William & Mary 2015 Summer Programs Application
(Non-William & Mary Students ONLY)

This application is for non-William & Mary students only (non-students are not eligible to study with William & Mary programs). William & Mary students must apply online; paper applications will not be accepted from these students. Applications from previous years will not be accepted.

Application Deadline – February 2
Deposit Deadline – March 6
Final Payment Deadline – April 1

Name: ________________________________ Email: ___________________________________

Application Process:
Completed applications must be received by the Global Education Office (GEO) at the Reves Center for International Studies at the College of William & Mary by the stated deadline in order to be considered; incomplete/late applications will require a petition and late fee. Applications will be reviewed by staff at the GEO following the deadline.

APPLICATION CHECKLIST

Please only submit completed applications, with all items submitted together (with the exception of payment, which must be mailed to the Cashier).

____ Program Selection Form
____ Study Abroad Essay
____ Student Question Responses Form
____ 1 Letter of recommendation (must attest to language ability if required for program; see rec. form for details)
____ W&M Study Abroad Registration Form
____ Non-Degree Seeking Application Form, available at:
  http://www.wm.edu/offices/registrar/documents/registration/summer/Non-Degree_Seeking_Registration.pdf
____ Official (sealed) Academic Transcript from current university
____ Copy of information page of your passport, or written explanation if applying or renewing
____ 4 Color Passport-sized photos (sized 2” x 2”), on photo paper, with student name written on back of each
____ $75 Non-Refundable Application Fee: payment must be mailed or taken to the Cashier’s Office in Blow Hall with the attached transmittal form, and must be received by the application deadline; post marks will not be honored. Credit cards are not accepted.
____ W&M Behavior Expectation Agreement Form
____ W&M Liability Release Form
____ Summer Study Abroad Fee/Deposit/Payment Timeline Form
Summer Program Selection

Name: _____________________________________________        Email: _____________________________________________

Rank your program choices below (1= strongest preference). If a program is cancelled, you will be offered the next available option (only rank programs that you would wish to attend). Please note that the programs listed below are the only W&M Summer programs open to non-W&M students. However, if interested in one of our other programs, you should contact the GEO Advisor associated with the program to see if it may be possible to attend the program.

____ Barbados (Barbados Historical Archeology & Ethnohistory Field School)
____ St. Petersburg, Russia (St. Petersburg State University)
____ Santiago de Compostela, Spain

Study Abroad Essay

On a separate sheet of paper, please submit a response to the following questions.

1. What academically and personally draws you to this particular program? What preparations have you (or will you) make prior to your departure in terms of learning the history and culture of the country and region where you will be studying? (250-300 words)

2. What do you think you could add to a group dynamic? Can you provide an example of a prior experience you have had working within a group? (250-300 words)

3. What do you hope to accomplish (both academically and personally) through your participation on this program? How do you think you’ll be able to measure those goals and what can you do personally to ensure your own success? (250-300 words)
Student Questions

Name: _____________________________________________   Email: __________________________________

Student Conduct:

Have you been in violation of your school’s student code of conduct while in college?   No_____ Yes_____  
(If you have been, please provide typed details on a separate sheet of paper.)

Are you currently on academic or judicial probation or suspension at your university?   No_____ Yes_____ (If you are, 
please provide typed details on separate sheet of paper and contact a full-time staff member at the GEO, as this may impact your ability to study abroad.)

Please note that you are required to report any violations of the student code of conduct at your university and changes in academic or judicial status to the GEO occurring after the time of your application, and that this may impact your ability to participate in a study abroad program.

Additional Information:

To be eligible for a W&M study abroad program, you must be enrolled as an active student at the time of the study abroad program. Are you currently enrolled as an active, full-time student at a College or University? No_____ Yes_____  
(If not, please provide typed details on separate sheet of paper)

Student Records Release and Information Verification:

I give permission to the Dean of Students Office at my college or university to release my student conduct and academic records to the Global Education Office at the Reves Center for International Studies. I also certify that all information I have provided in this application is true and accurate, to the best of my ability.

Signature:______________________________________________________       Date:__________________________ ___

How did you learn of this program? (Please mark all that apply.)

___ W&M Global Education Office   ___ Previous participants
___ Reves website  ___ Parents/Family
___ Program’s Director  ___ Flat Hat
___ Other W&M Faculty  ___ Other: ________________________________
___ Friends

* Reves Center for International Studies * College of William & Mary* PO Box 8795 *Williamsburg, VA 23187-8795
*Phone: (757) 221-3594 * Fax: (757) 221-3597
Applicant information (to be completed by the student):

Complete the following information and then present this form to the person writing your letter of reference. A sealed letter of reference (with recommender’s signature over seal) should be returned to you and submitted to the Global Education Office with your application materials.

Name: ___________________________   E-mail: ___________________   Phone: ____________________

(Optional): In compliance with the Family Education Rights Privacy Act of 1974, the applicant is given access to this reference unless access is waived by completing the following: “I.______________________________, waive my right of access to this reference.”

