

# APPLICATION FOR ADMISSION TO A WILLAMETTE STUDY ABROAD PROGRAM 2012-2013

For programs taking place during the academic year of Fall 2012 – Spring 2013 (semester or year-long).

Return all application materials to the Office of International Education.

\*See Application Check List (p 2, 3) for instructions for starred (\*) items and list of application items.

**Applicant's Name** (last, first) \_\_\_\_\_

**WU Student #** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **\* G.P.A.** \_\_\_\_\_  
Month/Day/Year

**\*Program Preference(s)** (See instructions. For year-long study, complete BOTH fall and spring pref. lines)

1) Fall 2012: \_\_\_\_\_  and  or Spring 2013: \_\_\_\_\_

2) Fall 2012: \_\_\_\_\_  and  or Spring 2013: \_\_\_\_\_

3) Fall 2012: \_\_\_\_\_  and  or Spring 2013: \_\_\_\_\_

**Check ONE:**  I do not wish to be considered for other programs.  
(required)  I am willing to consider other programs that are academically appropriate.

**Major** \_\_\_\_\_ **Ant. graduation date** (month/year) \_\_\_\_\_ **\*Current standing:** Fr. So. Jr.

**Sex:** M F **\*University currently attending** (if not WU) \_\_\_\_\_

**Country of citizenship** \_\_\_\_\_ **\*Do you have a current passport?** Y N If yes, expiration? \_\_\_\_\_

**Current Address** \_\_\_\_\_ **Campus Box** \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

**Telephone (primary)** \_\_\_\_\_ **Other phone** \_\_\_\_\_

**Email address (WU)** \_\_\_\_\_ (other, if applicable) \_\_\_\_\_

Have you ever been suspended or expelled from a college or university, or subject to disciplinary action for any reason? Yes No **If yes**, please attach a separate sheet which explains the offense, the resulting disciplinary action, and discuss your thoughts on the potential consequences of this same action while abroad.

**WHO IS COMPLETING YOUR** (please give these references at least THREE WEEKS to complete the reference):

**Academic Recommendation:** \_\_\_\_\_ phone#(required) \_\_\_\_\_

**\*Academic Advisor Form(s):** \_\_\_\_\_ phone#(required) \_\_\_\_\_

**Personal Reference & relationship to you:** \_\_\_\_\_ phone#(required) \_\_\_\_\_

**Language Assessment Form:** \_\_\_\_\_ phone#(required) \_\_\_\_\_

## Agreement:

- I certify that the information given on this application is true and complete.
- I have read all instructions and restrictions here and on the website.
- If I am accepted, I agree to attend all pre-departure meetings understanding I may be dismissed for failure to attend any.
- I understand my campus judicial record, academic record, and financial status may be reviewed at any time and, if at any time, I fail to retain good standing, the University reserves the right to remove me from participation, including departure from my study site, at my own expense.
- I agree to release any and all records and transcripts held by Willamette University or other institution to the Office of International Education as necessary for my participation on an off-campus study program.
- I understand, as a participant in WU study abroad programs, I shall be subject to rules and requirements of the Willamette and of cooperating universities in the U.S. and overseas, which I agree to fulfill in all respects, subject to immediate dismissal from the program if I do not do so.
- I agree to assume financial responsibility for the program fees as determined by the Office of International Education and assume responsibility for my own welfare overseas.
- I agree to allow the Office of International Education to share my name, address, and telephone number to other participants in my program prior to departure.

**Name (printed)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DEADLINE: FRIDAY, December 2, 2011 – 4:00 P.M.**

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Checklist/Instructions/Processing - page 2-4

## APPLICATION CHECK LIST / INSTRUCTIONS & APPLICATION PROCESSING INFO

Application materials are available at [www.willamette.edu/dept/oie/abroad.htm](http://www.willamette.edu/dept/oie/abroad.htm)

A complete application consists of the following items, all of which must be completed and at the *Office of International Education in Matthews Hall* by **4:00 pm FRIDAY, December 2, 2011**.

As the applicant, it is your responsibility to take the necessary action to make sure your application is complete. Individual parts of the application may be turned in to OIE at any time before the deadline.

Please contact the OIE at 503-375-5493 **BEFORE THE DEADLINE** for advising and any questions about special circumstances or concerns about whether you qualify for or can afford to study abroad.

