

eligibility

All CIEE Study Center programs have specific eligibility requirements. Please see the catalog or the CIEE website (www.ciee.org) for details on the requirements for your program.

To be eligible for any CIEE Study Center program you must have matriculated at a college or university for at least one semester. AP credits on your transcript may be considered in conjunction with any program-specific language requirements but will not be considered as part of the matriculation requirement. CIEE reserves the right to reject any application.

application deadlines

The deadlines below are the dates by which your application must be postmarked. Your home institution may have earlier application deadlines. Check with your study abroad advisor for details.

Because applications for programs are reviewed on a rolling basis, you are encouraged to submit your application well ahead of the application deadline. You can expect to be contacted about your status within ten days of CIEE's receipt of your complete application. You will be notified of our acceptance decision by e-mail. Late applications are considered on a space-available basis. Applications will not be considered until all materials have been received in Portland, Maine.

Currently the only exception to CIEE's rolling admission policy is the Cape Town, South Africa, Arts and Sciences Program which moved to a competitive admissions process beginning with the fall 2007 semester. Please see the website for details at www.ciee.org/study/apply.aspx.

Students and advisors interested in updates on CIEE programs, including enrollment updates, should sign up for a My CIEE account on the website at www.ciee.org/login.aspx.

Term(s)	Programs	Deadline
Summer	China, Russia, & Seville internship	March 15
	All other programs	April 1
Fall only & Fall/Spring	Japan, South Africa, England & Thailand	March 15
	All other programs	April 1
Spring only & Spring/Fall	Japan, England	October 1
	South Africa, Brazil, Dominican Republic, Thailand, Belgium, Barcelona, Spain, and Seville IBCP	October 15
	All other programs	November 1

how to apply

Step 1

Before you begin the application process, please carefully read these instructions and all associated forms that follow in their entirety, and consult the CIEE website at www.ciee.org for up-to-date information on CIEE Academic Policies and Procedures.

Step 2

Consult with a study abroad advisor on your campus. Your study abroad advisor will help you determine the appropriateness of the program you are interested in attending and will inform you of application deadlines and procedures that apply to your institution.

Step 3

Collect your application materials. A complete application contains the following items:

\$30 Non-Refundable Application Fee

(Payable by check or credit card; please do not send cash)

Personal Data Form

Academic Information Form

Official Transcript(s)

Request an official transcript from each college or university you have attended and submit them, in signed and sealed envelopes, together with other application materials. Request transcripts as early as possible.

Home School Nomination Form

(Required for ALL applicants)

School of Record: Should your home school study abroad advisor indicate on this form that you need to use a School of Record (SOR), you will receive your transcript from Spelman College, CIEE's School of Record, upon successful completion of the program.

There is a \$340 processing fee for using the CIEE SOR. Should your home school advisor indicate that you need to use the SOR, you will be billed for this fee. This fee is refundable until you are a confirmed participant. Once you are confirmed, this fee is non-refundable and you are responsible for payment.

Six (6) passport-size color photos

(2" x 2" color photographs on photographic paper; required with each application)

Photographs are used for on-site documents. Write your name on the back of each photograph. Photographs cannot be electronic or scanned images.

Personal Statement

Read program materials closely before writing your Personal Statement. Type a 500-word (250 words for summer programs) statement that answers the following questions.

1. How does the program content relate to your present and future academic and career goals?
2. What aspects of your personal experience—for instance, relevant coursework, job experiences, previous travel, or study in the host country—have prepared you to live and study in a foreign country? Please specify any particular experience with the culture of the host country.
3. What are your objectives for your time overseas with CIEE?

For the following programs, the Personal Statement must be in the local language:

Spanish

- Argentina—Buenos Aires
- Chile—Santiago and Valparaíso
- Dominican Republic—Santo Domingo
- Spain—Alcalá de Henares
- Spain—Alicante (liberal arts)
- Spain—Barcelona (liberal arts) (advanced liberal arts)
- Spain—Madrid
- Spain—Seville (advanced liberal arts)
- Spain—Seville (business and society)
- Spain—Seville (liberal arts)
- Spain—Seville (summer internship)
- Spain—Seville (teaching development)

French

France—Paris (critical studies)
Please be as specific as possible about your interest in critical theory and critical studies.

