

Application to Study Abroad 2010-2011

APPLICATION DEADLINES FOR STUDYING ABROAD DURING 2010-2011 (fall, spring, year)

JANUARY 8: You must submit all application materials to your academic adviser(s)

FEBRUARY 1: You must submit all application materials to International Programs and Off-Campus Study

APPLICATION CHECKLIST AND INSTRUCTIONS FOR STUDENTS:

Part 1: Application Form

Please complete Part 1 of this application and sign it.

Essay

Please submit an essay (**approximately 500 words**) giving your *academic* reasons for seeking to study abroad, addressing the following points:

- Demonstrate the connection between your interests and the program's academic content, explaining the relationship to your major/minor and general academic goals, as well as why you have chosen the particular program/university/country of study. You should spell out how your course of off-campus study will be integrated with your course of study at Middlebury. You also must demonstrate that you have adequate preparation for studying abroad, in the form of preparatory course work or research.
- What do you hope to accomplish academically in your time abroad?
- Explain your reasons for choosing a semester or a year abroad (students applying for spring semester must include an academic justification for studying abroad spring term only rather than fall).
- Students applying to study on programs that include independent projects (e.g., SIT Study Abroad programs) must provide a project proposal. (Please note that you are encouraged to identify a Middlebury faculty member who is willing to read and approve your completed project before you go abroad.)

NOTE: Your application will be returned to you if you fail to address any of the above points in your essay. Please refer to the letter in the front of the Study Abroad Guidelines for further details on the application essay.

Part 2: Language Department Chair Signature

Only for students applying to *non-Middlebury programs* in languages taught at Middlebury: please obtain the appropriate Language Department Chair's signature.

Part 3: Adviser's Form

Please complete the Tentative Course Selection information and turn the form in to your adviser(s) by January 8. *Please see additional instructions on this form.*

Part 4: Language Assessment Form

For applications to programs in languages taught at Middlebury (both Middlebury and non-Middlebury programs): this form should be completed by your current or most recent language instructor.

Copy of Passport

Please attach a copy of your passport (photo page and facing page) with this application. **DO NOT** delay submitting this application if you do not yet have a passport; turn the application and supporting materials in by the deadline and apply for a passport immediately (see: <http://travel.state.gov/passport/>).

Major Declaration

You must complete a Major Declaration Form (including the appropriate signatures), available on the Registrar's Office web site and submit it to the Registrar's Office before your study abroad application can be considered. You do not need to turn in a copy of your major declaration form with this application.

It is your responsibility to ensure that this entire application is complete and returned to International Programs and Off-Campus Study by February 1. If you are a student with a disability, please contact the ADA Office, Meeker House, ext. 5936, TTY 7437. Note: Once approved, students will be placed "on leave" for the time they will be studying abroad and will be ineligible to participate in room draw or registration in the semester prior to studying abroad.

FOR OFFICE USE ONLY							
Date Rec'd		Essay		Overall GPA		OK/DF/DY	
Signatures		Spring reason		Major GPA		# Credits	
Passport		Project		Language			

Application to Study Abroad 2010-2011

STUDENT SECTION: (Part 1)

Full Name (as it appears on your passport): _____

Student ID #: _____ Box #: _____ Cell Phone: _____

E-mail: _____ @middlebury.edu Class: 20_____ Gender: _____

Permanent/Home Address: _____

Permanent/Home Phone #: _____

Parent/Guardian #1 E-mail address: _____

Parent/Guardian #2 E-mail address: _____

Date of Birth: _____ Country of Citizenship: _____

Place of birth (city/state/country): _____

Passport Number: _____ Passport Expiration Date: _____

(NOTE: Do not delay submitting this application if you do not already have a valid passport, but please apply immediately for one.)

Have you ever been subject to official college discipline? Yes No (check one)

Major(s): _____

(NOTE: Major must be declared before study abroad application is considered complete.)

International Studies majors: Region: _____ Discipline: _____ Language: _____

Minor(s): _____

Program/University Details:

University and/or Program Name: _____

NB: Students studying a language taught at Middlebury will normally study at the appropriate Middlebury School Abroad.

City and Country: _____

U.S. sponsor (if different from above): _____

Semester(s) Abroad: Full Year 2010-2011 Fall 2010 Spring 2011

Program Dates (be as exact as possible): from _____ to _____
(mo/day/year) (mo/day/year)

Are you applying to other programs/universities in addition to the above first-choice program (including domestic programs)? Yes No (check one)

If yes, which ones? _____

(Please note that you must inform International Programs if your plans change from the above first-choice program.)

Remarks/Additional Information:

Please add any information regarding your application that you wish for International Programs to know, such as information related to sexual identity, gender expression, and/or ability or access issues, and/or any further information you wish for us to know.

Student Signature:

Student signature*

**Your signature certifies that the information on this application is true, and by signing you agree to notify International Programs and Off-Campus Study if you should fail to remain in good standing or experience a change in circumstances that might compromise your success in studying abroad. Your signature also authorizes the release of your transcript to our office by the Registrar (and in the case of Middlebury Schools Abroad, the release of your transcript to the host institution). In addition, you are authorizing the release of your name and contact information to other students interested in studying abroad.*

TO LANGUAGE DEPARTMENT CHAIR: (Part 2)

For students seeking to study on a non-Middlebury program (programs other than Middlebury Schools Abroad) in a language taught at Middlebury (note: you also need to have Part 4 completed by your current or most recent language instructor):

Do you approve this student's **academic rationale**? **Yes/No** (circle one)

Is this student required to complete **additional course work** (academic year or summer) prior to studying abroad? **Yes/No** (circle one)

If yes, please specify semester(s) and course number(s): _____

Please submit any additional comments directly to International Programs and Off-Campus Study.

