

2010 German School Application Instructions for Middlebury Undergraduates

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

NOTE: The titles and numbers of courses offered at the Language Schools during the summer do not necessarily match the titles and numbers 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 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.

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 a written and oral test at the beginning of the session. By applying for admission, you indicate your willingness to accept the placement deemed appropriate by the Italian School.

ADMISSIONS 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/german.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 wherever possible.

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 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.**

5. Supplementary information

- **6-week German Graduate Level:**

After you have submitted your application, you will be sent a placement examination with instructions. Determination of eligibility for graduate study will be based in part on the results of this exam, as well as your entire supporting materials, and a telephone interview with the Director of the graduate program, after she has graded your exam.

German School M.A. and D.M.L. candidates who have already completed their summer of candidacy need not take the graduate placement exam. However, we reserve the right to require you to take the placement exam again if it has been a significant amount of time since you last attended a German graduate session at Middlebury.

- **German for Singers and Vocal Coaches program (as part of the German 7-week program):**

a) **Expanded Essay:** If you are an applicant to the *German for Singers and Vocal Coaches* program, you should include your reasons for wanting to participate in the *German for Singers and Vocal Coaches* program in particular, and your career goals, in addition to addressing all the other discussion points stated in the instructions above under “200-Word essay” (such as your formal and informal experience with the language including travel, study, or residence abroad; and how you learned about Middlebury’s programs).

b) **Audition CD or video or audio cassette:**

Singers must submit a recent recording of representative singing in German; no more than three selections (i.e. arias, Lieder).

Pianists must submit a recent recording of three varied selections showing accompaniment of a singer. An excellent quality video cassette is preferred, but a CD or audio cassette is acceptable.

Please send the recording, along with copies of your transcript(s) and application essay, to:

James McDonald
3329 Wray Court
Loveland, CO 80538

All other application materials should be sent to the German School at Middlebury College at the address below. Questions specifically regarding the audition recording may be sent to Prof. McDonald via e-mail to: gundershoo@gmail.com.

6. Supplementary information for DML applications - Second-language placement exam

All D.M.L. applicants must take graduate-level placement tests in both of their D.M.L. languages as a part of the application process. Once we have received your application and the \$65 application fee (or confirmation from you that you are eligible for a fee waiver, as above), the School you have chosen for your second language for doctoral study will send you the information for taking the appropriate exam in that language.

APPLICATION PROCESSING

Applications will be reviewed on a rolling basis **once they are complete** (see the above checklist, numbers 1 through 7). 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:

German 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. **You may log on to your account later to verify that we have received your supporting materials**, allowing 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 German 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/.

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 Schools 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:

1. A student taking Summer Language School undergraduate-level courses.
2. A student taking Summer Language School or Bread Loaf School of English courses at the graduate-level that 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;
- Total Overall GPA for *both* B.A. coursework and post-baccalaureate coursework for a combined, cumulative GPA.

Use of summer graduate coursework towards Undergraduate Degree

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

NOTE: If you are planning to use your summer graduate 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 the course(s) has been recorded as undergraduate credit.