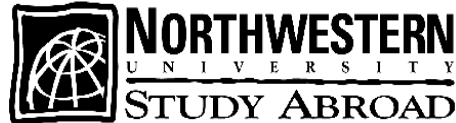


Name: _____

Student ID: _____



Please glue a
passport-size
photograph of
yourself in this
box.

APPLICATION FOR NORTHWESTERN UNIVERSITY 2012 SUMMER STUDY ABROAD PROGRAMS

Application Deadline: March 1, 2012 by 5pm

**Munich applicants interested in conducting research or
internships after the program:
Rolling admissions January 3 – March 1, 2012**

**If the Global Engagement Studies Institute is your 1st choice,
see <http://www.gesi.northwestern.edu/application-process/>
for application details and deadlines.**

**Submit your application in person to the
coordinating study abroad office.**

Summer Program Contact Information:

Arles, Barcelona, Bonn, Munich & Padua Programs	Beijing, Berlin, Chile, & Cuba Programs	Czech Republic & Turkey Programs	Global Engagement Studies Institute
Study Abroad Office 630 Dartmouth Place Ph. 847-467-6400 Fax: 847-467-6410 studyabroad@northwestern.edu	Office of International Program Development 1800 Sherman Ave. Suite 4-700 Ph. 847-467-6953 Fax: 847-467-5434 ipd@northwestern.edu	Buffett Center 1902 Sheridan Road Ph. 847-467-1152 Fax: 847-467-1996 r-koryan@northwestern.edu	Center for Global Engagement 620 Library Place Ph. 847-491-5932 Fax: 847-491-3739 gesi@northwestern.edu

Completed	Application Checklist
	<p>1. An interview with your program office (which must be completed before March 1).</p> <ul style="list-style-type: none"> • Arles, Bonn & Padua applicants: Call the Study Abroad Office (847-467-6400) to schedule your interview. • Barcelona applicants: Group interviews will be held weekly in Norris from Nov. – late Feb. Please call the Study Abroad Office (847-467-6400) to sign up. • Berlin, Chile, China, & Cuba applicants: Group interview sessions are held regularly at the IPD office, and you are encouraged to call (847-467-6953) and reserve a place in a timely manner. • Czech Republic & Turkey applicants: Call the Buffett Center (847-467-1152) to schedule your interview. • Global Engagement Studies Institute applicants: The Center for Global Engagement will call you for a phone interview once your application is complete. • Munich applicants: Schedule your interview with Professor Matthew Grayson (m-grayson@northwestern.edu). • Non-Northwestern students: call the appropriate office to schedule a phone interview.
	<p>2. This completed application, with essays and required signatures from:</p> <ul style="list-style-type: none"> • Degree Auditor (section IV), if applicable • Academic Adviser(s) (section VIA), if applicable • School Representative (section VIB) • Parent/Guardian (section XI)
	<p>3. Unofficial Northwestern Transcript. Print from CAESAR. Non-Northwestern students may submit an unofficial transcript printed directly from the browser.</p>
	<p>4. One photograph (head & shoulders). Please affix in the upper right-hand corner of previous page.</p> <ul style="list-style-type: none"> • The following programs require supplementary official passport photos which can be taken at CVS or the Wildcard Office in Norris. Write your name on the back of each photo and submit them in an envelope to your program office by March 1. - IPD Berlin, Chile, China, Cuba: 4 official passport photos
Completed	Additional requirements for certain programs/students
	<p>Bonn applicants:</p> <ul style="list-style-type: none"> • Instead of completing Section VIII, Bonn applicants must request a letter of recommendation from a Northwestern professor or TA who taught you in class. See pg. 14.
	<p>IPD Applicants:</p> <ul style="list-style-type: none"> • All applicants must also submit a copy of their passport photo page. • IPD Berlin applicants interested in the Jewish Studies option: Complete the LBSU program application, which is due before the Northwestern application deadline. For complete application requirements, please review the “How to Apply” page on the IPD program website or contact IPD for more information. • To be considered for a study abroad fellowship, submit a fellowship application, available here: http://www.ipd.northwestern.edu/fellowships/index.html
	<p>Munich applicants:</p> <ul style="list-style-type: none"> • Complete the Technical University of Munich application found here (http://www.northwestern.edu/studyabroad/programs/profiles/europe/Germany/Nanotech_Munich/index.html) and submit to the Study Abroad Office with this application. • Submit one copy of your resume with this application. • To be considered for a summer or fall internship: Apply for early review starting January 3rd.
	<p>If your cumulative GPA is below a 3.0: Write an essay (300-500 words) explaining why your GPA fell below a 3.0 and how you plan to raise it.</p>
	<p>Non-Northwestern Students:</p> <ul style="list-style-type: none"> • Skip questions or sections marked with *. • Must complete section XII – Home Institution Authorization & Evaluation.
Financial Information	
	<p>If you currently receive Financial Aid and would like to apply for Summer Session Financial Aid: Please review http://ug-finaid.northwestern.edu/topics/current/summer_session_aid.html. Financial aid is not guaranteed for summer study abroad; you must submit a Summer Aid Application to the Financial Aid Office to be considered for assistance. Summer Aid Applications are available online on the Financial Aid Website in February 2012.</p>

