

Application Instructions and Checklist

Instructions:

1. Download and read thoroughly the Program Guide, available from the SIS Summer Abroad website, <http://www.american.edu/sis/sisabroad>.
2. Meet with your academic advisor to gain approval for your participation in the Program and complete the Academic Advisor Approval Form. Bring a completed copy of your application with you for your advisor to review, including your Personal Essay.
3. E-mail complete application materials (see checklist below) in a single e-mail with attachments to sisabroad@american.edu, with *(country name) Summer Program, (your name)* in the subject line. **N.B.** *You must fill out and save the application form on a Windows operating system using Adobe Reader.*
4. Submit an original hard copy of your Advisor Approval Form only to:

SIS Study Abroad Programs
(Mailbox in SIS 116, Main Office)
American University
4400 Massachusetts Ave, NW
Washington, DC 20016
Fax: 202.885.2494

Please note that incomplete applications will NOT be accepted.

Checklist:

- Participant Application and Information Form (Submitted by E-mail)
- Internship Profile Form (Submitted by E-mail)
- Independent Study Application Form and supporting documents (if applicable) (Submitted by E-mail)
- Personal Essay (Submitted by E-mail)

Instructions for Personal Essay:

Provide a concise overview (500 words) of your research interests as related to your participation in the Program. Include any relevant information from your background and explain how you think the Program will complement your academic/professional pursuits.

- Unofficial Transcript (Submitted by E-mail)
- Résumé/C.V. (Submitted by E-mail)
- Academic Advisor Approval Form – for AU students only (Submitted to Mailbox in SIS 116)
- Non-Degree/Visiting Student Information Form – for non-AU students only (Submitted by E-mail)

Check all that apply:
 Seminar
 Internship
 Ind. Study

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: Grad Undergrad 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 ever been found in violation of the American University Student Conduct Code, or do you have a disciplinary record at your home institution?

Yes No

If yes, please provide in a sealed envelope a statement which explains the circumstances, outcome, and what you learned from your experience. All disclosures will be kept confidential. Failure to disclose a violation or disciplinary record may result in ineligibility for this Program.

Faculty Recommender

Please provide the name and contact information for a faculty member at AU who could provide a reference for your participation in this program. Please do not list the Faculty Director.

Name of recommender: _____

AU School: _____ AU Phone: _____

Participant Application and Information Form (continued)

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 have read and understand the information in the Program Guide;
- 3) I confirm that I am in good academic standing at my home institution;
- 4) I confirm that I have no pending disciplinary case or discipline record which 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 Summer Abroad Program. I authorize SIS to consult with the Student Conduct Office of my home institution as necessary;
- 5) I will notify SIS of any changes to my information, including my status related to discipline and academic standing at my home institution;
- 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 Summer Abroad Program for any educational, marketing, and other purposes related to the business of American University;
- 7) I understand that, if accepted, it will be my responsibility to obtain all visas and/or immunizations necessary for admission into the country of the Program;
- 8) I will, if accepted, attend all pre-departure orientation meetings associated with the Program;
- 9) I understand that, if admitted, I will be required to submit a non-refundable deposit of \$250 and that I will be billed through Student Accounts for the remainder of the program fee and course tuition. I also understand that if I accept an offer of admission and then withdraw from the Program for any reason that I cannot do so on-line or through my advisor but must and will contact the Director of International Programs in writing to request special permission.

Signature of applicant (Electronic Signature is acceptable)

Date

Internship Interest and Application Form

Student Information

Last name: _____ First name: _____ Middle Initial: _____

AU ID # (or SSN # if non-AU Applicant ONLY): _____

Grad Undergrad Major/Field: _____

Internship Selection

Please review the Internship Placements on the Program website *before* completing this section.

1. Based on the list of internship organizations, list in ranked order the top three organizations with which you are interested in working:

1) _____

2) _____

3) _____

Please provide additional comments:

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

- | | |
|--|--|
| <input type="checkbox"/> Research/Report Writing | <input type="checkbox"/> Project Administration |
| <input type="checkbox"/> Community Fieldwork | <input type="checkbox"/> Event Planning/Implementation |

Please provide additional comments:

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

Independent Study Application Form

Student Information

Last name: _____ First name: _____ Middle Initial: _____

AU ID # _____

Grad Undergrad Field: _____

Academic Information

Type of Independent Project:

SRP Independent Study Independent Reading Thesis

Human Subjects Research:

If any portion of a student's research involves human subjects as defined by AU's Institutional Review Board (IRB) for the Protection of Human Subjects, that research must receive prior approval by the IRB or its designee. To determine whether a research project qualifies or how to apply for review, students should consult the IRB website at: <http://www.american.edu/irb/index.cfm>

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

Academic Advisor Approval Form

Student Information

Last name: _____ First name: _____ Middle Initial: _____

AU ID #: _____ Grad Undergrad

Program Information

Semester: Summer 2012

Title: _____

Course(s) and Credits: SIS 603/303 _____ (seminar) 3 credits
 Please check all that apply. SIS 603/303 _____ (internship) 3 credits
 SIS 603/303 _____ (independent research) 3 credits

Advisor Approval

Is the student, representing him/herself, SIS, and the University, ready and able to participate in a study abroad program?

Yes No

If no, please provide a separate statement which explains your answer.

In the box below, please specify how the course(s) will be used toward the completion of the student's academic program:

The above-mentioned student has met with me and IS IS NOT cleared to participate in in the aforementioned SIS Summer Abroad Program for the semester specified.

If the student does not enroll as indicated above, an updated clearance will be required.

Student signature Date

Advisor Signature Date

Non-Degree/Visiting Student Information Form—for non-AU students only**Student Information**

Last name: _____ First name: _____ Middle Initial: _____

SSN #: _____ Date of Birth: _____

Resident Status: US Citizen Non US Citizen Permanent ResidentVisa Type: J-1 F-1 B-1 B-2 G-4 H-1 A-1 A-2 Citizenship: _____

Current Mailing Address (Valid until Month/Day/2012)

Daytime Phone: _____

Evening Phone: _____

E-mail address: _____

Optional Information

As an equal opportunity/affirmative action institution, AU asks that you answer the following optional question. Please identify yourself according to these ethnic groups:

 Black/African American Caucasian American Native American Hispanic American Asian/Pacific Islander American Non US Citizen

How did you hear about this SIS Summer Abroad 2012 Program? _____

Academic Information*Highest degree completed:* High School Diploma Associates Degree BA/BS Degree in _____ MA/MBA/PhD

Name of school/college: _____

I am a non-degree/visiting student because: I am taking the courses for job-related reasons. I applied for admission to AU and was recommended for non-degree study. I have applied for admission and am awaiting a decision. I am a degree candidate at another school and plan to transfer the credit earned to my home institution:

 Other: _____*Have you taken courses as a non-degree student at AU before?* No Yes When _____*Do you plan to apply to a degree program at AU?* No Yes When _____*Have you been denied admission or been dismissed by AU?* No Yes When _____*Have you been suspended or dismissed from another college?* No Yes When _____**Student Signature**

I understand that I assume academic and financial responsibility for each course for which I register and that course withdrawal and cancellation of charges are governed by the SIS Office of International Programs. I certify that the information provided is complete to the best of my knowledge. I realize that falsification of my academic background is sufficient reason for dismissal.

Student Signature_____
Date