2014 German School Application Instructions

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. Students may apply for financial aid for only one School.

We strongly recommend that students complete at least one year of college prior to attending the Middlebury College Language Schools. Applications from high school seniors whose records demonstrate the academic achievement and social maturity required to succeed in a residential college-level intensive immersion program will be considered. The Language Schools selects students for admission who show the potential and desire to succeed in a rigorous academic environment. Having previously attended the Language Schools, Middlebury College, the Monterey Institute of International Studies or the Middlebury-Monterey Language Academy does not guarantee admission.

Admission is for one summer and/or graduate program abroad only, and cannot be deferred to a future year. 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 current Middlebury undergraduate students at http://www.middlebury.edu/ls/apply/german.

Upon acceptance, all students must pay a $400 non-refundable enrollment deposit to be applied to the tuition charges.

If you have previously 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:
   - For the Italian School 7-week intensive language program, choose: “8-week or 7-week program for undergraduate level course”
   - For the M.A. or D.M.L. program choose: “6-week graduate studies, summer only” or;
   - “6-week graduate studies summer program followed by an academic year abroad”

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 online, 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. We are unable to take credit card payments by phone, fax or email.
   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 by Check or Credit Card” on the online application and do not submit payment.

3. Transcript(s)
   We require an official transcript from each post-secondary institution attended, whether or not you studied a foreign language there. Official electronic transcripts from your registrar will also be accepted. If you are a first-year college student, please submit an official transcript from your high school, as well as first semester college grades, when available. All transcripts must be in English. Translations must be prepared by a certified credentialing service.

   The official transcript must be in a sealed envelope, signed on the flap by the registrar. If possible, have transcripts mailed to you, and then submit them with your other application materials. If this is not possible, request that transcripts be addressed to the specific Language School to which you are applying.
4. Recommendations
You must submit two* letters of recommendation for a seven-week or eight-week Summer Language Session. Graduate level applications require three letters of recommendation. For your convenience, printable recommendation forms are available on the right-hand side of this webpage: http://go.middlebury.edu/lsrecommendation. 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 you 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.

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 either English or German.

*In addition to the two letters of recommendation mentioned above, high school seniors must also submit a recommendation from a guidance counselor.

5. 200-Word essay
You must submit a statement of roughly 200 words in English, as part of the online application, 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.

6. German online language assessment (7-week session); Graduate Online language assessment (6-week session)
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 and the $65 application fee, the German School will email you the instructions for the online placement exam (if you have applied for the 7-week session); or mail you the Graduate Placement Exam via regular mail (if you have applied for the 6-week graduate session and graduate program).

German School M.A. and D.M.L. candidates who have already completed their summer of candidacy need not take the online placement exam. However, we reserve the right to require you to take the placement exam again if a significant amount of time has passed since you last attended a German graduate session at Middlebury. Returning seven-week students are also required to complete another placement exam.

7. DML applications - Second-language placement exam
If you are a new DML applicant, you will submit an application only to the school you choose for your first language. However, you must complete graduate-level placement tests and undergo oral interviews in both of your chosen D.M.L. languages as 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. In extenuating circumstances, recommenders may submit recommendations by email; however you must contact the School’s coordinator in advance to make arrangements. It is your responsibility, however, to follow up with them to make sure that your application materials have been sent. Please send the materials to:

German School
Middlebury College Language Schools
14 Old Chapel Rd.
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: http://go.middlebury.edu/bannerweb?lsapp. Please allow up to two weeks for the materials to be processed and entered into the checklist.

Applicants can normally anticipate a decision letter within four to six weeks of the date that their application is complete, including submission of placement exams.

REACTIVATING AN APPLICATION
To reactivate your application, please submit a new online application, and be sure to indicate on that application which year and language school you attended in the past, or which year you were accepted but didn’t attend. If you have completed any coursework since you last attended, you must provide an updated course history in your essay, and if this coursework was completed anywhere else besides Middlebury, please submit an 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
Middlebury College
14 Old Chapel Road
Middlebury, VT 05753

The Financial Aid application will be posted online on October 1 at http://www.middlebury.edu/offices/support/sfs/aid_apply/ls

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 or work study options 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://go.middlebury.edu/ls?fellowshipsscholarships.

Before your Financial Aid application can be considered, your Language Schools application must be complete. (All items on the application checklist must be submitted). Please do not wait until you have been accepted to 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.