



APPLICATION FORMS AND PROCEDURES FOR EMU STUDENTS

We are pleased that you are applying to a study abroad program through EMU Academic Programs Abroad. This application form is for EMU students only. If you are NOT an EMU student, please download the application packet for non-EMU students. Some programs fill quickly. We strongly advise early application.

Application Procedure:

All application materials must be received in the Office of Academic Programs Abroad by the application deadlines for first consideration. The advantages of early application include: reservation of a place in a high-demand program, and the possibility of purchasing discount flight arrangements. Transcripts and faculty recommendations may arrive under separate cover, and will be held in the applicant's file until the file is complete. Please be advised that incomplete application packets cannot be reviewed.

Send completed applications to:

Study Abroad Advisor, Academic Programs Abroad, Eastern Michigan University, 103 Boone Hall
Ypsilanti, Michigan 48197

Your complete application packet must include:

- program application
- essay
- transcripts
- two faculty recommendations

Application Forms: The program application form follows this application procedure sheet.

Essay:

Study abroad programs provide intense and challenging experiences. You will be visiting fascinating places, but giving up the familiar comforts of home. You may be with a larger group that requires teamwork and a willingness to adapt to the needs of the group rather than the individual. Experiential learning opportunities require you to be: open to cultural differences, flexible with plans, willing to deal with ambiguity, and able to adapt to change. In order to help the Study Abroad Admissions Committee better evaluate your application, write a brief autobiographical statement (600-800 words) that addresses the following:

- Why do you want to study abroad, and why are you interested in this particular program?
- How will the challenges of studying abroad provide you with opportunities for academic, professional and personal growth?
- What life experiences or interpersonal skills do you bring to living and working with others who are different from yourself?
- How will you apply your experience on returning home?

Transcripts:

The following EMU programs require submission of an official EMU transcript:

Center for Cross-Cultural Studies
Curtin University of Technology
Japan Center for Michigan Universities
Kansai Gaidai University
RAMP Program for Business Majors
Tokyo Gakugei University

Please stop by our offices for the most current list of schools requiring transcripts, and to pick up an Exchange Program Transcript Request form that will allow you to obtain an official EMU transcript without charge.

For all other programs EMU students may download their “unofficial” EMU transcripts from the web, and submit the printed forms to our offices. Visit the EMU site and follow the instructions carefully: EMU Online Transcripts: <http://www.emich.edu/registrar/trans.htm>

Recommendations:

Two faculty recommendations: (the official recommendation forms are attached to the program application forms that follow these instructions). Have the faculty member complete the recommendation, put it in an envelope, seal the envelope and sign across the seal. It is your responsibility to collect the completed recommendation forms and return them with your program application, transcripts and essay to our offices.

Admissions Policy:

The Admissions Committee evaluates complete applications according to the following criteria:

- the program eligibility requirements
- the applicant's academic record
- the applicant's suitability for the selected program
- the applicant's ability to meet the special demands of overseas travel and study.

Acceptance and Registration:

Students will be notified of the decision of the Admissions Committee regarding their acceptance into a study abroad program within two weeks of the application deadline. Notifications will be sent via E-mail. Two weeks after acceptance to a semester/year Study Abroad program, a \$200 post-acceptance APA Service Fee will be posted to your Ebill. If you are not accepted into the program to which you are applying, or if that program is cancelled, you will not be billed. For additional information about the fees associated with your program, please request a Study Abroad Budget Sheet for your specified program. After students receive official notification of their acceptance into a study abroad program, they will receive additional information, including: a study abroad student handbook, academics and flight information. The Office of Academic Programs Abroad will register students for courses.

ALL EMU STUDENTS MUST ATTEND ORIENTATION in order to participate in a study abroad program. For Orientation schedules please visit: www.emich.edu/abroad/orientation.html

Billing:

When accepted into the Study Abroad Program, separate charges will appear on your student account for the Study Abroad Program Fee and EMU tuition and fees. Billing addresses are no longer used for student

account bills. Students will receive an online bill via their MyEmich account. If you are not accepted into the program to which you are applying, or if that program is cancelled, you will not be billed.