1. How does the program content relate to your present and future academic and career goals? Please focus on what role contemporary French critical theory may play in your definition of these goals. You may wish to identify a certain field that intrigues you (deconstruction, gender theory, film theory, post-colonialism, the French avant-garde or psychoanalysis, for example).
2. What aspects of your personal experience—for instance, relevant coursework, job experiences, previous travel, or study in the host country—have prepared you to live and study in a foreign country? Please specify any particular experience with the culture of the host country. Be precise about why that course, encounter, or experience got you interested in the CIEE Paris Critical Studies program.
3. What are your objectives for your time overseas with CIEE? What kind of critical studies project do you envision for your time in Paris?

Russian

Russia—St. Petersburg (russian language)

The Personal Statement must be handwritten in Russian with no assistance except the use of a dictionary. Please use dark ink so that it can be photocopied clearly.

For the following programs, the Personal Statement must also demonstrate prior experience with volunteerism and/or community service:

Dominican Republic—Santiago (service-learning)

South Africa—Cape Town (service-learning)

□ Evaluation(s)

Two evaluations are required for semester and academic year programs; one is required for summer programs. All should be from persons familiar with your college or university academic background and your reasons for studying abroad. One or both should be from a professor who knows you well. Provide evaluators with information on the program, including eligibility requirements and the application deadline.

Language Skills

If you are applying to a program with a language prerequisite, one evaluation must be from a language instructor with whom you recently studied. Without this, your application will be considered incomplete.

If college-level language courses are not reflected on your official transcript (i.e., if you received college-level credit for language classes taken in high school, were exempted from language courses when entering college, or are a native or heritage speaker), you are required to have a language instructor at your home school evaluate your current language ability. The instructor should be familiar with ACTFL guidelines and evaluate your speaking, reading, listening, and writing skills as indicated on the evaluation form. They must also indicate what level language course you would place into at your home college or university. If an instructor at your home school is not able to complete this form, please contact CIEE for further information.

Evaluations may be sent separately from the rest of the application. However, incomplete applications will not be reviewed until all the materials have been received by CIEE.

Other Disciplines

For the following programs, your evaluators should be familiar with and specifically address your background in the specified disciplines:

Argentina—Buenos Aires: social science or Latin American studies

Costa Rica—Monteverde: biology

Dominican Republic—Santiago (service-learning): independent research

France—Paris (critical studies): film studies, literary theory and/or criticism, critical studies

South Africa—Cape Town (service-learning): independent research

additional application materials

Argentina—Buenos Aires: Applicants must submit a legible scan of the face page of their passport.

Brazil—Salvador da Bahia: Applicants must submit a legible scan of the face page of their passport.

Brazil—São Paulo: Applicants are required to submit a legible scan of the face page of their passport, an updated résumé, a cover letter, and a preliminary course registration form with their application materials. Visit the CIEE website at www.ciee.org/study/apply.aspx for the preliminary course registration form.

Chile—Santiago: Applicants are required to submit a legible scan of the face page of their passport.

Chile—Valparaíso: Applicants are required to submit a legible scan of the face page of their passport.

Dominican Republic—Santo Domingo: Applicants are required to submit a copy of their birth certificate.

England—London: Applicants are required to submit a completed University-specific application for the following CIEE Study Center programs. Visit the CIEE website at www.ciee.org/study/apply.aspx for these additional applications.

{goldsmiths}

{school of oriental and african studies}

{university college london}

{university of westminster}

Ghana—Accra: Applicants must submit eight (8) passport photos.

Ghana—Legon: Applicants must submit eight (8) passport photos. Applicants are required to complete a University of Ghana application. Visit the CIEE website at www.ciee.org/study/apply.aspx for this additional application.

Japan, Tokyo: Applicants are required to complete a Sophia University application. Go to www.ciee.org/study/apply.aspx for this additional application, which must be original (no copies, faxes, or scans). Please mail the application to the CIEE Portland, Maine office.

Korea—Seoul: Applicants must submit ten (10) passport photos. Applicants are required to complete a Yonsei University application. Visit the CIEE website at www.ciee.org/study/apply.aspx for this additional application. Applicants are required to submit a legible scan of the face page of their passport.

Italy—Ferrara (language and culture): Applicants must submit twelve (12) passport photos.

Italy—Ferrara (liberal arts): Applicants must submit twelve (12) passport photos.

