

Application Directions for Study Abroad

We are delighted that you are applying to study abroad on an Arcadia program. This is the first step of your journey, and while there is a lot to do, it should not be overwhelming. Please use the following checklist to help you through the process, if you have any questions, call us at (215) 572-2901.

Mail your complete application to the address at the top of this page or fax it to (215) 572-2174. We will begin to process your application as soon as we have received a completed form (must include all the items in the checklist) and the application fee. We will be in touch when we have received your completed application. Please note that the application and additional forms can be found on Arcadia University's website at www.arcadia.edu/abroad/forms.

General Application Requirements: (Check off each as completed.)

- Application Form: Please type or print clearly using black or blue ink.
- Inventory of Goals and Expectations (see page 6).
- Non-Refundable \$50 Application Fee: You may send a check or money order payable to Arcadia University, or pay online at www.arcadia.edu/abroad/pay. For online applications, this fee is waived. You may apply online at <http://www.arcadia.edu/abroad/apply>.
- 8 full-face, passport size: 1.5"x2" photos. Please print your name and home school on the back of each photo. **We cannot be responsible for photos without names on them.** The photos are used for identification only and not for admissions purposes. Some programs require additional photos. Please see <http://www.arcadia.edu/abroad/photos> for more information.
- College Transcript: This must be official and show credits and grades for all courses taken to date. Transfer students must submit official transcripts from each institution attended. All summer school work should be similarly documented.
- Study Abroad Advisor's Form (A Form): Indicate your program choices and the study period, and sign this form before you submit it to your dean, study abroad advisor or other home campus official responsible for approving study abroad.
- Recommendation Form (R Form): Indicate your program choices and study period, and sign this form before you submit it for completion by a faculty referee who is familiar with your performance in the classroom.
- Preliminary Course Form: Course forms for each program are available at www.arcadia.edu/abroad/forms.

Requirements for Specific Programs:

- All Internship programs (Australia, England, Ireland, Scotland), require the following documents in addition to the general application...
 - A current résumé (including computer/software skills), a one-page, written statement detailing your reasons for pursuing a specific internship and the skills and experiences that you have obtained which make you a good candidate, and an additional personal reference (forms can be downloaded at <http://www.arcadia.edu/abroad/forms>.)
 - Note:** If you are pursuing an internship in the fields of fine art, architecture, graphic design, journalism, or interior design, you must submit a nonreturnable portfolio of your work.
- Math, science and engineering placements: If you are applying to study math, science or engineering at a British or Irish university, you must submit copies of your home institution course descriptions for all relevant background work in math, science and/or engineering.
- Studio art programs: If you are applying for studio art courses, you will need to submit a non-returnable portfolio of 12-15 color slides or a CD of recent work.
Spain and Italy students in lower division studio art classes do not need to submit a portfolio.
- University of Cambridge: Spring/year: Submit **two** samples of graded academic writing in your major subject. Summer: One sample.
- Oxford University: Please submit clean, unmarked copies of two graded academic writing samples in your major subject with your application.
- University of York: Applicants to the English Department must submit a sample of recent written work (at least 1500 words) on a literary topic.

Applicants to the institutions listed below are required to submit a second academic reference.

Please photocopy the "R Form" or you may have your reference send us a letter on the letterhead of his/her institution.

- University of Aberdeen (all study periods): *Both references should be within your intended area of study.*
- King's College (all study periods): *Both references should be within your intended area of study.*
- Literature in Scotland Summer Programs: *At least one reference should be from an English faculty member.*
- London School of Economics: *Both references should be within your intended area of study.*
- Oxford University: *Both references should be within your intended area of study.*
- University of Cambridge: *Both references should be within your intended area of study.*
- Royal Holloway (all study periods): *Both references should be within your intended area of study.*
- School of Oriental & African Studies (academic year): *Both references should be within your intended area of study.*
- University College London (all study periods): *Both references should be within your intended area of study.*
- University of St. Andrews (all study periods)

Program Choice List

Select up to three programs from the list below. It is especially important that you list your program preferences on the Recommendation Form, Study Abroad Advisor's Form, and on the first page of the application. Write the program names in your order of preference and their study period codes where required throughout the application. In most cases, your completed application will be submitted to only one program at a time. If your application is not accepted by your first choice program, we will ask for your permission to submit it to your second and/or third choices.

