



Study Abroad Application

BILATERAL EXCHANGES

Instructions: Please print or type. Please return this form and all checklist items to the Center for International Education by **NOVEMBER 15** for travel during the fall semester and **APRIL 15** for the spring semester. *Please print legibly.*

ph: 865.273.8991 | fax: 865.981.8010 | 502 E. Lamar Alexander Pkwy | Maryville, Tennessee 37804 | maryvillecollege.edu

Maryville College has organized a number of formal exchange agreements with institutions which provide opportunities for Maryville College students to study abroad for a semester, summer or academic year.

APPLICATION CHECKLIST

- Study Abroad Application form
- Typed essay
- Two academic references (Attach reference forms or have them sent directly to the CIE.)
- Language Proficiency Report (if studying in a language other than English.)
- Preferred course selection form
- One copy of your Maryville College transcript
- Ragsdale Scholarship Application form (optional)

Note: Students applying for an exchange program are required to consult with their academic advisor before applying.

PERSONAL INFORMATION

Printed name (as it appears on passport): _____ Passport # (if available): _____

MC email: _____ Date of birth (dd/mm/yyyy): ____/____/____

Current address: _____ Permanent address (home address where you can be reached at all times): _____

Campus phone #: _____ Permanent phone #: () _____

Emergency contact: _____ Emergency contact's phone #: () _____

Emergency contact's email: _____

ACADEMIC INFORMATION

Expected graduation date: ____/____/____ Major/Minor(s): _____

Cumulative GPA: _____ Academic Advisor: _____

Indicate the duration for which you will be on exchange: 1 semester 2 semesters Beginning date (mo./year): ____/____

Please list below, in order of your preference, the study abroad programs in which you wish to participate. You are encouraged to select more than one site (if available) as this improves your chances on being placed on a study abroad program.

1. _____ 3. _____

2. _____ 4. _____

Professors from whom have you requested academic references:

1. _____

2. _____

HEALTH INFORMATION

Please attach additional health information to this application if needed.

Do you have any special needs? No Yes

If yes, self-identity: Physical disability Learning disability Medical Other _____

Details: _____

Please list any allergies: _____

Please list any health conditions: _____

Please give any drug sensitivities, regular medications and other information that might be of significance to a physician or hospital treating you in an emergency situation. _____

Note: this information will be treated as confidential. Students/participants may be contacted by their program facilitator/team leader to discuss health/disability issues, prior to their departure, in order to assist the student with their preparations for the study/work abroad sojourn. This information will not be used in the selection of candidates.

ESSAY

Please attach a 500-word essay explaining your reasons for participating in this trip. The following questions should be answered:

Introduce yourself and (1) explain your reasons for wanting to study abroad (2) why you make a good candidate? (3) Include any relevant information including your educational achievements (4) intellectual and personal interests and career goals (5) how your study abroad experience fits into your life. (6) Why have you chosen this school and country? You might also explain the steps you've taken to prepare for this experience. Please also note that the IPC takes this essay very seriously.

STATEMENT OF UNDERSTANDING

- Students are expected to return to Maryville College to complete their degrees after participating in the exchange, except as approved by the International Programming Committee (IPC).
- Tuition and fees (and room and board where applicable) are to be paid to Maryville College PRIOR to commencement of the exchange.
- Students participating on an exchange will be responsible for all costs and arrangements associated with passport & visa fees, transportation, books, health insurance, medical and personal expenses.
- Participation in an exchange does not guarantee enrollment in desired courses at the partner institution. Course prerequisites at the Host Institution must be met, and course registration at the Host Institution is based on the availability of offerings and cannot be guaranteed.
- Credit will be given only for Maryville-approved courses successfully completed at the partner institution. It is the student's responsibility to get approval for courses prior to departure.
- Students are responsible for obtaining the necessary immigration documentation as required. Please note that it may take up to 8-10 weeks to obtain such documentation.
- Students are responsible for ensuring that appropriate and sufficient health insurance is obtained to cover the period of time while on the exchange and traveling to and from the exchange. All students are required to purchase the Maryville College Study Abroad Insurance from the CIE.
- While on exchange, students shall be subject to the laws, rules and regulations of the partner institution and host country. It is the student's responsibility to be informed about the laws of the country or state and must conduct his/herself in a manner that complies with those laws.
- Maryville College and the Host Institution cannot guarantee a student's health and safety while he/she is studying abroad. The student is responsible for acting prudently and exercising caution and common sense at all times. Maryville College as well as the host institution are not responsible for any personal injury, death, and/or loss or damage to property suffered by the student during periods of travel with, and independent of, the study abroad program.
- Students selected to participate in an exchange will be required to sign a Study Abroad Conduct Policy prior to departure for the exchange, and fill out a program evaluation upon their return.
- There is a pre-departure and a re-entry orientation program for students selected to participate in an exchange. Attendance at both is MANDATORY. Failure to attend the program may result in the selection being rescinded or credit being withheld.

Signature of Applicant: _____

Date (dd/mm/yyyy): ____/____/____

**CENTER FOR INTERNATIONAL EDUCATION
MARYVILLE COLLEGE
502 EAST LAMAR ALEXANDER PKWY
MARYVILLE, TN 37804, USA**

ph: 865.273.8991 • fax: 865.981.8010 • email: international@maryvillecollege.edu



Study Abroad Application

BILATERAL EXCHANGES
PREFERRED COURSE SELECTIONS

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PART 1

Student Name _____
Last First Middle/Maiden Preferred
Academic Year _____ Semester _____ Fields(s) of Study _____
Academic Advisor _____
Host Institution _____

PART 2 Please list specific courses that you would like to take at the Host Institution. It is recommended that you list more courses than you plan to take in case a course is not available or full at the Host Institution.