Netherlands—Amsterdam: Applicants are required to submit a legible scan of the face page of their passport.

Russia—St. Petersburg: Applicants are required to submit a legible scan of the face page of their passport.

South Africa—Cape Town (arts and sciences):

CIEE Study Center applicants are required to complete a University of Cape Town (UCT) application. Go to www.ciee.org/study/apply.aspx for this additional application. In addition, students must submit a résumé as part of the UCT application. While the UCT application may be completed online, signatures (of students and parent if student is less than 21 years old at the time s/he submits the application to CIEE) on the UCT application must be originals (no copies, faxes, or scans) and in blue ink. Please mail the UCT application and résumé to the CIEE Portland, Maine office.

South Africa—Cape Town (service-learning):

In addition to completing a UCT application and providing a résumé (as above), applicants must write an essay that demonstrates their prior experience with volunteerism and/or community service. Please note that Service-Learning participants have a pre-set curriculum and thus are not required to state course preferences on the UCT application.

South Africa—Stellenbosch (arts and sciences):

CIEE Study Center applicants are required to complete a Stellenbosch University (SU) application. Go to www.ciee.org/study/apply.aspx for this additional application. In addition, students must submit a résumé as part of the SU application. Please mail the SU application and résumé to the CIEE Portland, Maine office.

Spain, Palma de Mallorca: Applicants are required to submit a legible scan of the face page of their passport.

information for scholarship applicants

Applicants who also wish to be considered for a CIEE-administered scholarship should download the Scholarship Application from the CIEE website at www.ciee.org/publications.center.aspx. Additional information about CIEE scholarships can be found at www.ciee.org/study/scholarships.aspx.

Scholarship applicants are advised to begin the process as soon as possible. Scholarship applicants should only apply for those scholarships for which they are eligible and are required to complete all sections of the application as outlined. Your study abroad advisor or the financial aid administrator on your campus can assist you in determining your eligibility and the appropriateness of the scholarship for which you wish to apply. They can also provide additional advice about alternative sources of funding for your program abroad. Awards are based solely on completed application materials. Incomplete and/or late applications will not be considered.

Scholarships applications are due on the following dates: November 1 for spring programs, April 1 for summer, fall, and academic year programs. These deadlines will not be extended.

programs list

Using the following list, indicate the program(s) for which you are applying on each application form. If you are applying to two consecutive programs or to two different programs during the same term, submit only one application and only one \$30 application fee.

Africa/Middle East

Botswana—Gaborone
Ghana—Accra
Ghana—Legon
Jordan—Amman (arabic language)
Jordan—Amman (language and culture)
Senegal—Dakar

South Africa—Cape Town (arts and sciences)
South Africa—Cape Town (service-learning)
South Africa—Stellenbosch (arts and sciences)
Turkey—Ankara

Australia

Australia—Perth
Australia—Sydney (internship and integrated studies)
Australia—Sydney (arts and sciences)
Australia—Sydney (studio arts)
Australia—Wollongong

Asia

China—Beijing (chinese language and ethnic studies)
China—Beijing (intensive chinese language)
China—Nanjing
China—Shanghai (advanced chinese studies)
China—Shanghai (business, language, and culture)
China—Shanghai (china in a global context)
India—Hyderabad
Japan—Tokyo
Korea—Seoul
Taiwan—Taipei
Thailand—Khon Kaen (development and globalization)
Vietnam—Ho Chi Minh City

Europe

Belgium—Brussels
Czech Republic—Prague
England—London (goldsmiths college)
England—London (school of oriental and african studies)
England—London (university college london)
England—London (university of westminster)
France—Paris (contemporary french studies)
France—Paris (critical studies)
France—Rennes
Hungary—Budapest
Ireland—Dublin
Italy—Ferrara (language and culture)
Italy—Ferrara (liberal arts)
Netherlands—Amsterdam
Poland—Warsaw
Portugal—Lisbon
Russia—St. Petersburg (russian area studies)
Russia—St. Petersburg (russian language)
Spain—Alcalá de Henares

Spain—Alicante (language in context)
Spain—Alicante (language and culture)
Spain—Alicante (liberal arts)
Spain—Barcelona (language and culture)
Spain—Barcelona (liberal arts)
Spain—Barcelona (advanced liberal arts)
Spain—Barcelona (business and culture)
Spain—Barcelona (architecture and design)
Spain—Madrid
Spain—Palma de Mallorca
Spain—Seville (language and society)
Spain—Seville (liberal arts)
Spain—Seville (teaching development)
Spain—Seville (advanced liberal arts)
Spain—Seville (international business and culture)
Spain—Seville (business and society)

