



## SIS Graduate Semester Abroad: China Studies Institute

*School of International Service*

### Application Instructions and Checklist

#### Instructions:

1. Complete the Participant Application and Information Form.
2. Compose your personal statement and print out a copy. (Please see below for details.)

#### Instructions for Personal Statement:

In approximately 500 words, highlight your academic background and past accomplishments, and describe how a semester at the China Studies Institute will contribute to your academic and professional goals. Elaborate on your past academic performance and any other aspects of your history that you would like to be considered. Use this opportunity to emphasize the special qualities and accomplishments that will make you stand out as an applicant.

3. Complete the Independent Study Application Form, obtain a faculty supervisor, and print out your research proposal.
4. Complete the Internship Application Form and obtain a faculty supervisor.
5. Print out a Curriculum Vitae/Résumé.
6. Print out an unofficial transcript.
7. Meet with your academic advisor to gain approval for your participation in the program; complete the Academic Advisor Approval Form (separate form on website).
8. Return all application materials **by the deadline** to:  
Office of International Program Development  
School of International Service  
American University  
Mailbox in SIS 100

**Please note that incomplete applications will NOT be accepted.  
Remember to keep a copy for your records.**

#### Checklist:

- Participant Application and Information Form
- Personal Statement
- Independent Study Application Form and research proposal (if applicable)
- Internship Application Form (if applicable)
- Unofficial Transcript
- Curriculum Vitae/ Résumé
- Academic Advisor Approval Form

SIS Study Abroad. Discover more. Enrich your experience.

Semester Applying for:



**SIS Graduate Semester Abroad: China Studies Institute**  
*School of International Service*

**Participant Application and Information Form**

**Student Information**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ AU ID # \_\_\_\_\_

Home address: \_\_\_\_\_  
Street, City, State, Zip

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Gender:  Female  Male Date of Birth: \_\_\_\_\_

**Passport Information**

Passport number: \_\_\_\_\_ Passport expiration date: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_ Place of birth: \_\_\_\_\_

If non-US citizen, visa type: \_\_\_\_\_

**Academic Information**

Status:  Graduate School: \_\_\_\_\_ Major/Field: \_\_\_\_\_

Current cumulative GPA: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Note: Students who are on academic probation are not eligible to apply.

List any coursework you have taken which may be relevant to the program:  
\_\_\_\_\_  
\_\_\_\_\_

Have you been subject to judicial sanction at American University?

Yes  No

If yes, please provide in a sealed envelope a statement which explains the circumstances and outcome. All disclosures will be kept confidential.

**Program of Study at CSI**

Check all that apply:  Independent research, credits: \_\_\_\_\_, faculty supervisor: \_\_\_\_\_

Internship, faculty supervisor: \_\_\_\_\_

Chinese language courses, level: \_\_\_\_\_

**Chinese Language Proficiency**

Please indicate your level of proficiency in Mandarin:  None  Beginner  
 Intermediate  Advanced  Native Speaker

Are you planning to enroll in language courses prior to leaving for China?  
Please indicate: \_\_\_\_\_

## Health Information

Do you have any medical conditions or physical limitations that SIS should be aware of?

Yes                       No

If yes, please provide a statement which explains your condition in a sealed envelope. All disclosures will be kept confidential.

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### Affidavit

By submitting my application and the supporting documentation, I certify and agree to the following:

- 1) I certify that the information I provide throughout this admission process is accurate and complete;
- 2) I confirm that I am in good academic standing at American University;
- 3) I understand that should I be accepted to the program, it will be my responsibility to obtain all visas and/or immunizations necessary for admission into the country of the Program;
- 4) I confirm that I have no pending disciplinary case or discipline record that I have not disclosed in the application. I understand that the existence of a pending discipline case or a disciplinary record may prohibit me from participating in a SIS Semester Abroad Program. I authorize SIS to consult with Student Conduct and Conflict Resolution Services as necessary;
- 5) I will notify SIS of any changes to my information, including my status related to discipline and academic standing and, should I be accepted, my decision to participate in the Program;
- 6) I grant the University permission to use any photographs, audio, and/or videotapes of me and quotes taken from me in connection with a SIS Semester Abroad Program for any educational, marketing, and other purposes related to the business of American University; and
- 7) I understand that should I be accepted to the program by SIS, I will be required to apply to AUC directly and that SIS will support me in this endeavor. I also understand that if I participate in the program that I will need to be registered as a full-time student at AU and as a full-time student at CSI.

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Signature of applicant

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Date



## SIS Graduate Semester Abroad: China Studies Institute

*School of International Service*

### Independent Study Application Form

#### Student Information

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

AU ID #: \_\_\_\_\_ School/Field: \_\_\_\_\_

#### Academic Information

Type of Independent Project:

SRP       Independent Study       Independent Reading       Thesis

Proposed Title: \_\_\_\_\_

No. of credits: \_\_\_\_\_

#### Human Subjects Research:

If any portion of your research involves human subjects as defined by AU's Institutional Review Board (IRB) for the Protection of Human Subjects, your research must receive prior approval by the IRB. To determine whether your research qualifies and/or how to apply, see the IRB website at: <http://www.american.edu/irb/>

#### Statement Instructions:

Attach a separate outline/proposal for your research project. This proposal must include the following:

- the rationale and objectives for the project
- an academic work plan for its completion
- a preliminary bibliography

#### Faculty Supervision

AU Faculty Supervisor: \_\_\_\_\_ E-mail: \_\_\_\_\_

AU Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SIS Semester Abroad: China Studies Institute**  
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**Internship Interest and Application Form**

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**Student Information**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

AU ID #: \_\_\_\_\_ School/Field: \_\_\_\_\_

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**Internship Selection**

1. Please indicate your **major field of interest** as related to an internship in China:

- |                                       |                                       |                                |
|---------------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Security     | <input type="checkbox"/> Trade        | <input type="checkbox"/> Media |
| <input type="checkbox"/> Governance   | <input type="checkbox"/> Human Rights | <input type="checkbox"/> Law   |
| <input type="checkbox"/> Other: _____ |                                       |                                |

2. Please explain what **type of work** you would like to be engaged in during your internship:

- |   |   |
|---|---|
| <input type="checkbox"/> Research             | <input type="checkbox"/> Project Administration |
| <input type="checkbox"/> Reports/Publications | <input type="checkbox"/> Community Fieldwork    |

3. Please explain briefly **what you would like to learn** during your internship.

4. Please provide additional comments as necessary.

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**Faculty Supervision**

AU Faculty Supervisor: \_\_\_\_\_ E-mail: \_\_\_\_\_

AU Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_