I. SUMMER STUDY ABROAD PROGRAM INFORMATION

You may apply to 1 or 2 programs.

For students interested in 2 programs:

- If different offices run the programs you are interested in, you must schedule interviews with both offices before March 1, 2012. See the application cover sheet for office contact information.
- You will be considered for your second choice only if you are not accepted to your first choice or your first choice program fills.

SUMMER PROGRAMS & COORDINATING OFFICES

<u>Buffett Center</u> <ul style="list-style-type: none">• Czech Republic• Turkey	<u>Center for Global Engagement</u> Global Engagement Studies Institute (Bolivia, Dominican Republic, India, Nicaragua, South Africa, Uganda)
<u>International Program Development</u> <ul style="list-style-type: none">• Contemporary Berlin• China: Political & Economic Development• China: Green Technology & Environmental Sustainability• Culture & Society in Cuba• Public Health in Chile• Public Health in China• Public Health in Cuba	<u>Study Abroad Office</u> <ul style="list-style-type: none">• Arles• Spanish Language & Culture in Barcelona• Renewable Energy in Bonn• Nanotechnology & Culture in Munich• Padua Language & Liberal Arts

First Choice Program:

Second Choice Program:

II. PERSONAL INFORMATION (The information you submit in this section will not affect admission decisions.)

* = *Non-Northwestern students please skip*

Last Name	First Name	Middle Initial	Student ID Number* <small>Found on WildCARD</small>
Preferred First Name (if different from above): _____		Date of birth: ____/____/____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> _____	Passport Number: _____ Expiration Date: _____	Country of Issue: _____ If you do not have a passport, you should apply for one immediately. Your passport must be valid for 6 months after return to the U.S.	
Phone Number (_____) _____			
E-mail Address _____ Per University policy, we expect you to read your email on a regular basis.			
Permanent Address _____			
Street	City	State	Zip Code
<input type="checkbox"/> Caucasian/White	<input type="checkbox"/> Asian, Native Hawaiian, or Other Pacific Islander		
<input type="checkbox"/> Black or African-American	<input type="checkbox"/> American Indian or Alaska Native		
<input type="checkbox"/> Hispanic or Latino/a	<input type="checkbox"/> Biracial/Multiracial		
<input type="checkbox"/> Other: _____			
Are you an international student?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, home country: _____		
Do you currently receive financial aid through Northwestern, federal or state grants and loans, work-study, and/or employee discounts?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
List your country or countries of citizenship.	<input type="checkbox"/> USA <input type="checkbox"/> Other: _____		
Do you receive athletic aid from Northwestern?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you receive faculty/staff tuition rebate?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Parent/Guardian Information:	
Northwestern may use the following information in case of emergency and for correspondence purposes. In addition, Northwestern may release information regarding the study abroad student to the contacts listed here (see section X-4 for more details).	
Contact #1	
Name: _____	Home Phone (_____) _____
City _____ State _____	Country _____
Email Address _____	Cell Phone (_____) _____
Relationship to you: _____	
Contact #2	
Name: _____	Home Phone (_____) _____
City _____ State _____	Country _____
Email Address _____	Cell Phone (_____) _____
Relationship to you: _____	

