

**George R. Muirhead Center for International Education  
Central Connecticut State University**

**APPLICATION TO STUDY ABROAD ON A CCSU PROGRAM**

**Instructions:** This application is for students applying to single-semester or full-year programs at CCSU partner universities abroad. The deadline to submit all components of this form is April 1 of this academic year. If you have any questions about the process or the form itself, please call the Center for International Education at 860-832-2040 or, better, stop by to see us in Barnard Hall, Room 123.

*A full Study Abroad Application packet consists of:*

- Parts I and II of this Application; Part III is optional
- Two Faculty Recommendations (Parts IV and V)
- Unofficial CCSU (or CSU System) Transcript
- \$75 Non-refundable Study Abroad Application Fee (make all checks payable to “Central Connecticut State University” and write your Student ID Number on the check.)
- An e-mail address that you check regularly!
- Prior Approval Form (to be submitted after acceptance)

**PART I: GENERAL INFORMATION**

Name: \_\_\_\_\_

CCSU ID Number (or Social Security Number plus CSU ID number): \_\_\_\_\_

Local Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_ Cell: (        ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Student Status:    First Year    Sophomore    Junior    Senior    Graduate Student

Cumulative GPA: \_\_\_\_\_                      Number of credit hours earned: \_\_\_\_\_

Major: \_\_\_\_\_                                      Minor: \_\_\_\_\_

Student Name: \_\_\_\_\_

**HOST UNIVERSITY INFORMATION**

Preferred Country: \_\_\_\_\_

Name of Preferred Host University: \_\_\_\_\_

When would you like to study abroad?     Fall 2009     Spring 2010     Full 2009-2010 Year

Which specific subjects do you plan to study at your Host University?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**WORK EXPERIENCE AND INTERESTS**

Detail your work experience(s). Include titles, position descriptions, dates of employment, etc.

Describe any extra-curricular activities in which you are involved.

Describe any interests or hobbies you may have.

**TRAVEL EXPERIENCE**

List and describe previous experiences away from home. (Travel, study abroad program, camp, etc.)

Student Name: \_\_\_\_\_

### **FACULTY RECOMMENDATIONS**

You are required to obtain and submit two recommendations (contained in this packet) to complete your Study Abroad Application. One letter of recommendation should come from your Academic Advisor; the other should come from a CCSU faculty member who has known you for at least one year. Indicate in the spaces below whom you are asking to provide recommendations for you, and give each individual the appropriate recommendation form; you may tear these off for submission to your professors.

Academic Advisor (give Part IV to this individual): \_\_\_\_\_

Second Professor (give Part V to this individual): \_\_\_\_\_

### **EMERGENCY CONTACTS**

#### **Primary Contact**

Name \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Home Telephone: (        ) \_\_\_\_\_

Work Telephone : (        ) \_\_\_\_\_

Cell Phone: (        ) \_\_\_\_\_

#### **Secondary Contact**

Name \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Home Telephone: (        ) \_\_\_\_\_

Work Telephone : (        ) \_\_\_\_\_

Cell Phone: (        ) \_\_\_\_\_

### **SPECIAL NEEDS OR DISABILITIES**

Any student wishing to assert a disability that requires accommodation must submit supporting documentation from the appropriate professional(s) to the Office for Student Disability Services. Students must register with the Office of Student Disability Services at least ninety (90) days prior to the program's departure date.

Do you have special needs that require consideration?  Yes       No

If yes, briefly describe the nature of the need (this information is confidential) that you will be documenting with the Office of Student Disability Services:

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*For more information about this process, contact the Office of Student Disability Services I Copernicus Hall, Room 241 or at <http://www.ccsu.edu/learnctr/disability/default.html>.*

Student Name: \_\_\_\_\_

**STUDENT RELEASE AND AGREEMENT**

*Your signature below indicates 1) you have read all applicable information regarding this study abroad program, 2) you understand that your academic, judicial, and general eligibility records will be reviewed as part of this application process, and 3) you understand the off-campus commitment represented by study abroad.*

I certify that the information submitted on this application is correct. I agree to be subject to the academic and financial policies of the Center for International Education, CCSU, and my Host University, including those stated in the brochure describing my program and in all relevant pre-departure and orientation materials.

I am currently in good academic and good disciplinary standing at CCSU (or my home CSU System campus) and agree to notify the CIE if my status changes. I authorize CCSU and the CIE to release my application and other student records/transcripts to the cooperating institutions and program officials overseas. I also authorize my Host University and/or CCSU to forward an official copy of my program transcript to the CIE and/or to my home CSU System campus.

My signature on this Application form indicates my understanding and acceptance of the above statements.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please submit your complete application packet by April 1, 2009 to:**

International Education Coordinator  
George R. Muirhead Center for International Education  
Central Connecticut State University  
Barnard Hall, Room 123  
1615 Stanley Street  
New Britain, CT 06050-4010

Incomplete applications will not be processed.

Student Name: \_\_\_\_\_

## **PART II: ESSAY/STATEMENT OF PURPOSE REGARDING STUDY ABROAD PLAN**

A key component of your Application to study abroad is your statement of purpose. This statement should explain how you intend to integrate your study abroad into your overall education, why you want to study abroad, what goals you hope to achieve, and how you expect to benefit from the experience. Be specific about the relationship of off-campus study to your overall academic goals; to the fulfillment of your major, minor, or general education requirements; to the successful completion of your degree; and to other future goals you may have.