Study Period Codes:									
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STUDY IN AUSTRALIA:					STUDY IN GREAT BRITAIN:				
Study Period					Study Period				
Arcadia January Term					Scotland (continued)				
JAN					AY FT/FS SS				
Australian Capital Territory					AY FS SS				
Australian National University					AY FS SS				
Australian Parliamentary Internship					AY FS SS				
New South Wales					AY FS SS				
Macquarie University					AY FS SS				
Sydney Semester Internship					AY FS SS				
Sydney Summer Internship					SU				
University of New South Wales					AY FS SS				
University of Sydney					AY FS SS				
University of Technology, Sydney					AY FS SS				
University of Wollongong					AY FS SS				
Queensland					AY FS SS SUS				
Bond University					AY FS SS				
Griffith University					AY FS SS				
James Cook University					AY FS SS				
Queensland University of Technology					AY FS SS				
University of Queensland					AY FS SS				
South Australia					AY FS SS				
University of Adelaide					AY FS SS				
Victoria					AY FS SS				
Monash University					AY FS SS				
University of Melbourne					AY FS SS				
Victorian College of the Arts					AY FS SS				
Western Australia					AY FS SS				
University of Western Australia					AY FS SS				
Australia & New Zealand					SU				
Environmental Studies: Ethics, Culture and Sustainability					SU				
STUDY IN CHILE:					SU				
Arcadia in Chile Summer Program					SU				
STUDY IN FRANCE:					FS SS				
Arcadia in Paris					FS SS				
Intensive French and Politics, Paris					SU				
STUDY IN GERMANY:					SU				
Renewable Energy: Policy and Development					SU				
STUDY IN GREAT BRITAIN:					AY FS SS				
England					AY FS SS				
Arcadia's London Internship					AY FS SS				
London Now					AY FT SS				
City University (direct enrollment)					AY FT SS				
Durham University					AY FT SS				
Lancaster University					PS AY FT STT				
London School of Economics					AY FT SS				
Oxford University					AY FT STT				
St. Mary's University College					AY FS SS				
University of Cambridge					AY FT STT				
University of London					AY FT SS				
Goldsmiths College					AY FS SS				
King's College London					AY FS SS				
Queen Mary College					AY FS SS				
Royal Holloway					AY FS SS				
Royal Veterinary College					AY FS SS				
School of Oriental and African Studies					AY FS SS				
University College London					AY FS SS				
University of Manchester					AY FT/FS SS				
University of Nottingham					AY FT/FS SS				
University of Sussex					PS AY FT STT				
University of Westminster					AY FS SS				
University of York					AY FT STT				
London Now Summer					SU				
London Summer Internship					SU				
Pembroke King's Program at Univ. of Cambridge					SU				
Scotland					AY FS STT				
Glasgow School of Art					AY FS SS				
Royal Conservatoire of Scotland					AY FS SS				
Scottish Parliamentary Program					FS SS SU				
Wales					AY FT SS				
Bangor University					AY FT SS				
Swansea University					AY FS SS				
Welsh Assembly Internship					FS SS				
STUDY IN GREECE:					AY FS SS				
Arcadia Center for Hellenic, Balkan and Mediterranean Studies and Research					AY FS SS				
Summer in Greece – session I					SU				
Summer in Greece – session II					SU				
Summer in Greece – session I and II					SU				
Intensive Modern Greek Language Summer Program					SU				
Mediterranean Myths and Monuments: The Classical World Today					SU				
STUDY IN IRELAND:					AY FS SS				
Republic of Ireland					AY FS SS				
Arcadia Dublin Internship					AY FS SS				
Burren College of Art					AY FS SS				
Dublin Parliamentary Internship					FS SS				
Trinity College Dublin					PS AY FS SS				
National University of Ireland, Galway					AY FS SS				
National University of Ireland, Maynooth					AY FS SS				
University College Cork					PS AY FS SS				
University College Dublin – Arts					AY FS SS				
University College Dublin – Business					AY FS SS				
University of Limerick					AY FS SS				
Irish Studies, University of Limerick					SU				
Contemporary Irish Studies, Dublin					SU				
University College Dublin Summer Internship					SU				
Northern Ireland					AY FS SS				
Queen's University Belfast					AY FS SS				
University of Ulster					AY FS SS				
STUDY IN ITALY:					AY FS SS				
Accademia Italiana, Florence					AY FS SS				
Arcadia in Rome					AY FS SS				
Mediterranean Center for Arts and Sciences					AY FS SS				
Umbra Institute, Perugia					AY FS SS				
Full Immersion Program, Università per Stranieri					AY FS SS				
Università del Salento					AY FS SS				
Arcadia in Rome Summer – session I					SU				
Arcadia in Rome Summer – session II					SU				
Design in Italy, Florence					SU				
Intensive Fashion Design in Florence					SU				
Italian Language and Culture in Lecce – session I					SU				
Italian Language and Culture in Lecce – session II					SU				
Italian Language and Culture in Lecce – session III					SU				
Italian Language and Culture in Lecce – session I and II					SU				
Italian Language and Culture in Lecce – session II and III					SU				
Italian Language and Culture in Lecce – session I, II and III					SU				
Italian Language and Culture in Perugia					SU				
Mediterranean Center for Arts and Sciences					SU				
Digging Abroad: Field School in Archaeology					SU				
Mediterranean Myths and Monuments: The Classical World Today					SU				