III. ACADEMIC INFORMATION

<p>List the School(s) you are currently in. Non-Northwestern students: List your home institution.</p> <ul style="list-style-type: none"> If you are a double degree student in a 5-year program, list both schools. If you are applying to transfer schools, list both schools. Complete the rest of this application based on the school to which you are transferring. 	<p>_____ (1st School)</p> <p>_____ (2nd School)</p>
<p>List all of your declared and/or intended majors and minors.</p> <ul style="list-style-type: none"> If you are currently undeclared, you do not need to declare a major before submitting this application. If you have a major in mind, please complete this application based on that plan. If any major or minor is currently undeclared, check the Undeclared box. 	<p>_____ 1st Major <input type="checkbox"/> Undeclared</p> <p>_____ 2nd Major <input type="checkbox"/> Undeclared</p> <p>_____ 1st Minor <input type="checkbox"/> Undeclared</p> <p>_____ 2nd Minor <input type="checkbox"/> Undeclared</p>
<p>Language Study Which language(s), if any, have you studied at the university level?</p> <p>List the last course you took in this language and when.</p>	<p>_____ (language/s)</p> <p>_____ course(s)/term(s)</p>
<p>GPA Please write your current, cumulative GPA.</p>	<p>_____ (GPA)</p>
<p>Expected Graduation Date</p>	<p>_____/_____/_____ (month/year)</p>
<p>Status When you intent to study abroad, what year will you be at Northwestern? (E.g. If you plan to study abroad the summer after your sophomore year, consider yourself a junior while abroad.)</p>	<p><input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior</p>
<p>Student conduct and academic issues Have you had any student conduct and/or academic issues at Northwestern? If you check yes, your study abroad adviser will contact you for more information.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

What do you wish to achieve by studying abroad?	1 = not very important		5 = very important		
Becoming more fluent in a language I have already studied	1	2	3	4	5
Beginning to learn a new language	1	2	3	4	5
Living in another culture and interacting with local people	1	2	3	4	5
Making significant progress toward my major/minor requirements	1	2	3	4	5
Having the opportunity to take courses not offered at Northwestern	1	2	3	4	5
Other (please explain):					

IV. NORTHWESTERN UNDERGRADUATE RESIDENCE REQUIREMENT

THE UNDERGRADUATE RESIDENCE REQUIREMENT (URR) CHECKLIST

**Non-Northwestern students and students applying to Buffett Center programs – please skip this section.*

The full text of the URR can be found in the Undergraduate Catalog. One provision is especially relevant: “A student who receives credit [in transfer to Northwestern] for study abroad must be in residence for either the final 3 quarters or 4 of the last 6 quarters before the awarding of the degree.”

- If you answer **YES** to **any** of the questions below you **MUST** meet with your Degree Auditor in the Office of the Registrar to complete the verification below. **Call to schedule an appointment AS SOON AS POSSIBLE: 847-491-5234.**
- If you answer **NO** to **all** of the questions below, you **do NOT** need to meet with your Degree Auditor. However, if you have taken fewer than 4 courses during 2 or more quarters, to ensure that you will fulfill your credit requirement by your expected graduation date, we **strongly recommend that you meet with your Degree Auditor.**

Expected graduation date		_____/_____/_____ (month/year)
When you intend to study abroad, what year will you be at Northwestern?		<input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
Assuming you study abroad as planned: By the time you graduate, how many full-time quarters (3 classes or more) do you expect to have spent on NU’s Evanston campus? <i>Medill and SESP students: Count Journalism Residency and the SESP Practicum as full-time quarters on the Evanston campus.</i>		A. _____ (# of quarters)
How many quarters do you plan to study abroad?		B. _____ (# of quarters)
Single Degree Students: Add up the numbers above in lines A and B. Is the total fewer than 12?	A+B _____ (total # of quarters)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5-Year Double Degree Students (receiving degrees from two schools): Add up the numbers above in line A and B. Is the total fewer than 15?		
After returning, how many additional full-time quarters do you plan to spend on NU’s Evanston campus before graduating? Is the number in C less than 3?	C. _____ (# of quarters)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a transfer student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a COOP student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you applying to study abroad after your final year at Northwestern?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Verification of the Undergraduate Residence Requirement To be completed by the Degree Auditor: Study Abroad Term (quarter[s]/year): _____ If transfer student: Residence Requirement _____ quarters Expected graduation (quarter/year): _____ / _____ Comments: _____ Degree Auditor’s Signature: _____ Date: _____ <i>The signature indicates that, if the student follows her/his plan to study abroad during the term(s) listed above and then to graduate at the completion of the expected graduation term above, s/he should successfully fulfill the URR. Any changes to the plan set forth at this time may alter the URR and will warrant further review.</i>		
To be completed by the Student (only if required to obtain Degree Auditor’s signature above): <ul style="list-style-type: none"> • I have reviewed the URR policy with my Degree Auditor and I have understood its variances. • I also understand that if my study abroad official transcript and my study abroad credit evaluation form (if needed) are not received by the Registrar’s Office by the deadline of _____, my graduation date will be deferred. Student’s Signature: _____ Date: _____		