Latin America

Argentina—Buenos Aires
Bonaire (tropical marine ecology and conservation)
Brazil—Salvador da Bahia
Brazil—São Paulo (liberal arts)
Brazil—São Paulo (business and culture)
Chile—Santiago
Chile—Valparaíso
Costa Rica—Monteverde (tropical ecology and conservation)
Dominican Republic—Santiago (liberal arts)
Dominican Republic—Santiago (service-learning)
Dominican Republic—Santo Domingo
Mexico—Guanajuato (language and culture)
Mexico—Guanajuato (liberal arts)
Peru—Lima (language and culture)
Peru—Lima (liberal arts)
Peru—Lima (business and society)

Summer

Belgium—Brussels
Bonaire (tropical marine ecology and conservation)
Brazil—Salvador da Bahia (intensive language and culture)
Cambodia—Siem Reap
China—Beijing
China—Shanghai
Costa Rica—Monteverde (tropical ecology and conservation)
Czech Republic—Prague
Dominican Republic—Santiago (community health)
France—Paris
Hungary & Romania—Transylvania (field seminar)
Ireland—Dublin
Japan—Tokyo
Korea—Seoul
Mexico—Guanajuato
Netherlands—Amsterdam
Russia—St. Petersburg
South Africa—Stellenbosch
Spain—Alcalá de Henares
Spain—Alicante
Spain—Barcelona
Spain—Palma de Mallorca
Spain—Seville (internship)
Spain—Seville (language and culture)

Winter

Brazil—São Paulo (intensive language and culture)
Mexico—Guanajuato

passports

All students must have a valid passport to participate on a CIEE program. Passports should be valid for at least six months past the program's end date. Students without a valid passport (or one that expires less than six months after the program end date) should apply without delay for a new passport. We suggest that students expedite their passport application in order to receive their new passports in plenty of time to complete any necessary visa applications or pre-departure procedures required by the host country.

questions

Please contact us if you have any questions about a program or the application process. You can reach us by telephone at 1.800.40.STUDY or by e-mail at studyinfo@ciee.org.

CIEE *does not discriminate on the basis of race, gender, sexual orientation, religion, age, marital status, national and ethnic origin, or disability. You can download this application or apply online on our website at www.ciee.org.*

apply offline or online

Complete the forms on the the following pages or online at www.ciee.org/study. Application materials requiring signatures and passport photos must be mailed to CIEE. Make a copy of ALL completed application materials for your personal records and send them through a mail service that can be tracked to:

CIEE
300 Fore Street
Portland, ME 04101

cīee



personal data

Please print your responses in dark ink.

Gender M F

Applicant's Name *(as it appears on your passport)*

First _____ Middle _____ Last _____

Other

Date of Birth *(Month/Day/Year)* _____ Place of Birth *(City/State/Country)* _____

Ethnicity

U.S. Applicants Only—For Statistical Purposes

African-American Caucasian Hispanic-American Other _____
 Asian-American Multiracial Native American

Passport Information

If your passport is expired or you do not have a passport, please get us this information as soon as possible.

Country of Citizenship _____

Passport Number _____ Passport Expiration Date _____

Current/School Address

Street _____

City _____ State _____ Zip/Postal Code _____ Country _____

Daytime Phone _____ Evening Phone _____

Address Valid From _____ Until _____

Permanent Address

Street _____

City _____ State _____ Zip/Postal Code _____ Country _____

Daytime Phone *(required)* _____ Evening Phone *(required)* _____

Address Valid From _____ Until _____

E-mail Address

This e-mail address must be current as CIEE will communicate with you primarily via e-mail.

Primary E-mail *(required)* _____

Contact Address 1

This person will be considered your Emergency and Billing contact. They will receive program and billing mailings.