Payments are due on billing and must be made directly to the Cashier's Office (payable to Eastern Michigan University) 201 Pierce Hall, Eastern Michigan University, Ypsilanti, Michigan 48197, or may be paid online. For more billing information, visit the Student Business Services site <http://www.emich.edu/controller/sbs/>

In order to view your online bill (Ebill) you will have to set up your my.emich.edu account and email. The EMU Student Business Services Office has set up a website that will guide you step-by-step through this process. Visit their site at:

<http://www.emich.edu/controller/sbs/>

Billing cycles are determined by EMU Student Business Services in accordance with a quarter system of Fall, Winter, Spring and Summer semesters, which may not correspond directly with the dates of your Study Abroad Program. Late payment will generate late fees. Any questions regarding billing or viewing your account should be referred to EMU Student Business Services, 204 Pierce Hall, Ypsilanti MI 48197 Telephone: 734.487.3335.

Terms and Conditions:

Eastern Michigan University, and the universities, museums, agencies or businesses offering courses through tours operated by Eastern Michigan University act only as agents for tour members in functions pertaining to academic programs, hotel accommodations, sight-seeing tours and transportation of whatever nature. By accepting tour membership, the student agrees to the above and also agrees that neither Eastern Michigan University nor any of the universities, museums, agencies or businesses working with it shall be or become liable for loss; damage; injury or inconveniences caused by or resulting from occurrences, negligent or otherwise, due to the malfunction of transportation equipment; strikes; acts of declared or undeclared war or insurrection; fire; delay; theft; itinerary and/or schedule changes or tour cancellation. Eastern Michigan University reserves the right to decline to accept or retain any person as member of any study tour at any time, to alter, substitute or omit, en route, any part of the itinerary or change any space, reservation or feature; should it determine that action to be necessary and/or prudent, and without liability for any added personal expenses incurred as a result thereof. Non-participation of any tour member in any part of the planned itinerary shall not entitle the member to a refund. The airlines and other transportation companies included in these tours are not to be held responsible for any act, omission or event during the time passengers are not on board their aircraft or conveyances. The passage contract in use by the airline or other transportation companies, when issued, shall constitute the sole contract between the airline/ transportation company and the purchaser of this study program. The liability of Eastern Michigan University, and the university, museums, agencies and businesses using its services shall be limited to a refund of monies received, if the tour is cancelled prior to the passengers joining it.

Cancellation Policy:

Students who wish to cancel their registration must do so in writing to the Director of Academic Programs Abroad, 103 Boone Hall, Eastern Michigan University, Ypsilanti, MI 48197. The official date of cancellation will be the date the letter is received in our office; therefore you may wish to cancel by priority mail, fax: 734.487.4377 or e-mail: programs.abroad@emich.edu There will be a \$100 service fee for all cancellations after acceptance. Students withdrawing up to 60 days of departure will be liable for 25 percent of total program cost. Students withdrawing within 45 days of the departure date will be liable for 50 percent of total program cost. Students withdrawing on the day of departure or during the program will be liable for the entire cost of the program with the exception of university tuition, which will be refunded according to current university policy.

EASTERN MICHIGAN UNIVERSITY



EMU Exchange Program STUDY ABROAD APPLICATION

Send completed applications to:
 Study Abroad Advisor
 Academic Programs Abroad
 Eastern Michigan University
 103 Boone Hall
 Ypsilanti, Michigan 48197

Student Information (*Information can be entered into these forms online. Please type online and print forms, or download and print legibly. Send completed forms to Academic Programs Abroad.*) EMU Student # _____

Name _____ Today's Date _____

Selecting Program

Choice of program becomes final 30 days prior to departure. After this time, requests for changes in departure date or program may be granted on a space-available basis. Options cannot be added after departure date.

Program Selection: Please refer to the Website: <http://www.emich.edu/abroad> to fill out the following portion of the application:

Program Name _____

Program Dates _____

Preliminary Course Selections:

Please refer to the academics pages of the program selected on the APA Website: <http://www.emich.edu/abroad> in order to correctly fill out the following portion of the application. Please list all course titles and information below:

Course Title _____ Course ID# _____ Credits _____

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Gender: Male Female Birth Date _____

Passport # _____ Passport Expiration date: _____

All participants are required to have a valid passport.
(If you do not have a valid passport, apply for one immediately.)

Citizenship: U.S. Non-U.S. If non-U.S. list country _____

Current Mailing Address _____

City _____ State _____ Zip Code _____

Mailing Address valid until: _____ Telephone Number (_____) _____

E-mail address _____
(Applications cannot be processed without a valid E-mail address)

Permanent Billing Address

We will send program information to your current address until the valid date listed. After that time, all program materials will be sent to your permanent billing address. You are responsible for getting these materials from your permanent address.