Please fill out one form for each of the institutions you list on your application:

COURSE NUMBER	COURSE TITLE	NUMBER OF CREDITS/HOURS

AGREEMENT

I have discussed my proposed program with the appropriate faculty and advisors, and have approval for the academic program outlined above. I understand that course prerequisites at the Host Institution must be met and that course registration at the Host Institution is based on the availability of offerings and cannot be guaranteed.

Signature of Applicant: _____ Date (dd/mm/yyyy): ____/____/____



Study Abroad Application

ACADEMIC REFERENCE

Instructions: Please print or type. Please return this form and reference letter to the Center for International Education, International House, 502 E. Lamar Alexander Parkway, Maryville, TN 37804-5907 or fax to 865.981.8010.

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PART 1 (To be completed by the scholarship candidate.)

Student Name _____
Last First Middle/Maiden Preferred

Host Institution _____

Reference requested from _____
(referee must be a faculty member, academic advisor, or staff member)

Under the U.S. federal law (Section 438 of Public Law 90-247, as amended) students 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. Many applicants have found that a recommendation letter written in confidence has 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 of Applicant: _____ Date (dd/mm/yyyy): ____/____/____

PART 2 (To be completed by the reference.)

The applicant named above is applying for a Maryville College Study Abroad Program. Since participants usually participate directly in classes at their host institution and in all cases serve as representatives of their nation and Maryville College, the IPC is concerned with the applicant's academic and personal suitability for study abroad. The willingness of host institutions to accept future participants will be affected by this applicant's performance.

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

I do not know this candidate well enough to evaluate.

2. Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers.

	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	OUTSTANDING	INADEQUATE OPPORTUNITY TO EVALUATE
Academic Ability					
Motivation/Seriousness of Purpose					
Adaptability/Flexibility					
Leadership					
Emotional Stability/Maturity					
Self-reliance/Independence					
Ability to interact with others					
Diligence/Perseverance					

3. Please submit a reference letter to address the following on a separate sheet.

Please comment specifically on the applicant in terms of the following: (a) academic suitability for study at an institution abroad; (b) personal suitability for living abroad; (c) how participation in the exchange program will be of benefit, both academically and personally; (d) weaknesses; (e) linguistic preparation, if applicable; and (f) any other factors that you believe may affect a successful experience on an exchange program

REFERENCE'S INFORMATION

Name _____ Position/Title _____

Phone () _____ If necessary, may we contact you for further information? Yes No

Email _____

Signature _____ Date (dd/mm/yyyy): ____/____/____



Study Abroad Application

BILATERAL EXCHANGES LANGUAGE PROFICIENCY REPORT

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PART 1 (To be completed by the applicant.)

Student Name _____
Last First Middle/Maiden Preferred

Host Institution _____

Native language(s) _____

Language for which this report is being submitted: _____

1. What coursework have you taken, including courses in progress, in or related to this language?
List name of course, brief description and grade received, if applicable. *Use a separate sheet of paper if necessary.*
2. What other experiences have you had in this language? (e.g., spoken at home, read journals/newspapers, etc.)

PART 2 (To be completed by a Professional Language Instructor.)

Students will be placed directly into host institutions and should be able to follow university lectures in the foreign language, participate in seminar discussions, take notes and understand written materials in their field. The willingness of host institutions to accept future MC participants will be determined by the performance of the participants selected. Your opinion of the applicant will be of great assistance in the selection process. It is important that your comments be detailed and frank. Thank you for your assistance.

1. How was the evaluation determined?
 - Based on knowledge of applicant's coursework in language at this institution
 - Written examination. Name of test and date administered: _____
 - Oral examination. Date administered: _____
2. Please indicate your opinion of the applicant's present language ability in each of the following categories:
 - a. Aural Comprehension
 - None
 - Limited to slow, uncomplicated sentences
 - Understands simple conversation
 - Understands conversation on simple academic topics
 - Understands sophisticated discussion of academic topics
 - b. Writing Ability
 - None
 - Writes simple sentences on conventional topics, with some errors in spelling and structure
 - Writes on academic topics with few errors in structure and spelling
 - Writes with idiomatic ease of expression and feeling for the style of the language

c. Speaking Ability

- None
- Able to complete structurally simple, short phrases
- Uses basic grammatical structure, speaking with limited vocabulary
- Uses structural patterns, but not with consistent accuracy; adequate to participate in conversational topics
- Has control over structural patterns; can handle a wide range of conversational situations

d. Reading Ability

- None
- Limited to simple vocabulary and sentence structure
- Understands conventional topics and non-technical subjects
- Understands materials that contain idioms and specialized terminology
- Understands sophisticated materials, including those in proposed field of study

3. What is your opinion of the applicant's ability to pursue **university-level coursework in this language** alongside native speakers?

- Will require considerable training before necessary competence can be attained
- Will require additional training before beginning the program
- Should be able to manage adequately after a short period of adjustment abroad
- Should have no difficulty

4. Please add any additional comments relating to the applicant's linguistic ability.

5. Please add any additional comments relating to the applicant's linguistic ability.

- I do not approve the applicant for study abroad in this language
- I conditionally approve the applicant for study abroad in this language
- I unconditionally approve the applicant for study abroad in this language

6. In the case of conditional approval, what are the conditions the applicant must satisfy to receive clearance for study abroad?

INSTRUCTOR'S INFORMATION

Name _____ Position/Title _____

Phone () _____ *If necessary, may we contact you for further information?* Yes No

Email _____

Signature _____ Date (dd/mm/yyyy): / /