First _____ Last _____

Street _____

City _____ State _____ Zip _____

Country _____

Daytime Phone *(required)* _____

Evening Phone *(required)* _____

E-mail *(required)* _____

Contact Address 2

(Same as Contact Address 1 Yes No)

First _____ Last _____

Street _____

City _____ State _____ Zip _____

Country _____

Daytime Phone *(required)* _____

Evening Phone *(required)* _____

E-mail *(required)* _____

Indicate term(s), year, and program for which you are applying (*Note: for "term," please indicate the U.S. semester you wish to study abroad*).

First Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2008 2009

First Program Choice _____ Second Program Choice _____

Second Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2008 2009

First Program Choice _____ Second Program Choice _____

How did you learn about this program?

Campus Newspaper Study Abroad Fair Professor-Name _____ Book/Publication-Name _____

CIEE Website Former Participant Advisor-Name _____ Other-Name _____

Study Abroad Office Friend/Word of Mouth Website-Name _____

Method of Payment (select which applies) Please do not send cash.

I am enclosing a check, payable to CIEE, in the amount of \$30

I would like to pay the \$30 application fee by credit card: Visa MasterCard

Name of Cardholder _____ Credit Card Number _____

V-Code (3-digit number on back of the card on the signature line) _____

Expiration Date _____

Cardholder Authorized Signature _____

Complete Billing Address of Cardholder

Street _____

City _____ State _____ Zip/Postal Code _____ Country _____

Daytime Phone _____ Evening Phone _____

I certify that I have read and agree to adhere to all CIEE Terms and Conditions as listed on the CIEE website (www.ciee.org). I also certify that the statements made throughout this application are true and correct.

Signature _____ Date _____

Signature of parent or legal guardian for applicant who is under the age of majority in the jurisdiction in which this document is being executed.

Signature _____ Date _____





academic information

Please print your responses in dark ink.

Applicant's Name First Middle Last

College or University (that you currently attend or most recently attended)

Year in School Undergraduate 1 2 3 4 5 Post BA/Not Currently Enrolled Graduate 1 2 3 4

Cumulative GPA Most Recent Semester GPA GPA in Relevant Language Courses

First Major Second Major Minor

Courses in which you are currently enrolled and courses you plan to take prior to the start of the program:

Course Name Term

Indicate term(s), year, and program for which you are applying (Note: for "term," please indicate the U.S. semester you wish to study abroad).

First Term Fall Spring Summer-session(s) if applicable Winter

Term starting in 2008 2009

First Program Choice Second Program Choice

Second Term Fall Spring Summer-session(s) if applicable Winter

Term starting in 2008 2009

First Program Choice Second Program Choice

List any courses you intend to take while abroad (remember course offerings are subject to change):

Do you currently have or have you ever had any disciplinary sanctions at your home university? Yes (please explain on a separate sheet) No
Sanctions incurred prior to the program start date may result in administrative withdrawal from the program. If sanctions are incurred between applying to the program and the program start date, you must notify CIEE.

If you are applying to a program with a language prerequisite, one evaluation must be from a language instructor.

Evaluation 1 Evaluation 2 (required for semester and academic year programs only)

Name of Evaluator Name of Evaluator

Title Title

Department Department

Institution Institution

E-mail E-mail

cīee



home school nomination

Please print your responses in dark ink.

for the applicant to complete

To receive credit from your home institution, your study abroad advisor must agree to accept either the CIEE Academic Record or a transcript from Spelman College, the CIEE School of Record, as documentation of your academic work abroad and as the basis for awarding credit. **Non-Credit Applicants:** Please turn the page and complete the section for Non-Credit Applicants.

Applicant's Name First Middle Last

Indicate term(s), year, and program for which you are applying (Note: for "term," please indicate the U.S. semester you wish to study abroad).

First Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2008 2009

First Program Choice _____ Second Program Choice _____

Second Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2008 2009

First Program Choice _____ Second Program Choice _____

for the home school study abroad advisor to complete

The following section should be completed by a person responsible for the credit transfer policy at your home institution (for example, a study abroad advisor, academic dean, registrar, or chairperson of your major department). You are being asked to review the application, indicate whether you recommend the individual for participation on a CIEE Study Center program, and determine how the applicant will receive credit. Read the credit nomination descriptions before checking box A or B below, and providing your signature.

