

## EASTERN MICHIGAN UNIVERSITY



### APPLICATION FORMS AND PROCEDURES FOR NON-EMU STUDENTS

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We are pleased that you are applying to a study abroad program through EMU Academic Programs Abroad. **This application form is for NON-EMU students only.** If you are an EMU student, please download the application packet for 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:

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

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#### Your complete application packet must include:

1. program application
  2. essay
  3. transcripts
  4. two faculty recommendations
  5. Michigan Guest Application
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#### Application Forms:

The program application form follows this application procedure sheet.

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#### 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?
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## Transcripts:

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>

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## 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.

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## Michigan Guest Applications:

The Michigan Guest Application is part of the application packet that follows these instructions. It will serve as your application for admission as a guest student for an Eastern Michigan University study abroad program.

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## 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.
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## 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. After students receive official notification of their acceptance into a study abroad program, they will receive additional information, including: a study abroad student handbook, program academics information and flight information. The Office of Academic Programs Abroad will register students for courses.

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## 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.

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.

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## 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.

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## 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](mailto: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



## NON-EMU STUDENT STUDY ABROAD PROGRAM APPLICATION

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

**Student Information** (*Information can be entered into these forms online. Please complete these forms either online or print legibly. Send completed forms to Academic Programs Abroad.*)

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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Course Title \_\_\_\_\_ Course ID# \_\_\_\_\_ Credits \_\_\_\_\_

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 Address**

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

**You will be billed electronically for program fees and EMU tuition and fees.**

You may receive bills while abroad, especially if you add or drop classes while abroad.

Permanent 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)*

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**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 (\_\_\_\_\_) \_\_\_\_\_

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**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

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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

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**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

Does your financial aid office require a consortium\* agreement?  Yes  No

\*A consortium agreement is the mechanism by which the aid is transferred to EMU. For more information visit your study abroad and financial aid offices.

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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 the Cultural History Tours, unique study abroad programs that involve academic coursework and considerable travel throughout Europe and the Mediterranean. 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?

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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

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Student E-mail address \_\_\_\_\_ Phone \_\_\_\_\_

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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:

## INSTRUCTIONS FOR EMU STUDY ABROAD GUEST APPLICANTS

Please read these instructions before completing the application.

This form will serve as your application for admission as a guest student to an EMU STUDY ABROAD PROGRAM.

Fill out both questions on this page and Part I on the Michigan Guest Application form. Staple and deliver both pages to your Registrar (or other officer who processes Guest Applications) where Part II will be filled out, signed and sealed. The completed application will be sent from there to Academic Programs Abroad, 103 Boone Hall, Ypsilanti, Michigan 48197

A guest student:

1. Is subject to all the admission and registration regulations of the Guest Institution.
2. Does not have permission to register as a degree candidate at the Guest Institution.
3. Is responsible to determine that the Home Institution will accept credit earned as a guest student.
4. Must understand that falsification of any part of a Guest Application may result in cancellation of admission and/or registration at the Guest Institution.
5. Must arrange to have a transcript of any guest credit earned as a guest student sent from the Guest Institution (which determines the transcript fee) to the Home Institution.
6. **Must complete the following questions regarding prior criminal convictions and/or disciplinary history, and the information provided by the student may be considered when making the decision as to whether to admit the student to the University.**

**Question:** Have you ever been convicted of a criminal offense other than a minor traffic violation, or found to be delinquent by a juvenile court, or are there any such charges currently pending against you at the time? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Question:** 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**

REGISTRAR: Please send both pages to: Academic Programs Abroad, 103 Boone Hall, Ypsilanti 48197

**EASTERN MICHIGAN UNIVERSITY**  
**MICHIGAN UNIFORM UNDERGRADUATE GUEST APPLICATION**  
 Please read the instructions on the other side before completing this application.

NOTE: Please return completed forms to your REGISTRAR who will forward them to Academic Programs Abroad, 103 Boone Hall, Ypsilanti, Michigan 48197

**Part I**

Name \_\_\_\_\_ \*Social Security # \_\_\_\_\_  
Last First Middle

\*Sex  M  F \*Birth date \_\_\_\_\_ Citizenship \_\_\_\_\_ (Visa type) \_\_\_\_\_  
Country

Current address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
No. Street City State ZIP

Home address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
No. Street City State ZIP

High School \_\_\_\_\_  
Name City State

Grad. Date \_\_\_\_\_

State of legal residence \_\_\_\_\_ County of legal residence \_\_\_\_\_

The above has been my legal residence since \_\_\_\_\_

U.S. Armed Services veteran? YES  NO  yes, discharge date \_\_\_\_\_

Application to \_\_\_\_\_ (guest institution)  
College or university

Guest term dates \_\_\_\_\_ to \_\_\_\_\_

Have you previously applied for admission to this institution?  YES  NO

Have you previously attended classes at this institution?  YES  NO

If yes above, indicate dates of attendance \_\_\_\_\_ to \_\_\_\_\_

Please indicate your purpose in applying as a guest student (courses planned, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that the above statements are true. I agree to abide by the regulations of the institution named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Part II**

Institution currently or last enrolled \_\_\_\_\_ (home institution)  
college or university

Enrollment status  currently enrolled  formerly enrolled

Degree status \_\_\_\_\_ semester/quarter hours of the \_\_\_\_\_ required for the \_\_\_\_\_ degree  
circle one

Standing  in good standing  C average or better  
 eligible to return  not eligible to return

I certify that the above statements regarding the student identified above are true.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
seal

\* Optional – for identification purposes only