Program Choice List

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Study Period

STUDY IN MEXICO:

International Civic Engagement SU

STUDY IN NEW ZEALAND:

University of Auckland AY FS SS
University of Canterbury AY FS SS
University of Otago AY FS SS
Victoria University of Wellington AY FS SS

Australia & New Zealand

Environmental Studies: Ethics, Culture and Sustainability SU

STUDY IN SOUTH AFRICA:

University of Cape Town AY FS SS
University of Stellenbosch AY FS SS
University of the Western Cape AY FS
Community Development Program in Cape Town SU
Summer Internship Program in Cape Town SU
Stellenbosch University – Nation-building and Development: Challenges for South Africa SU

STUDY IN SPAIN:

Arcadia in Barcelona AY FS SS
University of Barcelona AY FS SS
Fundación José Ortega y Gasset AY FS SS
Arcadia in Granada AY FS SS
Arcadia in Barcelona Summer SU
Summer in Granada – session I SU
Summer in Granada – session II SU
Summer in Granada – session I and II SU
Arcadia in Mallorca Summer SU
Summer in Toledo SU
Summer Internship Program in Toledo SU

STUDY IN TANZANIA:

Arcadia in Tanzania FS SS
Capacity Building and Human Rights in East Africa SU

STUDY IN TURKEY:

Arcadia in Istanbul FS SS

Arcadia University is committed to assuring equal opportunity to all persons and does not discriminate on the basis of ethnicity, national origin, ancestry, race, color, religion, creed, sex, marital status, affectional or sexual orientation, age, or disability in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable statutes. Inquiries concerning Title IX, Section 504 and ADA compliance and information regarding accessibility should be directed to the Affirmative Action Officer, Arcadia University, 450 S. Easton Road, Glenside, PA 19038-3295; phone: 215-572-2947.

Application for Study Abroad

1. Personal Information

Name (please print) _____
first middle last

Preferred Nickname _____

Date of Birth (month/day/year) _____

I am male female

Country of Birth _____

Passport Number _____

Place of Birth (city, state) _____

Country of Issue _____

Country of Citizenship _____

Expiration Date _____

2. Address Information

Please provide a full street address. We cannot deliver to PO and RR boxes.

Home Address _____
street

_____ city or town state zip code

Permanent Home Phone (_____) _____ E-mail Address _____

If you want us to contact you on your cellular phone, please provide the number here (_____) _____

My campus address this semester is valid from _____ to _____

Institution winter break from (month/day) _____ to _____

The address below is an on campus, off campus address.

Institution spring break from (month/day) _____ to _____

Personal Campus Mailing Address

Your Summer Address

_____ street

_____ street

_____ city or town

_____ city or town

_____ state zip code

_____ state zip code

Personal Campus Phone/Cell Phone: (_____) _____

Phone (_____) _____

Summer Vacation Starts (month/day) _____

This address is valid from (month/day) _____ to _____

Application for Study Abroad

Name (please print) _____
first middle last

Current Institution _____ E-mail Address _____

3. Parent Information

Our normal practice is to share general information with parents listed in this section. If you do not want this to happen, please indicate by checking the box below the address.

Father's Name _____

Mother's Name _____

Address _____
street

Address _____
street

city or town _____

city or town _____

state _____ zip code _____

state _____ zip code _____

Home Phone Number (____) _____

Home Phone Number (____) _____

Work Phone Number (____) _____

Work Phone Number (____) _____

E-mail Address _____

E-mail Address _____

Do not contact.

Do not contact.

Who should be notified in case of an emergency? Father, Mother Other*

Who should receive billing statements? Father, Mother Other*

*If you have checked "Other" for either of the previous questions, please complete the following to be used for: Emergency Billing

Name _____ Relationship _____

Address _____
street

city or town _____ state _____ zip code _____

Home Phone (____) _____ Work Phone (____) _____

4. Program Choices: (Make your program choices from the attached list.)

Please list your top three program choices in order of preference. Note: your application is submitted to only one program at a time.

