Middlebury Arabic School ● Mills Campus ● Summer 2014
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/ls/apply/arabic. If you are also applying to a Middlebury C.V. Starr School Abroad program, you must submit a separate online application at http://go.middlebury.edu/sa?apply.

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.

APPLICATION AND ADMISSION
In a given summer, students may enroll in courses at one Language School only; however, students may apply to more than one school. To do so, please submit a complete application to each school. Students may apply for financial aid for only one 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 undergraduate admission to Middlebury College.

Admission is for one summer only and cannot be deferred to a future year. Students who wish to continue their studies in future sessions must reapply.

Middlebury undergraduates are not required to submit the $65 application fee or an official transcript. When filling out the online application, please select “Pay by check or money order” and do not submit payment.

The Arabic School offers 8-week and 6-week sessions. The 8-week program offers instruction at levels 1 (introductory Arabic) through 4 (fourth-year Arabic), including levels 1.5, 2.5, and 3.5. This program enrolls a highly diverse student body of about 180, including undergraduates, graduate students, recent graduates, and professionals. For planning purposes, please enter the level that you will have reached by June of 2014. The level number refers to the year of study: 1 = first year (introductory), 1.5 = second semester (one semester of study completed), 2 = second year (one year of study completed), and so on. 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 Arabic School.

The 6-week graduate session is part of our MA degree program. Whereas the 8-week session is primarily a language program, the graduate session aims to provide rigorous graduate instruction in certain content areas, with Arabic as the language of instruction. Graduate-level proficiency in Arabic is therefore a requirement for admission to the graduate session. Graduate applicants have generally studied Arabic for four years or longer. Applicants pursuing an MA must have earned a BA degree or the equivalent by June of 2014.

To learn more about MA academic tracks and admission requirements, please visit http://www.middlebury.edu/ls/grad_programs/arabic. The graduate session is open to applicants pursuing an MA
as well as non-degree applicants, although preference may be given to applicants committed to pursuing the MA degree. Please note that the 6-week graduate application includes additional requirements (see below).

Upon admission, all students must pay a $250 non-refundable enrollment deposit, to be applied to tuition charges. **All students who enroll in the Arabic School will study at the campus of Mills College in Oakland, CA.**

**APPLICATION CHECKLIST**

1. **Online Application**
On the online application, please select:

- 8-week or 7-week Intensive Language Program (for students who are still learning Arabic); or
- 6-week graduate studies program, summer only (either nondegree graduate or MA student)

If you are interested in pursuing a master’s degree, select the **Arabic 6-week MA** program in the Program Selection section of the application. If you are interested in attending the graduate session as a non-degree student, select the **Arabic 6-week non-degree** program. MA program applicants should select a program option in the appropriate field. **The Monterey option is currently for students on the Arabic language pedagogy (TAFL) track only.**

Again, the $65 application fee is waived for all Middlebury undergraduates. When filling out the online application, please select “Pay by check or money order” and do not submit payment.

2. **Recommendation**
Please submit one letter of recommendation for the 8-week program, and two letters of recommendation for the 6-week graduate program. The recommendation form is available for download at [http://go.middlebury.edu/lsrecommendation](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 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.

Recommendations may be sent via e-mail to the Arabic School, but they must be sent **directly from the recommender** to arabicschool@middlebury.edu. Recommendations that are forwarded from an applicant’s e-mail address will not be accepted.

3. **Transcripts**
The Language Schools will procure your Middlebury transcript. However, if you are a first-semester 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.
Please 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. Course History (Prior Instruction in Arabic)
If you have had formal instruction in Arabic, please supply the following information in a separate document and send it to us by email or regular mail:

(a) level of course(s);
(b) institution and dates for each course;
(c) names of instructors;
(d) hours per week (with breakdown of lecture, drill, laboratory, conversation, etc.); and
(e) textbooks used and the extent to which the content of the text was covered.

Arabic Level 3 and above: Please indicate which of the following electives you would be most interested in studying: elementary or intermediate Egyptian Arabic, Levantine Arabic, or Moroccan Arabic.

ADDITIONAL REQUIREMENTS FOR 6-WEEK GRADUATE APPLICATION
To apply to the graduate program (either in pursuit of an MA or as a non-degree student), please submit, in addition to items 1-5 above, a 3-5 page writing sample in Arabic, preferably typed. The sample should be recent, reflecting as much as possible your current writing ability in Arabic: e.g., a scholarly essay or research paper, in full or in excerpt, submitted for a course within the past few months.

In the essay section of the application, list any study abroad experiences during which you studied Arabic at an advanced level. If you are applying to the MA program, please tell us whether you are interested in the Arabic studies track or the Arabic language pedagogy (TAFL) track.

In your course history, list any graduate-level courses in Arabic that you have taken, including courses taught in Arabic on the Middle East, history, politics, religion, or literature. For each course, list the Arabic-language textbooks used, including works of literature, biographies, theological texts, etc. If you are interested in the Arabic language pedagogy track, please list completed courses relevant to the field of language teaching. The course history and writing sample may be sent by email.

Once we have received all of your application materials, we will send you instructions for taking the Arabic proficiency test. We will also contact you to schedule a telephone interview with Dr. Mahmoud Abdalla, Director of the Arabic School. The writing sample, proficiency test, and interview are used to determine whether you meet the proficiency requirements for admission to the graduate program. If the results of the test and interview indicate that you are not ready for the graduate program, you will typically be given the option of enrolling in the 8-week program (provided that you qualify for admission to that program).

APPLICATION PROCESSING
Applications will be reviewed on a rolling basis once they are complete (see the above checklist). If your recommender must send materials directly, s/he 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:

Arabic School
14 Old Chapel Road
Middlebury College
Middlebury, VT 05753
CHECKING THE STATUS OF YOUR APPLICATION
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 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.

FINANCIAL AID
Students will be considered for financial aid for only one Language School. The Financial Aid online application will be posted on the web on October 1, 2013, at http://go.middlebury.edu/ls?finaid/.

Financial aid is 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 note that academic-year financial does not automatically carry over to the summer—you must submit a separate application for summer aid. To ensure your best chance of receiving aid, submit complete language school and financial aid applications as early as possible. Please do 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. Aid is offered on a rolling basis until available funding has been committed; during this process, applicants may be placed on a wait list for financial aid.

In addition to regular, need-based financial aid, the Language Schools offer various scholarships and fellowships, including the Kathryn Davis Fellowship for Peace. For more information, please visit http://go.middlebury.edu/ls?fellowships_scholarships. To apply for the Kathryn Davis Fellowship, you must both apply for admission to the Arabic School and submit a separate fellowship application by the fellowship application deadline. In order to be considered for the fellowship, your application to the Arabic School must be on file and complete. If a piece of your Arabic School application is delayed for some reason (your recommendation, for example), your fellowship application may not be reviewed.

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:

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

Graduate work that a student does not want or need to be applied to the undergraduate BA degree will be recorded to the non-degree level page of the transcript. In such a case, the GPA would be calculated at the non-degree level and this becomes part of the overall Middlebury record.

NOTE: Middlebury undergraduates may count graduate work at the summer Language Schools and the Bread Loaf School of English toward their Middlebury BA degree, but are not able to reuse the coursework toward a subsequent Middlebury College graduate degree. If you are planning to use your summer graduate coursework toward your undergraduate degree, you must let the Registrar’s Office know by the end of the summer session. The Registrar’s Office does not solicit students regarding their intentions. No changes will be made once a course has been recorded as undergraduate credit.

Post BA: Courses taken and grades earned at a Language School at the undergraduate level after the Middlebury BA has been awarded will not be included in the BA GPA.