



## Faculty-Led Study Abroad Programs Student application Steps to Apply

Thank you for your interest in the energizing and rewarding field of study abroad. As a student participant, you will be exposed to new customs, values, tastes, sights, and, in most cases, new languages. The goal of the study abroad program is to provide our participants with the opportunity to succeed in an international academic environment. Students who participate in a study abroad program expand their worldview and experience a new and interesting way of life while pursuing their degrees. The following are a few guidelines and steps to help you through the study abroad application process.

### GETTING STARTED

**Step 1: Eligibility** - To be eligible to participate in study abroad program, students must:

- Complete the Alamo Colleges enrollment steps
- Be at least 18 years old
- Have a minimum 2.0 GPA and have completed 12 academic college credit hours
- Complete the Study Abroad application
- Have a valid passport by January 21, 2015

**Step 2: Review and select a faculty-led study abroad program. Summer 2015 program information may be found at:**  
<http://www.alamo.edu/international/study-abroad/>

**Step 3: Attend a Study Abroad 101 Session or contact your Study Abroad Coordinator**

- Study Abroad Coordinator may be contacted at 210-485-0084 or email [dst-studyabroad@alamo.edu](mailto:dst-studyabroad@alamo.edu)
- Be sure to make an appointment **before** visiting the study abroad office
- If you need to cancel or change your appointment, call the study abroad coordinator
- All appointments are held at the Alamo Colleges district office:

Office of International Programs  
201 W. Sheridan, Bldg. C, Room C7  
San Antonio TX 78204

**Appointment hours:**  
Monday: 1 p.m. – 4 p.m.  
Tuesday: 11 a.m. – 2 p.m.  
Wednesday: 11 a.m. – 2 p.m.  
Thursday: 1 p.m. – 4 p.m.

**Step 4: Application Deadline is Friday, December 5, 2014. Submit Study Abroad applications to:**

Office of International Programs  
201 W. Sheridan, Bldg. C, Room C7  
San Antonio TX 78204



### Faculty-Led Study Abroad Programs Student Application

Application deadline: December 5, 2014

\$200 nonrefundable application fee is due upon application submittal

Passport is due January 21, 2015 but not necessary to apply!

## PROGRAM INFORMATION

Name of Study Abroad program: \_\_\_\_\_

Faculty Leader: \_\_\_\_\_

Dates of Program: \_\_\_\_\_

Courses for which you will register: \_\_\_\_\_

## STUDENT INFORMATION

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Banner ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ College: \_\_\_\_\_

Major/Emphasis: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alamo Colleges Email: \_\_\_\_\_

Passport Number: \_\_\_\_\_

*(A passport is not necessary to apply but will be required by January 21, 2015)*

Total credit hours completed: \_\_\_\_\_ Grade point average: \_\_\_\_\_

Hours currently enrolled: \_\_\_\_\_

## EMERGENCY CONTACT INFO (LIST TWO CONTACTS)

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_



## Faculty-Led Study Abroad Programs Student Application

### ATTACH A STATEMENT OF PURPOSE (200-300 WORDS)

Your essay should state why you would like to participate in this study abroad program. Your statement should focus on **at least one** of the following three aspects of the experience: (1) how the experience will complement your academic major; (2) what personal value you will gain by learning about and functioning in another culture; (3) why you are ready to participate in such an experience abroad at this time. Please include your name and the name of the program and its location. Essays must be typed and attached to your application form and it must be received by the deadline.

### CERTIFICATIONS

I certify I will abide by all of the rules, policies, codes of conduct, and regulations of the Alamo Colleges and of Study Abroad in particular.

I certify I am in good academic and judicial standing. I understand if I fail to meet and maintain the requirements for participation in the Study Abroad program, I will be ineligible to participate and any advance payments made by me will not be refunded.

I certify that I understand that withholding information requested or giving false information will make me ineligible for admissions to the program or dismissal from the program, without refund of any costs or fees paid.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Printed Participant Name

\_\_\_\_\_  
Date



Faculty-Led Study Abroad Programs
Student Application
Disciplinary Verification Form

PARTICIPANT SECTION

I authorize \_\_\_\_\_ (College) to release details of my disciplinary record(s) to the Alamo Colleges Study Abroad Office. By signing this form I certify that I understand and authorize the release and sharing of my confidential records with the Alamo Colleges. If there is the possibility of a change in my current status, I must discuss my case with my academic advisor and program director, otherwise, I may no longer qualify for a study abroad enrollment, and I may not be eligible for a refund.

Participant Name (Please print)

City and Country of Program Abroad

Participant Signature Date

Banner Id

HOME INSTITUTION SECTION

This section is to be completed by your campus Vice President of Academic Affairs office and forwarded to your Study Abroad Office.

Please check the appropriate section below:

I have verified that the applicant's record does not make mention of any previous disciplinary problems, including warnings or probation. I recommend that this student participate in this study abroad program.

I have verified that the applicant's record does make mention of previous disciplinary problems, including warnings or probations. (If permissible, please provide an explanation of the circumstances.) I DO NOT recommend that this student participate in this study abroad program because I consider the disciplinary offense significant, recent or otherwise disqualifying.

I have verified that the applicant's record does make mention of previous disciplinary problems, including warnings or probations. (If permissible, please provide an explanation of the circumstances.) I NEVERTHELESS DO recommend that this student participate in this study abroad program because I consider the disciplinary offense minor, remote in time or otherwise not disqualifying.

Home Institute Official's Name (please print)

Home Institution Official's Signature

Title

Email address

Phone Number



## Faculty-Led Study Abroad Programs Student Application Faculty Recommendation

Students are selected to study abroad on the basis of academic ability and maturity. To complete the application process, we would like your evaluation and recommendation so we can select those students who will succeed in and benefit from the program.

We cannot complete the application process until references are returned, and we would appreciate receiving your response as soon as possible. Thank you for the time you are taking in this matter.

Please send forms to:

201 W. Sheridan  
International Programs, Bldg. C. Room 7  
San Antonio, Texas 78204

### TO BE COMPLETED BY STUDENT

To the Students: This form should be given to the reference listed in your application. Under the Family Education rights of Privacy Act of 1974 (Buckley Amendment), you have the right to either review this recommendation or to waive your rights to see it. Please check one and sign below:

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

I am applying to study abroad in: \_\_\_\_\_

Name of the program: \_\_\_\_\_

I would like to study abroad in:

\_\_\_\_\_ (Term and Year)

- I do waive my right to access to this recommendation
- I do not waive my right of access to this recommendation

**If applicant has waived their right to access this recommendation,**

Please return this form to:  
District Office of International Programs  
Study Abroad Programs – Student Recommendation  
The Alamo Colleges  
201 W. Sheridan, Bldg C, Rm C7  
San Antonio, TX 78204-1429

**If applicant has NOT waived their right to access this recommendation,**

Please return this form to applicant

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



Faculty-Led Study Abroad Programs
Student Application
Faculty Recommendation

TO BE COMPLETED BY FACULTY

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

College: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

2. What is your opinion of the student's ability to make an adjustment to a challenging living situation? The student's success in the program will be strongly affected by this adjustment of living in a different environment.

3. How would you describe this student in terms of his/her maturity, sense of responsibility, reliability, honesty and character?

4. Please make any additional comments concerning the student's qualifications for the program or the application process.

5. What is your overall evaluation of this student for the study abroad program?

\_\_\_\_\_ Recommend without reservation.

\_\_\_\_\_ Do not recommend.

Recommend with the following reservations:

\_\_\_\_\_

Signature of Faculty / Staff Member

Date

Printed Name

Phone

Department

College