INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the History Department, Leighton 210 (Nikki Lamberty), by **Monday, April 15, 2013**. Please use a word processor to complete the application.

2. The LETTER OF REFERENCE should be given to (1) a faculty member who can assess your academic performance, motivation, and ability to work in a group and (2) another person (work supervisor, resident adviser, etc.) who knows your personal qualities. Leave the appropriate form with the person willing to write for you and request that it be returned by the application deadline. It is the responsibility of each applicant to see that all materials are in place by the application deadline. Professor Yoon will not act on any file that is incomplete.

3. A TRANSCRIPT and a DEGREE AUDIT of your Carleton work-to-date must be supplied with this application. Download your unofficial transcript and degree audit from the HUB.

4. A short personal INTERVIEW may be scheduled with Professor Yoon. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, academic and personal reasons for participation, personal qualities (maturity, independence, adaptability, ability to contribute to and engage with the group, willingness to initiate intercultural opportunities, flexibility, ability to deal with stress, a sense of humor), class year preference, and compliance with College policies.

5. Students will be informed in writing of decisions on their application.

6. Students admitted to the seminar will be expected to confirm their intention to participate by signature on a letter of agreement due in the OCS office, Leighton 119, no later than **Friday, September 20, 2013**. The health form will be due no later than **Friday, January 24, 2014**.

**NOTES:**

1. A HEALTH FORM is NOT required before admission to a Carleton off-campus program. On acceptance to a program, students will complete a health history to aid the faculty director in preparing an appropriate environment to deal with any current health problems and/or to help the director or others respond on your behalf should you become ill abroad.

2. Applicants for Carleton programs should know that Family Educational Rights & Privacy Act prevents the release of information which is professionally confidential to the Health Service or Counseling Center at Carleton but allows disclosure to faculty of information held in student files elsewhere within the College if it is determined to be of legitimate educational interest. Certain information from files in the office of the Dean of Students, for example, might be available if sought by faculty director. A student who may be concerned about any information that might affect consideration of his/her place in a Carleton program has the right to provide his/her own interpretation of that information and is urged to discuss these concerns directly with the faculty director.

3. Regarding HEALTH INSURANCE, Carleton makes the same requirement off-campus as on: that all students will carry insurance to cover them for the duration of their enrollment. Participants will be required to ascertain that their current health insurance applies overseas and to take out additional coverage for the duration of the seminar if it does not.

4. A student with a DISABILITY that may affect participation should discuss necessary accommodations as soon as possible with the Director of Off-Campus Studies and the Coordinator of Disability Services.
APPLICATION

Urban History in Beijing & Beyond
Faculty Director: Professor Seungjoo Yoon
Carleton OC Seminar, spring 2014

Return your completed application to the History Department, Leighton 210 (Nikki Lamberty)
no later than Monday, April 15, 2013.

1. Please complete the following spaces by printing clearly:

Name __________________________ Year of Graduation _______ F/M _____

Permanent Address __________________________________________________________
___________________________________________ Home Phone ___________________

Email __________________________ Student ID Number ____________________

Major (or intended major) ________________________ Citizenship __________________

2. Please answer the following questions and essay questions, typed on a separate sheet of paper. Be sure to number each of your responses to correspond with the numbers below.

1. Your name.
2. List by name and term other off-campus study program(s) you have gone on or intend to go on.
3. List the courses in which you are currently enrolled (put an "*" by the courses that will apply to your major).
4. List the courses you plan to enroll in before departure on this program (put an "*" by the courses that will apply to your major).
5. List the name and department of the Carleton faculty member who will complete your academic reference (see enclosed), and the name, title, and phone number of the person who will complete your personal reference (see enclosed).

Essay Questions:

6. Why would you like to participate in the Beijing program in the Spring of 2014? What do you hope to gain from this experience? (Please limit to 3 paragraphs)
7. Describe two experiences, one academic and one non-academic, that have been important to you and please explain how and why.
8. Briefly describe:
   a) Your academic interests: what are the questions and topics that you find truly exciting to investigate?
   b) Your extracurricular interests;
   c) Your work experiences and summer activities;
   d) Special interests or talents;
9. Please describe the meaning of travel for you and include any travel or living experience abroad, if you have had such opportunities. (Experience abroad is neither expected nor required) Also describe any concerns you may have about the Beijing Seminar, especially about traveling with a group to multiple living environments over a span of an entire term (e.g., energy level, language, dietary restrictions).
10. What courses relevant to the Beijing Seminar have you taken?
11. Is there any other information about yourself that you would like us to know as we consider your application?
3. All applicants MUST attach an unofficial transcript and degree audit, available on the HUB, to this application.

4. **Endorsement by your faculty adviser and signature:**
“We have discussed this off-campus studies program in the context of this student’s academic goals. This student can participate in this program and meet all graduation requirements within the usual 12 academic terms. As of the application deadline, this student is committed to studying off-campus during the designated term and understands that s/he 1) must register for the Carleton seminar’s courses and 2) must take a leave of absence winter term 2014 unless an exception is granted by the Academic Standing Committee and 3) does not have access to Carleton housing in Northfield during that term.”

**Adviser’s signature**

**Please print:** Name ______________________________________________________________

Department _________________________________ Phone ________________

**For international students only**
You must obtain the signature of the Associate Director of International/Intercultural Life in order to participate in this seminar.

**Associate Director of OILL’s signature**

**Date**

⇒ Please return this form to the History Department, Leighton 210 (Nikki Lamberty), no later than Monday, April 15, 2013.
To be completed by the applicant:

Applicant’s Name __________________________________________________________

☐ I waive, or ☐ I do not waive my right of access to this reference form.

Applicant’s Signature: _______________________________ Date _____________

Name of Referee: Mr./Ms./Dr./Prof. ______________________________________

1. Is your recommendation based primarily on (check all that apply):
   ☐ Coursework
   ☐ Some personal contact
   ☐ Significant personal contact

2. According to the following criteria, how would you rate the applicant?

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<th>Attribute</th>
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3. What role can you imagine the student playing in a group?

4. Is there anything else you would like to note about the student?

5. If you were a faculty director of an off-campus study program, would you be:

   - Eager
   - Willing
   - Cautious
   - Reluctant

   to have the applicant participate?

---

Signature

Date

Name – Please Print

Phone

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