



Center for International Education

UNC Semester and Academic Year Programs Application Procedures & Instructions

Before Applying

Meet with a Study Abroad Advisor to discuss the programs that interest you. Study Abroad Advisors are available Monday through Friday from 8:00 AM to 5:00 PM. Study Abroad Advisors are located within the CIE at the University Center, Room 2205.

Eligibility

1. UNC degree-seeking student
 2. Earned at least 24 UNC credits
- Minimum GPA of 2.5

How to Apply

Turn in the following forms and supporting documents

- ___ Completed Participant Profile Form
- ___ Completed Eligibility Profile Form
- ___ Essay (Questions found at the bottom of the Eligibility Profile Form)
- ___ Signed Information Waiver
- ___ Signed Disciplinary Waiver
- ___ Completed Academic Reference Form
- ___ Official Transcript
- ___ Transfer of credit form (Can be turned in at time of application or sometime prior to departure)

Return the completed application to the CIE before the application deadline.

October 5th for programs beginning during the Spring 2010 Semester

March 8th for programs beginning during the Summer or Fall 2010 Semester

Application Fee

All students will be assessed a **\$300** application fee at the time of application. The fee can be paid with a check made out to the University of Northern Colorado or by credit card at the CIE office. Applications will not be processed until the application fee is received. Students not accepted will be refunded. Accepted students wishing to withdraw from study abroad must notify the CIE. Those withdrawing will receive a 50% refund.

How we will handle applications

Evaluations:

All applications will be evaluated by the Study Abroad and Exchange Coordinator or appropriate faculty coordinator. [Applications will be evaluated on the basis of your academic performance, quality of your essay, and your academic references.](#)

Timing:

For most programs, evaluations will occur immediately after the application has been submitted. However, applications for competitive programs will not be reviewed until after the application deadline.

Acceptance:

Acceptance emails will be sent to qualified applicants immediately following their acceptance.

Now that you've been accepted

1. Make an appointment to meet with the Study Abroad and Exchange Coordinator to
 - schedule the courses you will study abroad
 - discuss transferring your credits back to UNC
 - determine your budget for your time abroad
2. Take the transfer credit form to appropriate faculty to approve the courses for your major or minor if you have not already done so.
3. Return a copy of the completed transfer of credit form to the Center for International Education if you have not already done so.
4. Attend a **mandatory** pre-departure orientation. Dates and times of orientation will be announced after the application deadline.
5. Turn in to the Study Abroad and Exchange Coordinator
 - A copy of your passport
 - Your travel itinerary
6. Be sure to stay in contact with CIE while abroad, and inform the Study Abroad and Exchange Coordinator about any changes in your schedule of courses.
7. Attend a Re-entry session to learn how to maximize your international experience and provide feedback to CIE.



Date Applied: _____

Center for International Education
Application for UNC Semester and Academic Year

Participant Profile

Name: _____ Bear Number: _____
(Last, First)

Destination: _____
(Country, School)

Gender: [] Male [] Female Ethnicity: _____

Semester Applying for (please circle): Fall Spring Summer Full Year
2008 2009 2010 2011

Local/Campus Address:

Street City State Zip
Phone Email (Primary account)

Permanent Address:

Street City State Zip
Phone Email (Secondary account, if available)

Date of Birth: _____ Place of Birth: _____
(MM/DD/YYYY) (City, State/Province, Country)

Are you a U.S. Citizen? _____ Are you a Colorado Resident? _____

Emergency Contact Information:

Name Relationship
Street City State Zip
Phone Email

Eligibility Profile

Academic Level: Fr. Soph. Junior Senior

Number of UNC credits earned: _____

Number of consecutive semesters enrolled at UNC: _____

Other schools attended (if applicable):

Name of Institution	Dates Attended	Credits Earned

Major: _____ Minor: _____

GPA: _____ (please provide us with a copy of your official transcript)

Anticipated date of graduation: _____

Academic advisor: _____

Are you currently receiving financial aid? Yes No

Will you apply for aid for your program abroad? Yes No

List Activities, Positions, Honors, Work, etc:

Essay: Write a brief 1 to 2 page essay that answers the following questions.

1. Why do you wish to participate in this program and what benefits would you receive from an international educational experience?
2. How will this experience aid in achievement of your academic or career goals?
3. How can this experience aid in personal growth?
4. How do you plan to utilize your international educational experience upon your return to the University of Northern Colorado?



Information Waiver Form

Dear Applicant:

The collection, retention, and dissemination of your academic/personal records and information are now subject to federal regulation under the Family Education Rights and Privacy Act of 1974. This regulation gives you the right to specify the persons or agents who will have access to your records. Therefore, it is necessary to obtain your permission to release information collected on your application, transcripts, and letters of recommendation.

Please read the following statements and sign below:

I hereby release information provided on my application, transcripts, and letters of recommendation to the University of Northern Colorado Study Abroad Program for the review of my application.

I understand that the application will be reviewed by the Study Abroad and Exchange Coordinator and Faculty Coordinators if necessary.

I hereby release information provided on my application, transcripts, and letters of recommendation to _____ for the purpose of my placement on exchange.
(Your exchange school)

Printed Name

Signature

Date



Disciplinary Waiver Form

In the interest of student health and safety while overseas, the University of Northern Colorado requires students planning on studying abroad to submit to a disciplinary record review. Students with disciplinary records will not necessarily be excluded from study abroad, however, the Study Abroad and Exchange Coordinator with consultation from the Dean of Students Office reserves the right to deny acceptance to the study abroad program for any student who may present a risk to self or others while abroad. **Students refusing a disciplinary record review will not be permitted to study abroad.**

Please read the following statement and sign below:

I, _____, hereby give the Center for International Education permission to submit my name to the Dean of Students Office for a disciplinary record review prior to my acceptance to the study abroad program.

Signature

Date

Academic Reference

To be Completed by the Applicant:

Name: _____

Program applying for: _____

Under the U.S. federal law (Section 438 of Public Law 90-247, as amended) student are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. A letter written in confidence may have a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.

(Signature, Date)

To be Completed by Individual Providing Reference:

The applicant named above is applying for study abroad through the Center for International Education at the University of Northern Colorado. The Center for International Education is concerned with sending students abroad who will represent the University of Northern Colorado in a positive manner. The Center for International Education appreciates your help with determining students who are suitable for representing the University of Northern Colorado on a study abroad experience.

Name: _____ Department: _____

Phone: _____ Office Location: _____

1. How long and in what capacity have you known the applicant?

2. Please rate the applicant's ability in the following areas in comparison to other students you have worked with in similar stages of their academic careers

	Below Average	Average	Above Average	Outstanding	Don't know
Knowledge in area of specialization					
Motivation/seriousness					
Communication Skills					
Openness to new and different ideas					
Emotional stability and maturity					
Self reliance/independence					
Language proficiency in language of host university					

Academic Reference Continued

3. Please comment specifically on how the applicant is suitable academically and personally for study at an institution abroad and life in a foreign country. Also, comment on how study abroad will benefit the student both academically and personally.

(Signature, Date)

Please Return to
Center for International Education
University Center Room 2205, Campus Box 52
Greeley, CO 80639
Fax: (970) 351-1947