



Application Guide

Thank you for your interest in OIP. We will make every effort to obtain an appropriate placement abroad for you, and we offer this guideline to assist you in the completion of your application.

In order to be considered for study abroad, you will need to submit various documents to the Office of International Programs.

Please note: if you are applying to AIFS, CIEE, ISEP, SIT, or UNC-EP programs, these programs have special application forms that can be downloaded from their Web sites. **Do not send any application materials directly to these programs. Submit all application materials to the Office of International Programs.**

Contents of Completed OIP Application:

- 1 Passport Photo**
- 2 Academic Reference Forms** (each form must be completed by a different individual)
- Language Proficiency Report**
- Official transcripts** (from each college or university you have attended)
- Personal Statement**
- Study Site Course Request Form** (one for each site listed on your application)

Academic References

Complete the first section of each Academic Reference Form; read the waiver and sign it if you wish.

You need academic references from two professors or instructors. Ask these individuals to complete both sides of the form and return it either to you in a sealed envelope with their signature overtop or send directly to Office of International Programs, A-16, CH Moore Bldg.

Language Proficiency Report

You must submit a Language Proficiency Report for each language (except English) in which you study.

Complete the first part of the evaluation form and give it to the Foreign-Language Evaluator. Ask him or her to complete the rest of the form and return it either to you in a sealed envelope with their signature overtop or send directly to the Office of International Programs, A-16, CH Moore Bldg.

Official Transcripts

You should request official transcripts from the registrar of each college or university you have attended and have them send it directly to OIP. Your application will not be process without official transcripts.

Personal Statements

Please answer the following question in clear, thoughtfully prepared brief essay (300-500 words).

Introduce yourself and present your reasons for wanting to study abroad. Tell us about strengths and special interests that may not be evident in other materials you have submitted. Explain why you are a strong candidate for study abroad, referring to your educational achievements, intellectual and personal interests, and career goals.

Your experience abroad will expose you to an academic system, a culture, a society and (possibly) economic conditions that are different from those in the United States. Reflect on some of the differences you expect to encounter and on what you hope to learn from them.

Study Site Course Request Form

One Study Site Course Request Form is provided in an application packet. Please request additional form if need; you will need one form per institution to which you apply.

Remember that you will be studying in an educational system very different from that in your home country. Talk to students and faculty who have studied and lived in your prospective host country. Visit the website of the country and school to familiarize yourself with the educational system, to learn all you can about your proposed study sites, and to find out if the courses you need are available there. Discuss your proposed academic program for each study site with your academic advisor and professors. OIP suggests that you list more courses than you intend to take so that there is some flexibility in your final program. Be specific about which courses you would want to take at each proposed site.

If you have to make changes in your program after your arrival on site, be sure you get your advisor's approval and notify OIP.

11. **University Programs** (CAPES-FIPSE, Ghana, etc.): _____

12. **Highest degree completed or in progress NC A&T:** _____

Major field of study: _____ Date of Completion (*actual or expected*) _____ / _____
month year

13. **Are you enroll in the Global Studies Certificate Program:** _____ Yes _____ No

14. **Duration requested for period of study** (check one)

_____ One semester _____ Full Year (Two semesters) _____ Summer
Program Dates: _____ / _____
month year

15. **Principal field(s) or area of study during study abroad:** _____

16. **Class standing during study abroad:**

_____ Sophomore _____ Junior _____ Cumulative GPA: _____

_____ Senior _____ Graduate

Your academic advisor:

Name: _____ Phone Number : _____ ext: _____

Department: _____ Email: _____

17. **Briefly describe your main academic interests that you wish to study during your study abroad.**

18. **Indicate academic work in progress this semester:**

19. **Please describe your plans for financing your participation in an overseas study program.**

20. **Do you plan to receive any financial aid to pay for your study abroad (including scholarships)?**

_____ Yes _____ No

21. To assist the selection committee in evaluating your application, please state briefly any additional information that may be useful, including any travel or residence in other countries or other regions of the United States.

22. Colleges or Universities attended (include dates of attendance): Official transcripts for each of these institutions should accompany application.

<u>College/University</u>	<u>Date of Attendance (from/to)</u>	<u>Degree</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

23. I authorize North Carolina Agricultural & Technical State University to send my academic transcripts to all prospective host institutions. I understand that official academic records/transcripts of work I undertake at my host institution will be sent to NC A&T State University.