The statement should be at least one full page, but no more than two pages, single-spaced, typed, and may be attached to this form. Please remember to sign your statement and to add your name to any attachments.

Student Name: \_\_\_\_\_

**PART III: APPLICATION FOR  
CENTER FOR INTERNATIONAL EDUCATION SCHOLARSHIP**

The Center for International Education (CIE) offers a limited number of \$500-\$1000 per semester scholarships for participants in CCSU study abroad programs. To be considered eligible, applicants must be: matriculated students at CCSU, in good academic standing, and demonstrate an intent to share their study abroad experience with the wider CCSU community upon return. Preference will be given to students whose GPA exceeds 2.50. Scholarships will be awarded on a competitive basis and application to this study abroad program does not guarantee award of a scholarship.

The Center for International Education requires study abroad scholarship recipients to write a two page report following the conclusion of a study abroad program describing their achievements, personal reflections, and learning and insight gained through participation. If you wish to be considered for a CIE scholarship, please check the box below, and provide a brief description of how you intend to share your study abroad experience in the CCSU community upon return.

I wish to be considered for a CIE scholarship. I plan to share my study abroad experience by:

**BUDGET**

Understanding that working at a part-time job while studying abroad is typically not possible, nor recommended, how will you finance your studies overseas?

Estimated Total Cost of your Study Abroad Program:	\$ _____
Personal Savings:	\$ _____
Student Loan:	\$ _____
Credit Card:	\$ _____
Family Contribution:	\$ _____
Other: _____	\$ _____
Total:	\$ _____

Please sign below to indicate your agreement to write a study abroad report and grant the CIE permission to use your written statements to advise future participants and/or promote CCSU study abroad programs:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name of Home Town Newspaper: \_\_\_\_\_

**PART IV: RECOMMENDATION OF ADVISOR**

*(tear off and submit to your Advisor)*

Student's Name: \_\_\_\_\_ Advisor's Name: \_\_\_\_\_

Proposed country of study: \_\_\_\_\_

**SECTION I:** To be completed by the student in consultation with the advisor.

Term applying for Study Abroad:       Fall 2009       Spring 2010       Full 2009-2010 Year

I hereby authorize this form to be completed and sent to the Center for International Education. I hereby (check one)  waive  do not waive my right to access this information.

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

Major or proposed major: \_\_\_\_\_

How many credits towards the major will you have completed by the time you study abroad? \_\_\_\_\_

How many credits towards the major do you hope to earn while abroad? \_\_\_\_\_

If you are studying away for non-major credit, please indicate how you expect to apply those credits to your degree:

\_\_\_\_\_ Minor/Concentration      \_\_\_\_\_ General Education Requirement      \_\_\_\_\_ Other

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION II:** To be completed by the advisor:

1. How strongly would you recommend approval of this student's study abroad plans?  
\_\_\_\_\_ Without reservation      \_\_\_\_\_ With reservations      \_\_\_\_\_ Do not recommend

Please explain any reservations above: \_\_\_\_\_  
\_\_\_\_\_

2. In your assessment, how well do the student's plans for study abroad fit into his or her academic program?  
\_\_\_\_\_ Exceptionally well      \_\_\_\_\_ Moderately so      \_\_\_\_\_ No connection

Please explain any reservations above: \_\_\_\_\_  
\_\_\_\_\_

3. Will the student's current plans for study abroad make completing departmental requirements difficult?  
\_\_\_\_\_ Yes      \_\_\_\_\_ Somewhat      \_\_\_\_\_ No

Please explain any reservations above: \_\_\_\_\_  
\_\_\_\_\_

4. How intellectually motivated is the student for study abroad?  
 Extremely motivated    Moderately Motivated    Not certain/Not Applicable

Please explain any reservations above: \_\_\_\_\_  
\_\_\_\_\_

5. Please assess the student's academic qualities, according to your understanding/experience:

- |                                      |  |           |  |      |  |      |  |                   |
|--------------------------------------|--|-----------|--|------|--|------|--|-------------------|
| a. General attitude toward studying: |  | Excellent |  | Good |  | Poor |  | Not able to judge |
| b. Sensitivity to culture of others: |  | Excellent |  | Good |  | Poor |  | Not able to judge |
| c. Knowledge of study abroad field:  |  | Excellent |  | Good |  | Poor |  | Not able to judge |
| d. Self-motivated:                   |  | Excellent |  | Good |  | Poor |  | Not able to judge |

6. In your opinion, does the student have the emotional maturity/stability to study abroad from CCSU?  
 Yes    Perhaps    No    Unknown

Please explain any reservations above: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

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New Britain, CT 06050-4010



6. Based upon what you know of this student's plans and the University's guidelines for study abroad, how strongly would you recommend approval of this student's study abroad application?

- Without reservation
- With reservations (please explain below)
- Do not recommend (please explain below)

Please explain:

7. Please assess the student's academic qualities, according to your understanding/experience:

- a. General attitude toward studying: | Excellent | Good | Poor | Not able to judge
- b. Sensitivity to culture of others: | Excellent | Good | Poor | Not able to judge
- c. Knowledge of study abroad field: | Excellent | Good | Poor | Not able to judge
- d. Self-motivated: | Excellent | Good | Poor | Not able to judge

8. In your opinion, does the student have the emotional maturity/stability to study abroad from CCSU?

- Yes       Perhaps       No       Unknown

Please explain any reservations above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

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