

2010 Spanish 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/spanish.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.

Applicants to the seven-week undergraduate session have the option to apply to either the Middlebury College campus or the Mills College campus in Oakland California. Please indicate your preference in the section provided on the on-line application. If you are accepted to the program and classes at your preferred campus are already filled, we will offer you admission at the other campus, provided space is available. If you do not indicate a preference, we will place you where there is space available at the appropriate level and we will inform you of your campus placement in the decision letter. Application and financial aid processes are identical for each campus.

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/spanish.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. The Spanish School will also accept the 200-word essay in the form of an e-mail to jthiesen@middlebury.edu or a hard copy submitted with the rest of your application materials.**

5. Spanish Online placement exam

In addition to all other application materials, submission of this exam must be completed before your application will be reviewed for an admissions decision. Once we have received your application, the Spanish School will email you the instructions for the online placement exam that is a required part of applying for admission, both for the seven-week language courses as well as for graduate-level study. All students are expected to take the exam, even beginners who have had some experience with a romance language (French, Italian, Latin, Portuguese). Seven-week applicants will be emailed the placement exam starting about the middle of December. Six-week applicants will be emailed the exam as applications are received. Students will be notified of their placement in their acceptance packet. Scores will not be available.

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:

7wk Spanish 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. 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 Spanish 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/lis/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.

LANGUAGE SCHOOL COURSE CREDIT AND THE UNDERGRADUATE DEGREE

As with other Middlebury College coursework, the following circumstances will result in coursework, grades, and GPA being posted to the undergraduate transcript:

- A student taking summer Language School undergraduate-level courses.
- A student taking summer Language School or Bread Loaf School of English courses at the graduate level who wishes to apply them to their undergraduate B.A. degree.

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, and
- Total Overall GPA for *both* B.A. coursework and post-baccalaureate coursework, for a combined, cumulative GPA.

Graduate work that a student does not want or need to be applied to the undergraduate B.A. degree will remain with the GR attribute and will show only on the graduate-level page of the transcript. GPA will now be calculated at the graduate level.

NOTE: If you are planning to use your summer graduate-level coursework toward your undergraduate degree, you must let the Registrar's Office know as soon as possible at the end of the summer session. The Registrar's Office will no longer solicit students regarding their intentions. Middlebury undergraduates may count graduate work at the summer Language Schools and the Bread Loaf School of English toward their Middlebury B.A. degree, but are not able to reuse the coursework toward a subsequent Middlebury College graduate degree. No changes will be made once courses have been recorded as undergraduate credit.

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