I agree to notify the **Office of International Program** immediately if I no longer want be considered for study abroad. **If I accept a study abroad placement, I agree that:**

- I will take part in all aspects of the program, including orientation and evaluation.
- I will pay to OIP the designated program fee covering the full period of my study abroad placement (if applicable).
- I will purchase insurance coverage as may be required by OIP.
- I will have the status of non-degree student at my host institution.
- My study abroad placement will be limited to the period specified. An extension request is subject to review and approval by OIP and my host institution.
- My study abroad placement may be terminated early by OIP if I fail to remain enrolled full time at my host institution, fail to maintain minimum academic standards as defined by either OIP or my host institution, or am found to be in violation of laws or regulations of my host country or institution.
- If I withdraw from the program any time after accepting the placement, or if my study abroad placement is terminated after I take up the placement at my host institution:
 - I may still be obligated to pay the full program fee at the discretion of OIP in collaboration and agreement with my host institution.
 - I will forfeit my right to receive benefits as an OIP study abroad participant and must reimburse my host and home institutions for any money advanced to me to cover benefits after the date of withdrawal or termination.

I acknowledge that all my statements on this application are complete and accurate to the best of my knowledge.

Applicant's Signature

Date

North Carolina Agricultural And Technical State University

Academic Reference (Please type or print clearly)

Applicant:

Please complete the top section of this form and ask a professor or official academic advisor to complete the reference section or attach a letter of reference. You must submit two academic references.

Applicant Information:

Name: _____
(Last) (First) (Middle)

Current Address: _____

City State Zip Code

Telephone: (____) _____

Email: _____

Reference Requested From: _____

Under Section 438, General Education Provision Act (Public Law 90-247), you have the right to access certain educational materials submitted to OIP in connection with your application. Section 438 (a) (2) (B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that recommendation letters may have a greater effect when such letters are written in confidence. If you choose to waive your right to inspect the information requested by this form, please sign below.

Applicant's Signature

Date

Reference:

The student above is applying for study abroad through the Office of International Programs. Applicants are involved in challenging cross-cultural situations, both in and out of the classroom. To succeed, the applicant must have a high degree of academic and personal motivation and the ability to adjust to people of different social and cultural backgrounds. Since participants serve as representatives of both NC A&T and their nation, the OIP is concerned with both academic excellence and personal suitability of the applicant for study abroad. The willingness of host institutions to accept future participants will be affected by the candidates' performance. Since the application cannot be reviewed until we receive this form, please submit either to the student in a sealed envelope, with sign overtop or to OIP, A-16 C.H. Moore Building, Campus.

1. How long and in what capacity have you known this student?

ACADEMIC REFERENCE FORM (CONTINUED)

2. In comparison with other students you have known, please note the applicant on the following characteristics:

	Excellent	Good	Average	Poor	Unknown
Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express himself or herself orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to cope with ambiguity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability and maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adjust to and cope with unusual/uncomfortable situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. What are this student's intellectual and/or other strengths relevant to studying abroad?

4. What are this student's intellectual and/or other weaknesses that might be relevant to studying abroad?

5. Please comment on the student's motivation for studying abroad. Does he or she have the ability and maturity to achieve his or her goals in studying abroad?

Additional comments:

Signature

Date

Name

Position or Title

Office address

Telephone

c. Speaking Ability

- None
- Able to complete structurally simple, short phrases
- Uses basic grammatical structure, speaking with limited vocabulary
- Uses structural patterns, but not with consistent accuracy; adequate to participate in conversational topics
- has control over structural patterns; can handle a wide range of conversational situations

d. Reading Ability

- None
- Limited to simple vocabulary and sentence structure
- Understands conventional topics and non-technical subject
- Understands materials that contain idioms and specialized terminology
- Understands sophisticated materials, including those in proposed field of study

2. What is your opinion of the applicant's ability to pursue university-level coursework in this language?

- Will require considerable training before necessary competence can be attained
- Will require additional training before beginning the program
- Should be able to manage adequately after a short period of adjustment abroad
- Should have no difficulty

3. How was the evaluation determined?

- Based on knowledge of applicant's coursework in language
- Written examination. Name of the test and date administered: _____
- Oral examination. Date administered: _____

4. Please add any additional comments relating to the applicant's linguistic ability.

5. Please mark as appropriate:

- I do not approve the applicant for study abroad in this language
- I conditionally approve the applicant for study abroad in this language
- I unconditionally approve the applicant for study abroad in this language

6. In the case of conditional approval, what are the conditions the applicant must satisfy to receive clearance for study abroad?

 Instructor's Signature

 Date

 Name

 Position or title

 Department

 Phone:

Please return this form to the Office of International Programs, A-16 CH Moore Building