Acceptance Nomination

The applicant meets all eligibility requirements for all programs listed above. Yes No (please attach a supplementary statement of support)

Credit Nominations

Credit Based on the CIEE Academic Record: If your institution will provide credit based on the CIEE Academic Record, select Option A below. The CIEE Academic Record, which is issued by CIEE, includes the participant's name, date of birth, period of attendance, name of the host institution, names of courses completed, the language of instruction, hours of instruction, suggested U.S. grade equivalency, and U.S. recommended credit. Where applicable a transcript or grade report from the host institution is provided. The CIEE Academic Record also provides information about the host institution, the nature of program courses, and the academic calendar. If you or a representative of your institution would like to see a sample CIEE Academic Record, please contact us at 1.800.40.STUDY and CIEE will provide a copy for your reference.

A. Our institution agrees to accept the CIEE Academic Record and grant credit to the applicant upon successful completion of the program. I am forwarding this application to CIEE with my approval.

Credit Based on a U.S. Transcript from the CIEE School of Record: If your institution will provide credit based only on an official transcript from an accredited institution, select Option B below and CIEE will submit this completed application to Spelman College, the CIEE School of Record. In this case, the CIEE Academic Record is sent by CIEE to Spelman College who will issue a transcript. The School of Record option should only be used if the Home Institution will not award credit based upon the recommendations of the CIEE Academic Record.

Note: The complete application should be sent to the CIEE Portland office. The applicant will be billed the \$340 School of Record fee as detailed in the application instructions unless you indicate below that your institution should be billed.

B. Our institution agrees to accept an official transcript from the CIEE School of Record, Spelman College, and to grant credit to the applicant upon successful completion of the program. I am forwarding this application to CIEE with my approval.

Our institution should be billed for the School of Record fee. **Note:** This is not for financial aid purposes. Please only choose this option if your institution has a billing agreement in place with CIEE. Please do not send payment for this until you have received an invoice.

Signature (also required on reverse of form) _____ Date _____

The grade report should be sent to:

Name _____ Title _____

Office _____ Institution _____

Address _____

City _____ State _____ Zip _____ Country _____

Office Phone _____ E-mail _____

Note: Complete applications must be sent to: CIEE, 300 Fore Street, Portland, ME 04101

You are being asked to review the application and indicate whether you recommend the individual for participation on a CIEE Study Center program. Please rate this individual on the following characteristics as best as you are able. Please note that these ratings can be based on interactions this student has had with your office as he or she worked through the application process. If you believe another faculty or staff member at your institution would be better able to provide feedback on this individual, please ask that person to fill out this section.

	Excellent (upper 10%)	Good (upper 20%)	Average (upper 35%)	Poor (lower 35%)	Unable to Rate
Coping Skills (able to work through problems/issue and deal with stress)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills (works well with others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation (dedicated to academic achievement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Probability of Personal Success (specifically during this term/year abroad)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills (able to find answers and solve problems independently)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use the space below, or another sheet of paper if necessary, for any additional comments you may have.

The Home School Study Abroad advisor must sign below and submit this form, together with the completed application materials, to CIEE.

Signature _____ Date _____

Mr. Ms. Dr. Prof. Other _____ First _____ Middle _____ Last _____

Title _____ Department _____

Institution _____

Street Address _____

City _____ State _____ Zip/Postal Code _____ Country _____

Office Phone _____ Fax _____

E-mail _____

Please add me to the CIEE mailing list.

Non-Credit Applicants

If you do not wish to receive credit, you must sign the waiver below.

I do not wish to receive credit at this time. I understand that my CIEE Academic Record will be kept on file by CIEE and that I may request to have it sent to the institution of my choice within five years of my program end date. I understand that it is my responsibility to make all arrangements for credit transfer and that CIEE cannot guarantee that I will receive credit for participation in this program if arrangements are not made prior to participation. I understand that I will not be eligible for the deferral of federally-sponsored student loans.

Signature _____ Date _____

Signature of parent or legal guardian for applicant who is under the age of majority in the jurisdiction in which this document is being executed.

Signature _____ Date _____

Please print your responses in dark ink. Two evaluations are required for semester and academic year program applicants; one evaluation is required for summer program applicants.

for the applicant to complete

Complete the following section and give this form to your evaluator. Evaluations may be sent separately from the rest of the application; however, applications will not be reviewed until all materials have been received in Portland, Maine. Check with your study abroad office to determine whether your study abroad advisor needs to review your evaluations before forwarding your materials to CIEE.