Signature:______________________________   Date:____________________________

Recommendation Letter (to be completed by the reference):

The student whose name appears above is applying to participate in a study abroad program. The emotional maturity and ability for a student to adapt to a new and changing environment plays a large role in determining if they are likely to have a successful study abroad experience. We value your opinion of how this candidate will make use of an academic opportunity abroad. Here are some things we request that you address in your letter of reference:

- How long and in what capacity have you known the applicant?
- How would you describe the candidate in terms of their maturity, sense of responsibility, reliability, honesty, and character? Please give us concrete examples if possible.
- Do you think that the student would have the ability to adapt and adjust to a challenging living situation in a foreign environment?
- How well do you believe this student will represent W&M while attending our partner school?

Name (PLEASE PRINT):_______________________________   Date:______________

Phone:_________________________________   Email________________________

Position/Title: ___________________________   Institution: _____________________

Office Address: ___________________________   City, State, Zip: ___________________

Recommender’s Signature:____________________________________________________

Foreign Language Preparation (required ONLY for Beijing, Montpellier, Potsdam, and St. Petersburg)

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Study Abroad Registration

Students studying abroad with the College of William & Mary must register with the Global Education Office at the Reves Center.

**STUDENT INFORMATION:**

Full Name: _______________________________ Preferred First Name: _______________________

Sex: (circle) Male  Female  Birthdate: ________________________________

College/University-Issued E-mail: ________________________________________________

Name of College/University where you are a student: __________________________________

Immigration status (US Citizen, permanent resident, F1, J1, etc): __________________________

Academic standing in term directly prior to study abroad (Graduating seniors are permitted to study abroad only with special permission; if this situation pertains to you, contact the Reves Center):

Freshman  Sophomore  Junior  Senior

If you are not a US citizen, please indicate your country of citizenship: ______________________

Expected Month/Year of Graduation: _________________________________________________

Declared Major(s): _______________________________ Overall GPA: __________

School/Cell Phone (circle one): ____________________________  Permanent Phone: _______________________

Semester Mailing Address: __________________________________________________________

Date this Address Expires: ________________________________

Permanent Mailing Address:

______________________________________________________________

By my signature below, I affirm that the statements I have made on this form, and in this application, are truthful and accurate, to the best of my ability.

Signature: ____________________________  Date: _______________________

* Reves Center for International Studies  * College of William & Mary  * PO Box 8795  * Williamsburg, VA 23187-8795  
* Phone: (757) 221-3594  * Fax: (757) 221-3597
STUDY ABROAD FEE TRANSMITTAL FORM
Submit this form to the Cashier’s Office with your payment. This fee is non-refundable.

Student Name: ________________________________

Cashiers, please note that this student is NOT a current William & Mary Student.

Program Account Number: W-1Y0177-580345

Select the appropriate fee(s) according to your study abroad program:

- $75 W&M Summer Program—Application Fee, W&M faculty-led summer programs

- $100 Late fee (for any missed payment deadlines)

Make check payable to “The College of William and Mary.” Do not send cash by mail.

Mailing Address:                                     Street Address:
Cashier’s Office                                     Cashier’s Office
The College of William and Mary                      101 Blow Hall
PO Box 8795                                        Richmond Road
Williamsburg, VA 23187-8795                           TEL: 757-221-1226

STUDY ABROAD FEE PAYMENT INSTRUCTIONS:

To apply for this program, a nonrefundable $75 fee is required, due by February 2. If the application fee is not received (not just postmarked) by the W&M Cashier’s office by the deadline, your application to this program is not guaranteed, and a $100 late fee will apply. All fees are non-refundable, without exception. All payments must be made to the W&M Cashier’s Office; please note that this office is open on weekdays, and closes at 5pm.

Paying In-Person:
Take the Transmittal Form to the Cashier's office in Blow Hall, and make your payment. When paying, you will be given a receipt. Save this receipt, and if you are paying between January 26 and the payment deadline, bring it to the Global Education Office at the Reves Center. This receipt will confirm that you have paid by the application deadline.

If you do not submit a receipt when paying between these dates, a $100 late fee will apply if we are unable to confirm that you have paid by the deadline.

Paying By Mail:
Mail the Transmittal Form and fee to the address listed above. Mail the fee and registration form at least one week before the application deadline, to ensure that they are received by the deadline (postmarks will not be honored).
W&M Behavior Expectation Agreement

Name: _____________________________________ Program:______________________________

STUDENT RESPONSIBILITY:

I understand that as a participant in a William & Mary study abroad program, I will be viewed as a representative of the university and my country. I will not behave in a manner that would reflect poorly on either.