Take extra care to be certain that the Permanent Billing Address on this form is clear and accurate.
EMU cannot be responsible for bills lost or delayed due to incorrect or changed addresses. You may receive bills while abroad, especially if you add or drop classes while abroad.

Permanent Billing Address _____

City _____ State _____ Zip Code _____

Mailing Address valid until: _____ Telephone Number (_____) _____

Permanent E-mail address _____
(Applications cannot be processed without a permanent E-mail address)

Person to notify for emergency and/or informational updates while you are abroad:

Name _____

Relationship to applicant _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone Number (_____) _____ Cell Phone Number (_____) _____

E-mail address _____ FAX (_____) _____

How did you learn about this study abroad program? Faculty Member Former Participant

Study Abroad Office Classroom Visit Study Abroad Fair Peterson's Guide

Studyabroad.com EMU Website Web Search Other

Have you ever been convicted of a criminal offense other than minor traffic violations, or found to be delinquent by a juvenile court, or are there any such charges currently pending against you at this time?

Yes No

Have you ever been expelled, suspended, placed on probation, or been subject to any other disciplinary action at any secondary school or college you have attended? Yes No

If you answer yes to either of these questions, please submit a statement of explanation.

Home Institution _____

Major _____ Minor _____ Class: Fr. Soph. Jr. Sr. Grad*

At the time of program departure, will you hold a bachelor's degree from any institution? Yes No

Number of credits at time of departure _____ Will you transfer EMU credits to your home institution? Yes No

Financial Aid

Will you be receiving federal financial aid from your home institution to apply to this program? Yes No

Do you receive any scholarships from other institutions / organizations? Yes No

I have read, and understand the application cover sheet, including the pre-payment, billing and cancellation policies.

Signature _____

Send completed applications to:
Academic Programs Abroad
Eastern Michigan University
103 Boone Hall
Ypsilanti, Michigan 48197

Eastern Michigan University Faculty Recommendation Form

Student Name _____

Student E-mail address _____ Phone _____

Student: Please sign the authorization and give this recommendation form to a faculty member from whom you have taken one or more academic courses, or your academic advisor. It is your responsibility to collect the completed form and return it with your application, pre-payment and essay to our offices. Have the faculty member complete the recommendation, put it in an envelope, seal the envelope and sign across the seal.

I hereby authorize (Faculty Member) _____ to complete this form. Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation and understand that the information provided will be used only for the purpose for which it was prepared.

Yes No

Student's Signature _____

Faculty Member: The student named above is applying for an EMU study abroad program that involves academic coursework and may involve considerable travel. We would appreciate your careful evaluation of the student's suitability for this program. Please consider the student's academic ability as well as his/her potential for adapting to the unusual demands of extensive travel and study abroad. Please feel free to comment further on the back of this page.

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

What qualities does the applicant possess which will enable him/her to succeed in this study abroad program?

According to the following criteria, how would you evaluate the candidate?

	unable to evaluate	low	acceptable	very good	excellent
Motivation for study abroad					
Sense of responsibility					
Academic performance					
Resourcefulness					
Flexibility					
Emotional stability					
Respect for customs, rules and values of others					
Likes to be challenged					
Ability to handle stress					

If you were the director of a study abroad program, would you want this student in your program?

Do you have any reservations about this recommendation?

Name _____

Signature _____

Position _____ Department _____

Institution _____

(_____) _____ Telephone _____ E-Mail _____ Date _____

Faculty:
Please return the recommendation to the student in a sealed envelope with your signature across the seal.

Please use back of page for additional Comments:

Eastern Michigan University Faculty Recommendation Form

Student Name _____

Student E-mail address _____ Phone _____

Student: Please sign the authorization and give this recommendation form to a faculty member from whom you have taken one or more academic courses, or your academic advisor. It is your responsibility to collect the completed form and return it with your application, pre-payment and essay to our offices. Have the faculty member complete the recommendation, put it in an envelope, seal the envelope and sign across the seal.

I hereby authorize (Faculty Member) _____ to complete this form. Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation and understand that the information provided will be used only for the purpose for which it was prepared.

Yes No

Student's Signature _____

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E-Mail

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