Applicant's Name

First _____ Middle _____ Last _____

Indicate term(s), year, and program for which you are applying (*Note: for "term," please indicate the U.S. semester you wish to study abroad*)

First Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2008 2009

First Program Choice _____ Second Program Choice _____

Second Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2008 2009

First Program Choice _____ Second Program Choice _____

Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this evaluation, and I understand that this evaluation will be used only for the purpose for which it was prepared. Yes No

Signature _____ Date _____

for the evaluator to complete

The individual named above is applying to participate in a CIEE-administered study abroad program. Study abroad is challenging and exciting for most undergraduates, however, it can be demanding. It is therefore important that you give us your candid evaluation on the preparation and suitability of the candidate for this particular program keeping in mind the eligibility requirements and the nature of the academic program. The candidate has been instructed to provide you with this information. If you do not have this information or would like more detailed information, please visit the CIEE website at www.ciee.org, contact CIEE at 1.800.40.STUDY, or request a catalog from your study abroad office. Please also evaluate the candidate's personal maturity in light of the planned period of study abroad. Please use an additional sheet if necessary.

1. How long, and in what capacity, have you known the applicant?

2. Based on your knowledge of the program, is the program appropriate for the applicant? How will the applicant benefit from this experience? Please comment on any special academic background which might be relevant.

3. Does the applicant demonstrate a consistently high level of social and personal maturity? Please comment.

4. If you were Resident Director of this program, would you welcome this applicant as a participant, or would you have reservations? Please comment.

5. Please evaluate the applicant's ability in the program language if you are familiar with the applicant's language ability. The following chart is based on guidelines designed by the American Council on the Teaching of Foreign Languages (ACTFL). Please indicate whether you are familiar with the ACTFL guidelines, and whether you are basing your evaluation of the applicant on any one of the ACTFL-related proficiency tests.

Familiar with ACTFL guidelines? Yes No
 Evaluation based on ACTFL Proficiency Test? Yes No
 If No, what other method (i.e., test, classwork, etc.):

Level		speaking	reading	listening	writing
novice	low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	mid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
intermediate	low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	mid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
advanced		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
advanced plus		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
superior		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
no knowledge of applicant's ability in this area		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Please add any additional information that will assist us.

Please sign below and return this form to the applicant in a signed and sealed envelope.

Signature _____ Date _____

Mr. Ms. Dr. Prof. Other First _____ Middle _____ Last _____

Title _____ Department _____

Institution _____

Street Address _____

City _____ State _____ Zip/Postal Code _____ Country _____

Office Phone _____ Fax _____

E-mail _____

Please add me to the CIEE mailing list.



Please print your responses in dark ink. Two evaluations are required for semester and academic year program applicants; one evaluation is required for summer program applicants.

for the applicant to complete

Complete the following section and give this form to your evaluator. Evaluations may be sent separately from the rest of the application; however, applications will not be reviewed until all materials have been received in Portland, Maine. Check with your study abroad office to determine whether your study abroad advisor needs to review your evaluations before forwarding your materials to CIEE.

Applicant's Name

First _____ Middle _____ Last _____

Indicate term(s), year, and program for which you are applying (*Note: for "term," please indicate the U.S. semester you wish to study abroad*)

First Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2008 2009

First Program Choice _____ Second Program Choice _____

Second Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2008 2009

First Program Choice _____ Second Program Choice _____

Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this evaluation, and I understand that this evaluation will be used only for the purpose for which it was prepared. Yes No

Signature _____ Date _____

for the evaluator to complete

The individual named above is applying to participate in a CIEE-administered study abroad program. Study abroad is challenging and exciting for most undergraduates. However, it can be demanding. It is therefore important that you give us your candid evaluation on the preparation and suitability of the candidate for this particular program keeping in mind the eligibility requirements and the nature of the academic program. The candidate has been instructed to provide you with this information. If you do not have this information or would like more detailed information, please visit the CIEE website at www.ciee.org, contact CIEE at 1.800.40.STUDY, or request a catalog from your study abroad office. Please also evaluate the candidate's personal maturity in light of the planned period of study abroad. Please use an additional sheet if necessary.

1. How long, and in what capacity, have you known the applicant?

2. Based on your knowledge of the program, is the program appropriate for the applicant? How will the applicant benefit from this experience? Please comment on any special academic background which might be relevant.

3. Does the applicant demonstrate a consistently high level of social and personal maturity? Please comment.