- **Application form** - Please do not turn in the "instruction" pages with your application.
  - \* **Program Preferences:** THESE ARE PREFERENCES. The International Education Committee will assume that you are fully invested in studying at any programs you list here. Although your first preference will be considered your primary choice, you could be placed in any of your preferences with the expectation that you are committed to that placement. FOR A YEAR LONG OPPORTUNITY: one of the two semesters must be an exchange program. Exchange programs are indicated in *Explore All Programs* on the website.
  - \* **GPA:** A 3.0 GPA is recommended. If your GPA is below 3.0, you should provide, in a separate explanation or in your **Statement**, any explanation which applies. A lower GPA may jeopardize your application due to limited program space, specific program requirements, and/or because academic fitness at Willamette is one indicator of a student's ability to handle the academic challenge in a different learning environment.
  - \* **University currently attending:** A student must be enrolled full-time at Willamette University during the semester immediately prior to the intended semester of study abroad.
  - \* **Passport:** If you do not already have a passport, apply for one now, even before application acceptance is decided. Processing varies from three weeks to up to 12 weeks (three months). This will also ease the visa process should you be accepted on a study abroad program. Passports are not required for domestic programs (U.S. sites).
  - \* **Current standing:** Preference is given to applicants who will have at least junior standing at the time of the program. A student must be enrolled full-time at Willamette University during the semester prior to the intended semester of study abroad to ensure adequate preparation, necessary time for visa processing, and enrollment at the host university.
  
- **Two page, double-spaced Statement** (*about 500 words*) addressing: *Why do I want to study abroad?*  
See the Application Tips webpage for help: [www.willamette.edu/dept/oie/abroad/apply/tips](http://www.willamette.edu/dept/oie/abroad/apply/tips)
  - HAVE SOMEONE (Writing Center, a trusted friend, a professor, parent) **PROOFREAD YOUR STATEMENT FOR CONTENT AND GRAMMATICAL SOUNDNESS** before submitting it. **THIS MAKES A DIFFERENCE!**
  - Put your name at the top right-hand corner of each page for easy identification.
  - Save paper! We encourage you to print your Statement on both sides of a single sheet of paper.
  
- **Language Assessment Form** (required only for programs with a language requirement) The Language Assessment and Academic Recommendation Forms must be completed by **DIFFERENT** faculty.  
For most language programs, a student must be enrolled in a language class the semester prior. This class cannot be taken on an Audit basis. Students who have completed the 331 level may request this be waived by the chair of that language department. The FORM is still required for your application even if the level 331 requirement is ultimately waived.
  
- **Transcript(s)** – EVERY APPLICANT is required to complete the transcript request that accompanies the application materials. Submit this to International Education (DO NOT GIVE IT TO THE REGISTRAR!) *Additionally*, if you have coursework from other undergraduate institutions, you are responsible for requesting your transcripts be sent to our office per their transcript request process. Transcripts from outside institutions should arrive at OIE by the deadline.
  
- **Additional information:** if you are applying to be approved for a **non-Willamette program** – Provide, WITH YOUR APPLICATION, information regarding the program- cost, dates, curriculum/course information, contact information) in order that it may be fully considered by the International Education Committee. You should also consider providing this curriculum/course information to anyone who is writing a recommendation for you. READ the section, "Non Willamette Programs" on our website- <http://www.willamette.edu/dept/oie/abroad/apply>

## FOR THE FOLLOWING REQUIRED FORMS:

**PRINT THE FORMS. SIGN the waivers BEFORE giving them to your references.** Your application is not complete unless all waivers are signed and forms/letters are received in OIE. Allow your references AT LEAST three weeks to complete and return the materials. We will only accept ONE recommendation from EACH category- see the exception for Academic Advisor Form.

- ❑ **Academic Recommendation Form** The Language Assessment Form and Academic Recommendation Form must be completed by DIFFERENT faculty members.
- ❑ **Personal Recommendation Form** To be completed by an EMPLOYER or CO-WORKER, CLERGY, COACH, or CLUB ADVISOR. *Do not use other students, Community Mentors, or Resident Assistants.* If you use someone from off-campus, be sure they know where to send the recommendation and understand your deadline. We strongly recommend that you seek out people on campus to do your personal recommendation.
- ❑ **Academic Advisor Form** If you have more than one major, you will need an Advisor Form from each major advisor. Give yourself plenty of time to arrange a meeting with your advisor(s). If you have not declared a major, use your assigned academic advisor. The advisor's role is to verify that you have explored the academic aspects of the program(s) in which you are interested and have a reasonable opportunity to complete your academic program(s), i.e. graduate, within a timeframe that meets your goals. If your academic advisor is on sabbatical, use the alternate advisor as assigned.