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Program Choice #1 _____ Study Period _____ 20 _____

Program Choice #2 _____ Study Period _____ 20 _____

Program Choice #3 _____ Study Period _____ 20 _____

Application for Study Abroad

Name (please print) _____
first middle last

E-mail Address _____

5. Academic Information

Current Institution _____

Major _____ Cumulative GPA _____ on a 4.0 scale.

Check your current class: Freshman Sophomore Junior Senior I will graduate in (month/year) _____

6. Demographics Information

For internal office use: SOURCE CODE F1011

The following items are optional and are used for anonymous statistical and reporting purposes only. Your answers will not affect your eligibility or acceptance.

How would you describe yourself?

- Native American or Alaskan Native
- Asian or Pacific Islander (including Indian subcontinent)
- Black, African American (non-Latino)
- Latino (including Puerto Rican)
- White (non-Latino)
- Other (please specify) _____

Religious Affiliation _____

How did you first learn about the College of Global Studies programs?
Check up to two choices.

- Advertisement Brochure Poster
- Faculty Campus Visit Website
- Fair Student
- Study Abroad Advisor Office

7. Inventory of Goals and Expectations

As part of the application process, we require that you complete an Inventory of Study Abroad Goals and Expectations.

- The online form, available at <http://www.arcadia.edu/abroad/forms>, consists of 20 quick survey type questions and several short answer questions.
- Prior to beginning the form, take a moment to reflect upon the experience ahead, especially as it relates to the goals that you might have and the challenges that you anticipate encountering.
- There are no right or wrong answers, so please base your responses on your own attitudes, expectations and goals.

8. Special Needs Information

Please complete this section. This information will be kept confidential. Indicating your special needs allows us to make arrangements that will best serve you. It does not affect your eligibility for admission. If you answer "yes" to any of these questions, please attach a separate page describing the condition and the treatment you receive.

Are you currently under medical treatment for any reason? Yes No

Are you currently under the care of a professional for a psychological or emotional condition? Yes No

Do you have allergies, dietary restrictions, or physical or learning disabilities of which we should be aware? Yes No



450 South Easton Road
 Glenside, PA 19038-3295
 Toll-Free: 1-866-927-2234
 Fax: 215-572-2174
 E-mail: auabroad@arcadia.edu

Recommendation Form

Your application cannot be considered until Arcadia University receives this form. Please fill out the Student Information and Program Choice section and then submit this form for completion by a faculty referee who is familiar with your performance in the classroom.

Student Information

Current Institution _____ Birth Date _____

Name (please print) _____
first middle last

Current Address _____
street city or town state zip code

Telephone (____) _____ E-mail Address _____

Program Choices (Make your program choices from the attached list.)

Study Period Codes:

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Please list your top three program choices in order of preference. Note: your application is submitted to only one program at a time.

Program Choice #1 _____ Study Period _____ 20_____

Program Choice #2 _____ Study Period _____ 20_____

Program Choice #3 _____ Study Period _____ 20_____

I hereby authorize this form to be completed and sent to The College of Global Studies at Arcadia University. I hereby (check one) waive do not waive my rights of access to this information.

 Student's Signature

 Date

Academic Reference

To the major faculty referee:

The student named above is applying for Arcadia University The College of Global Studies program(s) noted above. **The student's application will not be complete until we receive this form.** Because all admissions are handled on a rolling basis, your prompt response will be appreciated. Please send the completed form to the address as it appears above. On a separate sheet of your institution's letterhead, please write an assessment of the applicant which answers the following questions:

1. In what capacity and for what length of time have you known the applicant?
2. What courses did the applicant take with you?
3. Discuss the quality of academic work prepared by the applicant.
4. Comment upon the applicant's overall familiarity with the subject matter of the courses in which you taught him/her.
5. How would you rate this applicant's intellectual motivation?
6. Comment on the applicant's suitability for study abroad in terms of: (a) personal factors: stability, independence of mind, creative ability; (b) motivation.
7. List any special considerations of which we should be aware.

Dr/Mr/Ms _____ Position _____

Department _____ Institution _____

Address _____
street city or town state zip code

Phone (____) _____ Fax (____) _____ E-mail Address _____

 Signature

 Date



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Glenside, PA 19038-3295
Toll-Free: 1-866-927-2234
Fax: 215-572-2174
E-mail: auabroad@arcadia.edu

Study Abroad Advisor's Form

Your application cannot be considered until Arcadia University receives this form. Please fill out the Student Information and Program Choices section and then submit it to your dean, study abroad advisor or other home campus official responsible for approving study abroad.

