INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the Spanish Department, LDC 340, Mailstop: 4-SPAN by April 11, 2011. Please use a word processor to complete this application.

2. The LETTERS 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 faculty member 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, April 11, 2011. Professor Cerna-Bazán will not act on any file that is incomplete.

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

4. Applicants for Carleton programs should know that the Family Educational Rights & Privacy Act prevents 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.

5. A personal INTERVIEW will be scheduled with Professor Cerna-Bazán. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, 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, physical stamina), and compliance with College policies.

6. Students will be informed in writing about decisions on their application.

7. Students admitted to the seminar will be expected to confirm their intention to participate by signature on a letter of agreement due no later than Friday, May 27, 2011. The health assessment form is due no later than Friday, January 20, 2012.

NOTES:

1. A HEALTH FORM is NOT required before admission to a Carleton off-campus program. On acceptance to a program, students will be asked to 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. 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. If accepted into this program, you will be required to ascertain that your current insurance will cover you abroad and to take out additional coverage for the period of the seminar if it does not.

3. A student with a DISABILITY that may affect participation should discuss necessary accommodations as soon as possible with the Academic Accommodations Coordinator and the seminar faculty director.
Please complete the following spaces by printing clearly:

Name __________________________ Year of Graduation ______ M/F ______

Email address __________________________ Student ID number ____________

Major (or intended major) __________________ Citizenship __________________

Please answer the following questions on a separate piece of paper, word-processed. Be sure to number your answers 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 names of your references.

Essay questions:

6. Describe any international travel experience you have had.
7. What are your principal academic interests?
8. What are your talents, hobbies, and extracurricular activities?
9. Describe why you want to participate in the Spanish language seminar in Peru.
10. In what ways would you contribute to the program?

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.”

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 a program of off-campus study.

Associate Director of OILL’s signature ________________________________

Date ______________________________

Attach an unofficial transcript and degree audit, available on the Hub,

Return your completed application to the Spanish Department, LDC 340, Mailstop: 4-SPAN no later than April 11, 2011.
**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. ________________________

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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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<thead>
<tr>
<th>Attribute</th>
<th>Poor</th>
<th>Fair</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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