

# UW-EAU CLAIRE STUDY ABROAD APPLICATION

*(This is the application for ALL programs, except ISEP-Direct. Do NOT use this form for ISEP-Direct Programs.)*

**BEFORE THE LAST APPLICATION DAY FOR YOUR PROGRAM, YOU MUST COMPLETE AND TURN IN THIS APPLICATION. To do this:**

- **Fill out the form neatly and completely.** This form is a writable PDF.
- Be sure to sign page 2 and both sides of the enrollment agreement.

**1. Request a Study Abroad Reference.**

- The person filling out the form should be a **UW-Eau Claire faculty member who has had you in class or your adviser.**
- Fill out the top section of the Reference form and give it to your reference.
- Give the person you ask **plenty of time** to complete the reference. Your reference **must be received** in the Center for International Education **by the final application date for your program** for your application to be considered.
- Normally, the faculty member will return your reference form to the CIE prior to the deadline. If you give your reference **less than one week** to fill out the form, ask the reference to give you the completed form in a sealed envelope and **carry it to the CIE yourself** before the deadline.

**2. Request an official transcript from the Registrar's Office, 128 Schofield.**

- It will be **at least 24 hours** before you can pick up the transcript. This means you must request it at least the day **BEFORE** the deadline.
- If you are a first semester freshman at UW-Eau Claire, you must attach an **official high school transcript**. If you are a transfer student, and this is your first semester here, you must attach **an official transcript from your former institution**. **Be sure to request these well in advance!**

**3. Take the application form, with transcript attached, to the Cashier's Window, 108 Schofield.**

- Pay the \$30, non-refundable application fee.
- The cashier will stamp your application paid. This \$30 is applied to program fees.
- Please note: the Cashier's Window closes at **4:00 pm**.

**4. Return the completed, stamped application form, with transcript attached, to the CIE, 3 Schofield.**

**APPLICATION DEADLINES:** Use this Application for all programs, EXCEPT ISEP-Direct.

**We begin accepting applications for FALL/ACADEMIC YEAR 2010 on September 2, 2009.**

- **NOVEMBER 2, 2009** is the **last day** we accept applications for **Fall 2010, Year 2010-2011 in:** Winchester/England & Kansai Gaidai/Japan
- **NOVEMBER 16, 2009** is the **SUMMER 2010/FALL 2010/YEAR 2010-2011 priority application deadline** for all other summer, fall, academic year programs.
- After the deadline, please **contact the Center for International Education to inquire if applications are still being accepted.**
- No applications will be accepted after January 29, 2010.

**We begin accepting applications for SPRING 2011 on JANUARY 25, 2010.**

- **March 1, 2010** is the **last day** we accept applications for **Spring 2011 in:** Kansai Gaidai/Japan
- **April 1, 2010** is the **SPRING 2011/CALENDAR YEAR 2011 priority application deadline** for all other spring programs.
- After this deadline, please **contact the Center for International Education to inquire if applications are still being accepted.**
- No applications will be accepted after May 3, 2010.

**SELECTION:** Complete applications are reviewed after the appropriate application deadline. Applicants for all programs must meet the requirements set forth for the specific program. Meeting minimum requirements does not guarantee admission to a program. You will be notified of your status within 3 weeks of the deadline.

**All items must be received by 4:30 pm on the deadline date** for an application to be considered in the review process.  
**Early submission is encouraged!**



## ***2010-2011 STUDY ABROAD APPLICATION***

### **Statement of Purpose**

Please type on a separate sheet or print neatly. Limit your statement to one page. In your statement, address the following: Why do you want to study abroad? Why did you choose this program? What do you expect to gain from it academically? Personally?

### ***STATEMENT BY APPLICANT***

I hereby certify that the information given on this application is correct to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# EAU CLAIRE CENTER FOR INTERNATIONAL EDUCATION ENROLLMENT AGREEMENT

I hereby apply for admission to a University of Wisconsin-Eau Claire study abroad program.