Student Information

Current Institution _____ Birth Date _____

Name (please print) _____

first middle last

(please print your name on the reverse side)

Current Address _____
street city or town state zip code

Telephone (_____) _____ E-mail Address _____

I hereby authorize information needed to complete this form to be released to the official responsible for approving my program of study abroad. I hereby (check one) waive do not waive my rights of access to this information.

Student's Signature

Date

Program Choices:

Please list your top three program choices in order of preference. Note: your application is submitted to only one program at a time.

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Program Choice #1 _____ Study Period _____ 20_____

Program Choice #2 _____ Study Period _____ 20_____

Program Choice #3 _____ Study Period _____ 20_____

Complete the transcript release information below. At the end of the program, Arcadia University The College of Global Studies will send one official copy of your program transcript to your home college. Please list the **address of the registrar's office at your home institution** or another office to which the transcript should be sent. This information must be accurate.

Name _____ Position/Title _____

Office _____ Institution _____

Address _____
street city or town state zip code

Telephone (_____) _____ E-Mail Address _____

Study Abroad Advisor's Form

Please send this information to the Arcadia University, The College of Global Studies, 450 S. Easton Road, Glenside, PA 19038-3295.

To the Home College Official Responsible for Approving this Student's Program of Study Abroad:

The study abroad application for the student named below will not be complete until we receive this form indicating institutional approval of this applicant's foreign study plans and your comments, if any, about the applicant. Because all applications are handled on a rolling admissions basis, your prompt response will be appreciated. Feel free to attach a separate sheet on your letterhead if necessary. Please check the name and address on the reverse side to be sure that it indicates the correct place to send the final official transcript for credit transfer. If it is not correct, please supply the proper information.

Student Name _____

Academic Section

Is this student in good academic standing? Yes No If no, please explain.

What is your general estimate of this student as a candidate for study abroad?

Has this student secured the necessary approval from your institution to study abroad? Yes Approval not necessary No If no, please explain.

Will the credits earned by this student in an Arcadia University The College of Global Studies program abroad be accepted toward this student's degree program at your institution?

- Yes, transfer credit is guaranteed.
 Yes, but final approval cannot be granted until after the student completes the program.
 Yes, but subject to the conditions listed.
 No, for the reasons listed.

Do you recommend this student? Yes Yes, with reservations (attach explanation of reservations) No

Disciplinary Section

Does this student have a disciplinary record with the institution? Please check the appropriate box:

- No Yes, and an official document or copy stating the details is enclosed I do not have access to that information

If you have any additional comments, you may attach a separate sheet of letterhead. Thank you.

Dr/Mr/Mrs/Ms _____ Position _____

Department _____ Institution _____

Address _____
street city or town state zip code

Phone (____) _____ Fax (____) _____ E-mail Address _____

Signature _____

Date _____

Student Section

Completing this section authorizes the release of financial information to Arcadia University for the purpose of evaluating this application.

_____ <i>Student Last Name</i>	_____ <i>First Name</i>	_____ <i>M.</i>
_____ <i>Arcadia Program</i>	Study Period: <input type="checkbox"/> Acad. Year	_____ <i>Year</i>
_____ <i>E-mail Address</i>	<input type="checkbox"/> Fall	
	<input type="checkbox"/> Spring	
	<input type="checkbox"/> Summer	
	<input type="checkbox"/> J-Term	
_____ <i>Student's Signature</i>	_____ <i>Date</i>	

Financial Aid Administrator Section

To be completed by your home school financial aid office before submitting this application to Arcadia University. Completing this section verifies that the information provided is accurate as of the endorsement date. Arcadia University's study abroad fees are available at: www.arcadia.edu/abroad/fees

_____ <i>Administrator Last Name</i>	_____ <i>First Name</i>
_____ <i>Title</i>	_____ <i>Institution</i>
_____ <i>E-mail Address</i>	_____ <i>Phone</i>
_____ <i>Administrator's Signature</i>	_____ <i>Date</i>

Student's Expected Family Contribution (EFC) from FAFSA*: (*based on FAFSA 9-month academic year, regardless of study abroad period)	20____ / 20____ Academic Year	\$_____ Amount
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Financial Aid Report <i>for Study Abroad Period</i>	Estimate?	Transfers to Study Abroad?	Amount
Grants: Federal PELL	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Federal SEOG	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
State	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
College Merit	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
College Need-Based	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
TOTAL GRANTS:			\$ _____
Loans: Federal Subsidized Stafford	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Federal Unsubsidized Stafford	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Federal Perkins	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Federal PLUS	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
TOTAL LOANS:			\$ _____
TOTAL AID:			\$ _____

For more information about this scholarship program, please go to: www.arcadia.edu/abroad/scholarships

When both sections are complete this form should be faxed to (215) 572-2174