**Application materials, program information, and upcoming events are available at:**

[www.willamette.edu/dept/oie/abroad.htm](http://www.willamette.edu/dept/oie/abroad.htm)

Two resources for completing the application packet are found on our website:

Selection Criteria: <http://www.willamette.edu/dept/oie/abroad/apply/criteria/>

Application Tips: <http://www.willamette.edu/dept/oie/abroad/apply/tips/>

## APPLICATION PROCESSING:

### Application Review:

- \* **Late applications are NOT considered.** An "application" is the application page and ALL other components associated with your application. You are responsible for ensuring that all the materials are at the OIE by the deadline. The DEADLINE TIME IS 4:00 PM. Period.
- \* **Applications are reviewed by the International Education Committee (IEC)** comprised of five to seven faculty, the Director of International Education, and up to two students. Programs can be competitive and competitiveness varies according to kind of program, number of applicants, and spaces available.
- \* **Preference** is given to applicants who will have junior standing or above at the time of the program.
- \* **Notification** of acceptance or denial for off-campus study on a Willamette Program is done via letter to student campus mailboxes, no later than March 9, 2012 unless otherwise notified.
- \* **Review of each application** is confidential and all decisions are final.
- \* **Appeals** (of any kind) will be considered only in the case of demonstrated administrative error or an extenuating change in circumstances normally beyond the student's control, or new information that would justify review of the case. Address written appeals to the Director of International Education. These must be RECEIVED IN THEIR ENTIRETY within three weeks of the date of your notification letter.
- \* If your application is **accepted**, a \$300 deposit will be due. Deposit details will be outlined in the acceptance letter. You will receive program information/application forms over the course of several months during orientation sessions, emails, and mailings.
- \* If your application is **Denied** or you **Decline**, you may re-apply during the next year's application cycle, take a leave from Willamette to pursue study abroad, or participate in a credit-earning summer post-session. There are many catalogs and brochures available in the OIE lobby for non-Willamette programs. Post-session information and contact information is available online at [www.willamette.edu/dept/oie/postsessions/](http://www.willamette.edu/dept/oie/postsessions/)

CONTINUED ON NEXT PAGE: WITHDRAWAL/CANCELLATION/DISMISSAL

## WITHDRAWALS / PROGRAM CANCELLATIONS / DISMISSAL FROM PROGRAM:

### TO WITHDRAW after acceptance to a program:

Students must send WRITTEN notification to the Office of International Education as soon as s/he determines that s/he will be unable to participate in a program. A signed letter or an email qualifies as written notification. Except in extraordinary circumstances, the withdrawal notification must come from the student. A phone call does NOT qualify as proper notification. The OIE will notify any program providers/host universities as needed. Students are solely responsible for contacting the Registrar's Office to register for classes if they have missed the registration cycle; contacting Residential Services if they need to make housing arrangements; and contacting the Financial Aid Office if needed.

**PROGRAM CANCELLATION:** On rare occasion WU must cancel a program after students have been accepted or after the program has already commenced. Should this occur, the OIE staff together with Willamette University staff are committed to finding an academically comparable replacement program.

**DISMISSAL FROM PROGRAM:** When accepting placement in a Willamette Sponsored Study Abroad Program, students agree to remain in *Good Standing*. Failure to participate in the mandatory pre-departure sessions and/or failure to maintain good academic, financial, and judicial standing will result in dismissal from the program at any time (before or during the program). The Office of International Education (OIE) receives information on standing from Student Accounts, the CLA Dean's Office, Judicial Board, Residential Life, the Academic Status Committee, and the Office of the Registrar. Additional grounds for removal will be outlined on the Accept/Decline form that you will receive when acceptance/denial letters are distributed.

**REFUNDS:** The student, regardless of whether the student chooses to withdraw or is removed from a program, will be subject to Willamette University's, the program provider's, and/or the host university's refund policy which may or may not include a financial component. Generally, this is based on how close to the program start the event occurs and how much funding has already been committed on the student's behalf. The OIE will work with the Willamette University business offices, the program provider, and/or host university to determine how the policy applies to the student's situation. Different programs have widely variable policies and are reviewed on an individual basis.

### QUESTIONS:

QUESTIONS about the application packet or application process?

Please call OIE at 503-375-5493, on-campus: direct dial x5493.

EMAIL US at [oiadvicing@willamette.edu](mailto:oiadvicing@willamette.edu).

QUESTIONS about choosing a program, specific program details, or program costs?

- 1) Review the program information available on our website at [www.willamette.edu/dept/oie/abroad](http://www.willamette.edu/dept/oie/abroad).
- 2) Attend a General Study Abroad Information Session and consider attending an optional information session on *Application Details* and/or *Statement Writing* (check the website for dates).
- 3) If you miss all of the General Information Sessions, make an appointment to meet with a study abroad advisor. **GO TO** the Office of International Education (OIE) in Matthews Academic Center in Matthews Hall **or call** 503-375-5493.

We strongly recommend that you get in as many materials prior to the deadline as possible in order to minimize or eliminate the possibility that any materials will be late, especially the main application page and transcript request. Materials received after the 4:00 pm time render the entire application LATE. Applications with late materials are not considered.

If you've given your references plenty of time to complete the recommendations (based on the reference's assessment), you will not be penalized if these recommendations are received within a day or two of the deadline.

**Don't forget! - Application DEADLINE: 4:00 pm FRIDAY, December 2, 2011**