Program name: \_\_\_\_\_ Semester/Year of Participation: \_\_\_\_\_

## In joining this program, I understand:

1. That every effort will be made to prepare a budget that accurately reflects actual program costs, but that due to fluctuations in the international value of the dollar and changes in program contracts, additional charges may be necessary before or after the program begins. I agree to pay such charges upon written notice from the UW-Eau Claire Business Office.
2. That the \$30.00 fee that accompanies this application is non-refundable and applies to program costs.
3. That UW-Eau Claire, its faculty, staff, and students have made commitments to this program in consideration of my enrollment therein. I agree that I am committed for the entire period of the program as indicated above, and that I will pay a non-refundable\* deposit of \$150 within three weeks of formal acceptance. The deposit is credited to the program cost and is not transferable across academic years.
4. That program cancellation must be made IN WRITING to the Center for International Education. Refunds of program payments, aside from the application fee, deposit and any funds already committed, are available until JULY 1 for fall and year-long programs, NOVEMBER 1 for spring semester programs, and APRIL 1 for summer programs. NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS AFTER THESE DATES. \*
5. That the University, acting through its faculty and staff, may terminate or alter my participation in the program for the following reasons: (a) Failure to maintain good academic standing or academic requirements of the program, or to meet as defined and published under Academic Policies and Regulations in the UW-Eau Claire Catalogue. (b) Personal conduct adversely affecting other students or faculty and/or conduct that violates the rules and regulations published in the Student Services and Standards handbook. (c) Conduct which violates the laws of the country in which the program occurs.
6. That the officials of UW-Eau Claire reserve the right to cancel, make changes, or substitutions in the program whenever they deem such cancellations, changes or substitutions to be in the best interest of the group. Program cancellation due to lack of participants will be announced at least three months prior to the intended start date.
7. That UW-Eau Claire and its faculty and staff are not responsible for any injury, loss, damage, delay, irregularity, or expense arising from the use of any common carrier, vehicle, accommodations, or services resulting from accidents, strikes, war, weather, sickness, quarantine, government restrictions, and other matters beyond the university's power or control.
8. That the Center for International Education will conduct a background check to determine my appropriateness for participation in this program with:
  - a) the Office of Student Development and Diversity and
  - b) the Housing Office and
  - c) the Dean of your College
9. That UW-Eau Claire Counseling Services receives a list of all study abroad program participants and may require me to meet with CIE staff to determine whether appropriate support will be available for me at my proposed site.
10. That program payments must be made on or before the due date, that a \$48 late fee will automatically be charged for late payments, and a \$30 reinstatement fee will be charged if my participation has been canceled due to late payment. I further understand that payment must be made in full prior to my departure for the program. My canceled check is my receipt.
11. That it is my responsibility to make travel arrangements to and from the program site unless otherwise notified. In addition, I understand that opportunities for individual travel are plentiful, and the University does not wish to discourage participants from taking advantage of them. The University, however, takes no responsibility for students when they are traveling independently before, during, or after the program.
12. That my enrollment status for all semester or year programs is considered that of a full-time student earning a minimum of 12 credits per semester. That my enrollment status for all summer programs except the Central European Travel Seminar is considered that of a full-time student earning a minimum of 6 credits. The Travel Seminar grants 3 credits and does not comprise full time summer enrollment.
13. That the Center for International Education (CIE) may release my name, email, and address to the resident director and other students enrolled in my program as requested.

\*If a student is forced to withdraw for medical reasons, or due to an emergency in the immediate family, the deposit/program payments may be transferred to another program semester, or refunded or partially refunded upon review by CIE staff. Medical reasons, student or family, must be documented by a physician.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**UNIVERSITY OF WISCONSIN SYSTEM UNIFORM STATEMENT OF  
RESPONSIBILITY, RELEASE, AND AUTHORIZATION  
TO PARTICIPATE IN STUDY ABROAD AND EXCHANGE PROGRAMS**

I hereby indicate my desire to participate in a study abroad/exchange program sponsored by the University of Wisconsin-Eau Claire during the \_\_\_\_\_ semester of \_\_\_\_\_ (year). If and/or when I am offered and accept a place in the University's program, I:

- 1) assume full legal and financial responsibility for my participation in the program.
- 2) will be responsible for full program costs (whether already paid or not) as stated in the withdrawal and refund schedule if I withdraw (or am required to withdraw) from the program for any reason, unless otherwise stated in the program refund policy.
- 3) grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve my health or safety during my participation in the program including authorizing medical treatment on my behalf and at my expense and returning me to the United States at my own expense for medical treatment or in case of an emergency.
- 4) realize that accident and health insurance, as well as insurance for medical evacuation and repatriation, that are applicable outside of the United States are required for my participation in the program, and that the University encourages me to have appropriate insurance coverage for the entire time I am abroad.
- 5) agree to conform to all applicable policies, rules, regulations and standards of conduct as established by the University, any sponsoring institution and/or foreign affiliates, as well as program requirements, to insure the best interest, harmony, comfort and welfare of the program.
- 6) accept termination of my participation in the program by the University with no refund of fees and accept responsibility for transportation costs home if I fail to maintain acceptable standards of conduct as established by the University, the sponsoring institution and/or foreign affiliates.
- 7) understand that the University reserves the right to make changes to the program at any time and for any reason, with or without notice, and that the University shall not be liable for any loss whatsoever to program participants as a result of such changes.
- 8) agree voluntarily and without reservation to indemnify and hold harmless the University, Board of Regents of the University of Wisconsin System (Board of Regents) and their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney's fees) which do not arise out of the negligent acts or omission of an officer, employee, and agent of the University and/or Board of Regents while acting within the scope of their employment or agency, as a result of my participation in the program, including any travel incident thereto.
- 9) acknowledge that I have read this entire document and understand its terms.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Participant's Signature**

**Date**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Signature of Parent or Guardian**

**Date**

(If Participant is under 18 years of age)

## Study Abroad Application Reference

**Student: Please complete the top portion of this form.**

\_\_\_\_\_ has applied to go to \_\_\_\_\_ through  
 (Full Name (last, first, middle & email address) (City, Country)

the Center for International Education during \_\_\_\_\_. Your comments on this student's preparation for a study  
 (semester/year)  
 abroad experience are appreciated.

I, _____, waive my right to view this reference form.	
_____ Student's Signature	_____ Date

**Faculty/staff member: Please complete the following portion of this form.**

Please circle the most appropriate number: 4-Superior, 3-Good, 2-Average, 1-Unsatisfactory, 0-Unknown

<p><b>Maturity:</b></p> <p>4 3 2 1 0 Possesses good decision making skills</p> <p>4 3 2 1 0 Emotionally mature</p> <p>4 3 2 1 0 Handles stress well</p> <p>4 3 2 1 0 Self-motivated</p> <p>4 3 2 1 0 Responsible</p> <p>4 3 2 1 0 Uses common sense &amp; good judgment</p> <p><b>Academics:</b></p> <p>4 3 2 1 0 Participates well in class</p> <p>4 3 2 1 0 Comes prepared for class</p> <p>4 3 2 1 0 Asks questions as appropriate</p> <p>4 3 2 1 0 Contributes in group activities</p> <p>4 3 2 1 0 Able to present a clear oral argument</p> <p>4 3 2 1 0 Intellectually curious</p> <p>4 3 2 1 0 Writes well</p> <p>4 3 2 1 0 Possesses good critical thinking skills</p>	<p><b>Cross Cultural Skills:</b></p> <p>4 3 2 1 0 Adapts well to new situations</p> <p>4 3 2 1 0 Open-minded</p> <p>4 3 2 1 0 Possesses good listening skills</p> <p>4 3 2 1 0 Has good awareness of U.S. culture &amp; values</p> <p>4 3 2 1 0 Accepting of differing beliefs and values</p> <p><b>Personal Characteristics:</b></p> <p>4 3 2 1 0 Poised</p> <p>4 3 2 1 0 Tactful</p> <p>4 3 2 1 0 Energetic</p> <p>4 3 2 1 0 Friendly</p> <p>4 3 2 1 0 Makes good first impression</p> <p>4 3 2 1 0 Patient</p> <p>4 3 2 1 0 Takes initiative</p>
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For how long, and in what capacity, have you known the applicant?

Please provide an assessment of candidate's academic ability and achievements and personal qualities such as maturity, resilience and motivation as they might relate to his/her aptitude for a period of study abroad. Please also discuss strengths and weaknesses that could affect the student's ability to study successfully overseas. (Please use reverse or attach an additional sheet if necessary.)

As a faculty/staff member, would you recommend this student?  Yes  No  Uncertain  
 If no or uncertain, please explain:

\_\_\_\_\_  
 Name/Signature (please print name & sign) Department Date

The student's application for study abroad cannot be considered until this form is received. **If you are completing this form within one week of the program deadline, please give it to the student in a sealed envelope to hand-deliver to the Center for International Education, Schofield Hall 3, (fax: 715-836-4948).** References must be received by: November 2, 2009 (Winchester/England & Kansai Gaidai/Japan fall/year 10-11 applicants); November 16, 2009 (all other 2010-2011 summer, fall, academic year programs); March 1, 2010 (Kansai Gaidai/Japan spring 2011 applicants); April 1, 2010 all spring/calendar year applicants). Thank you for your time!