Signature of Language Department Chair

Please return to International Programs and Off-Campus Study, Sunderland 127, by February 1st

DEADLINE TO SUBMIT APPLICATION AND ESSAY TO YOUR ADVISER(S): JANUARY 8

MAJOR ADVISER(S) FORM (Part 3)

STUDENT SECTION:

INSTRUCTIONS TO STUDENT: Please make an appointment to discuss your study abroad plans and application with your academic adviser(s). After you have completed your entire application, including your essay, please give it to your adviser(s) no later than **January 8**; your adviser(s) should then initial the courses below and complete the reverse side of this form. **It is your responsibility (not your adviser's) to bring all of your application materials to International Programs and Off-Campus Study by February 1.**

Student Name: _____

Program/university: _____ Semester: _____

TENTATIVE COURSE SELECTION FOR STUDY ABROAD: You may need to provide course descriptions to advisers. Please submit a catalog of courses or course descriptions from the web, as well as program information, for programs that are not frequently attended by Middlebury students when you return this form to International Programs and Off-Campus Study. The Course Information Database (www.middlebury.edu/academics/ump/sap/cid) contains a list of courses taken abroad that have already been approved for major credit.

Course Title for MAJOR CREDIT* ** (Please use additional sheet if necessary)	Equivalent Midd Course for Major Credit (if any)	Initials of Major Adviser

Course Title for OTHER courses (non-major)** (Please use additional sheet if necessary)	Initials of IP/OCS staff

*Please note that in order to obtain major, minor, or distribution credit for courses taken abroad, you must obtain the approval of the appropriate department chair upon your return to campus by completing the "Transfer Credit Application" form.

** Please be sure that all of the courses you select are **liberal arts courses** (i.e., Middlebury does not give credit for courses that are of a skills or narrowly focused pre-professional nature; e.g., business, some computer science, pre-law, engineering, journalism, nursing, etc.). Please be sure to read the Study Abroad Guidelines regarding specific course requirements in certain countries.

(OVER)

ADVISER'S SECTION:

INSTRUCTIONS TO ADVISER(S):

1) Please confirm, by checking in the appropriate box(es), that you have met with this student and:

- approve the validity and advisability of the proposal;
- confirm that it will advance the student's major/minor or general academic goals;
- consider that the student is prepared;
- confirm that s/he will be able to complete the major on schedule.

2) If relevant, please also confirm, by checking the appropriate box(es) that you have read the student's application and essay and that you:

- consider the proposal for an *independent project/field work* (when this is a component of the chosen program; e.g., SIT Study Abroad programs) to be well conceived and designed and relevant to the student's background and interests;
- agree with the student's rationale for studying on a *non-Middlebury program* where a Middlebury program is the presumed first choice.

3) Please indicate your approval of the tentative course selection (for major credit) by initialing course choices on the other side of this page.

4) If you wish to make specific comments about any particular aspect of this application that might be useful to International Programs and Off-Campus Study or to the Programs Abroad Committee, please use the space below. Otherwise, please simply print your name and sign at the bottom of this form.

Major Adviser #1--Signature of Approval

Date

Major Adviser #2--Signature of Approval

Date

Print Major Adviser #1 Name

Print Major Adviser #2 Name

Please return to International Programs and Off-Campus Study, Sunderland 127, by February 1

LANGUAGE ASSESSMENT FORM (Part 4)

STUDENT SECTION:

INSTRUCTIONS TO STUDENTS: Please complete the top half of this form and then take it to your current or most recent language instructor to complete. This form is required for students applying to study in a country whose language is taught at Middlebury. *It is your responsibility to ensure that all application materials are submitted to International Program and Off-Campus Study by February 1.*

_____, has applied to study abroad in _____

for the _____ semester(s) of the _____ academic year.

I hereby waive my right to inspect and review this document.

Signature of Applicant

Date

LANGUAGE INSTRUCTOR SECTION:

We would appreciate receiving your candid evaluation of this applicant. If the Student Waiver Statement above is NOT signed, please submit this reference only if you are willing to allow the student to read it in its entirety. If not, return the blank form promptly to the applicant.

1. Under what circumstances, and for how long, have you known the applicant?

2. Please rate the candidate in the areas indicated in the table below, in comparison with other students whom you have known at similar stages in their careers, NOT with native speakers:

\	95 th percentile or above	85-94 th percentile	50-84 th percentile	Below 50 th percentile	Inadequate opportunity to observe
Reading					
Writing					
Listening					
Speaking					
Grammar & Structure					
Academic Potential					

(OVER)

3. Please rate the applicant by checking the statement below that best describes your judgment of this student's language ability.

Should have no difficulty.

Should be able to manage adequately after a short period of adjustment abroad.

Should be able to manage adequately after some additional formal language training.

Appears to require considerable training in the language before the necessary competence could be achieved.

Additional comments:

4. What additional language course(s) or language training is the student required to take in order to qualify for study abroad?

5. General personality: emotional maturity and ability to adjust to an intensive and independent environment.

6. Please add any remarks that would help in the evaluation of this candidate.

I wish to be contacted by International Programs and Off-Campus Study to discuss this student's qualifications.

I understand that this reference will be available for the inspection and review of the student upon his or her request if the Student Waiver Statement is NOT signed.

Name _____ Title _____

Signature _____ Date _____