PERSONAL CONDUCT:

I further understand that as a visiting student in a foreign country, I shall be subject to the laws of that country; subject to the academic and disciplinary rules and regulations of the institution and/or residential program with which I am engaged; and I will act in a manner that is respectful of the host culture. I also agree to the following stipulations:

a. While enrolled in and attending the study abroad program, I understand that I am considered a William & Mary student.

b. I am expected and required to abide by (1) the rules and regulations set forth in the William & Mary Student Handbook, including the Student Code of Conduct and Honor Code; (2) all instructions presented by College faculty or staff members, whether written or oral; and (3) all ground rules as covered in the trip participant orientation sessions.

c. Failure to comply with the conduct restrictions enumerated may result in disciplinary action. The College reserves the right at its discretion to dismiss any participant from the program at any time between the student’s acceptance and the final day of the program for reasons of unacceptable behavior, including but not limited to behavior indicating a lack of responsibility or maturity. Such dismissal will be without refund, and may result in the participant’s earning no academic credit for the program; any expenses incurred for return transportation will be the responsibility of the student.

ACADEMIC RESPONSIBILITY:

I understand that I am responsible for attendance at all classes and scheduled activities and that I am responsible for maintaining the mandatory or minimum amount of credits designated as part of the program in which I am enrolled. I also understand that William & Mary academic regulations and procedures will apply to me while I am enrolled in this study abroad program.

AGREEMENT:

My signature below indicates that I have carefully read and understand completely and clearly the provisions stated above and agree to adhere to them.

Student Signature_________________________________________Date:_____________________

I affirm the above responsibilities for my son/daughter, who is currently under the age of 18 years.

Parent/Guardian Name (Print)__________________________________________________________________________________

Parent/Guardian Signature_________________________________Date:_____________________

* Reves Center for International Studies * College of William & Mary* PO Box 8795 *Williamsburg, VA 23187-8795
*Phone: (757) 221-3594 * Fax: (757) 221-3597
Liability Release Form

Name: ____________________________________________________________________

Program: __________________________________________________________________

STATEMENT OF LIABILITIES:

Please read the following statements carefully, and then return the signed form to the Global Education Office, Reves Center, College of William & Mary, PO Box 8795, Williamsburg, VA 23187.

I hereby certify that I have read all the program materials, and I absolve the College of William & Mary and the local coordinating agency from all liability for injury, loss, damage, accident, delay, irregularity, or additional expense arising from the use of any vehicle or services, or from strikes, war, weather, quarantines, sickness, government restriction or regulations, or from any act of omission of any steamship, railroad, motor coach, car rental agency, airline, or other transportation company, or for any other cause whatsoever in connection with the College of William & Mary’s educational program abroad. I understand that W&M does not accept responsibility in any way for the loss or damage to baggage or personal effects.

Travel Release: I hereby acknowledge that I will assume responsibility for my personal affairs and safety during periods of extended travel, weekend journeys and other activities or travel not directly related to the William & Mary overseas program. I understand that I will be responsible for informing the Director of any extended trips I am taking, indicating a brief itinerary of my travel plans.

Medical, Emergency Information, and Release: I hereby acknowledge that in the case of extreme emergency, when medical care is vital to my well-being, the Director of the program will have the power to authorize appropriate medical treatment should parents and/or guardians be unavailable to advise or to authorize this treatment immediately. I understand that the Director of the program will make every reasonable effort to notify immediately, persons responsible for the affairs of the participant.

Student Signature_________________________________________Date:________________

I affirm the above responsibilities for my son/daughter, who is currently under the age of 18 years.

Parent/Guardian Name (Print) __________________________________________________________________________

Parent/Guardian Signature_________________________________Date:________________
Summer Study Abroad Fee/Deposit/Payment Timeline

Name: _____________________________________ Program: ________________________________

STUDENT RESPONSIBILITY:

For this program, payment must be received by the William & Mary Cashiers Office according to this timeline. Please note that this office is open on weekdays, and closes at 5pm. If mailing payment, allow sufficient time to ensure arrival by these dates (post marks will not be honored):

February 2: $75 application fee received
March 6: $500 program deposit received
April 1: remaining program balance received

All payments must be received by the W&M Cashier’s Office in Blow Hall by the deadlines above; the cashiers accept only cash or checks (payable to William & Mary).

You will incur a $100 late fee for any late payment. Payments more than 1 week late will be considered on a case-by-case basis by the Global Education Office’s Committee on Exceptions.

Program acceptances are often sent approximately one week prior to the program deposit deadline. This timeline applies regardless of when you are notified of your program acceptance. Please initiate arrangements to have these payments submitted by the appropriate time, even if you have not yet received formal notification of your application status; should you not be accepted to the program your deposit will be refunded in full. Please note that payments sent to the Cashiers Office should be mailed at least one week before the deadline to ensure that they are received on time.

AGREEMENT:

My signature below indicates that I have carefully read and understand completely and clearly the provisions stated above and agree to adhere to them. I also accept the responsibility to ensure that any family members or others who are making payments on my behalf are aware of this timeline.

Student Signature_________________________________________Date:_____________________

I affirm the above responsibilities for my son/daughter, who is currently under the age of 18 years.

Parent/Guardian Name (Print)
__________________________________________________________________________________

Parent/Guardian Signature_________________________________Date:_____________________