3. 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 that you attended.

#### 4. 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.**

#### 5a. Supplementary information – all School of Russian applicants

If you have had formal instruction in Russian, 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.

#### 5b. Supplementary information for School of Russian 6-week program applicants

All applicants to the School of Russian 6-week program must submit a one-page essay in English describing their research focus and a 5-page analytical paper in Russian, preferably one that was written for a class and graded. If submitting a graded paper, a copy with the grading and instructor's comments is preferred. The paper can be on any topic in any field. Applicants wishing to study in Russia should specify the location (Moscow or Irkutsk) and give specific reasons for their choice as it relates to their research topic.

Returning graduate students do not need to submit these essays.

After we have determined that you are academically qualified for admission to the School of Russian, we will send you instructions for taking the online grammar placement test. If your score indicates that you may be eligible for the graduate program we will contact you to schedule a telephone interview in Russian with the director, Dr. Karen Evans-Romaine. The placement test and interview are used to determine that you have the necessary language proficiency for admittance to the Middlebury graduate program.

In general, if the results of your grammar test or interview indicate that you are not ready for the graduate program, you will be given the option of enrolling in the 9-week session. You will be placed into the appropriate level at the beginning of the 9-week session, when other students are also placed. (You will not have to take the grammar and entrance interview again at that time.) At the start of the 6-week graduate session (which is 2 ½ weeks after the start of the 9-week session), you will have an opportunity to retake the placement tests and possibly change to the graduate program at that time, if you have been placed into levels 5-7 in the 9-week program; alternatively, you may continue in the undergraduate session, if you wish.

### APPLICATION PROCESSING

Applications will be reviewed on a rolling basis **once they are complete** (see the above checklist). 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. Please send application materials to:

Davis School of Russian – 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. 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 Russian 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.