V. PRELIMINARY COURSE PLAN FOR STUDY ABROAD

What type of credit do you hope to earn abroad?
<input type="checkbox"/> I plan to earn only general elective credit abroad. <input type="checkbox"/> I plan to earn major, minor and/or distribution credit abroad. Please explain below , for example “I plan to earn one advanced credit for my history major and one distribution credit in Area X”:

Study Abroad Curriculum
List the courses you hope to take on your first and second choice programs . Please be as specific as you can. If you are not yet sure which courses you will take, indicate the subjects you are interested in (e.g., “Italian” or “Irish literature”). Check your program website for current course listings.

First Choice Program Course Title or Subject	Second Choice Program Course Title or Subject
1.	1.
2.	2.
3.	3.
4.	4.

VI. DEPARTMENT & SCHOOL APPROVAL FOR STUDY ABROAD

A. Departmental Signature

To be completed by students hoping to fulfill major or minor departmental requirements in WCAS, McCormick, and Communication while abroad (all others skip to B. on the following page).

To the Departmental Adviser(s):
Please see the FACULTY/ADVISERS section of the Study Abroad Office website for additional information about approval of study abroad plans. If your approval of the student's plans is conditional, state the conditions below. Rules about double counting also apply to study abroad courses.
By signing below, you agree to the following: “I have discussed with this student his/her plans for foreign study – including possible course substitutions (see Section VI of this application) – and believe that they will be acceptable to my department in partial fulfillment of his/her academic program.”

Major 1	Major 2
Signature:	Signature:
Printed name:	Printed name:
Email:	Email:
Department/Program:	Department/Program:
Comments/conditions:	Comments/conditions:

Minor 1	Minor 2
Signature:	Signature:
Printed name:	Printed name:
Email:	Email:
Department/Program:	Department/Program:
Comments/conditions:	Comments/conditions:

VI. DEPARTMENT & SCHOOL APPROVAL FOR STUDY ABROAD

B. School Representative Approval

** Non-Northwestern students please skip this section.*

School	Representatives	Office
WCAS <i>Freshmen</i>	Your Freshman Adviser	Contact your freshman adviser
WCAS <i>Sophomores</i> <i>Juniors</i> <i>Seniors</i>	Your College Adviser	College Advisers are in the Office of Undergraduate Studies and Advising, 1908 Sheridan. Call 491-8914 to make an appointment.
Communication	Your School Adviser	Varies by department; for the complete list, go to: www.communication.northwestern.edu
McCormick	Heather Bacon	Tech L269, h-bacon@northwestern.edu
Music	Linda Garton	Music 110/111, lgarton@northwestern.edu
SESP	Your Specific Adviser: Meg Kreuser Susan Olson Ken Powers Megan Redfearn	Annenberg 121 mkreuser@northwestern.edu susan-olson@northwestern.edu kenneth-powers@northwestern.edu m-redfearn@northwestern.edu
Medill	Keri Disch or Dorina Aguilar Rasmusson	Fisk 101C, k-disch@northwestern.edu or da-rasmusson@northwestern.edu

I have applied to transfer into another school.

Obtain signatures from both schools, and explain here:

To the School Representative:

Please see the [FACULTY/ADVISERS](#) section of the SAO website for additional information about approval of study abroad plans. If your approval of the student's plans is conditional, state the conditions below. Rules about double counting also apply to study abroad courses.

By signing below, you agree to the following:

"I have discussed with this student his/her plans for foreign study and believe that they will be acceptable to my school in partial fulfillment of the student's academic program. This student is in good academic standing in my school and is making satisfactory progress towards the completion of her/his degree. Her/his study abroad plans make good academic sense considering the overall plan of study at Northwestern."

School 1	School 2
Signature:	Signature:
Printed name:	Printed name:
Email:	Email:
Title:	Title:
Comments/conditions:	Comments/conditions:

VII. LANGUAGE DEPARTMENT APPROVAL (ONLY FOR FRANCE, GERMANY, ITALY & SPAIN PROGRAMS)

**Non-Northwestern students please skip section VII.*

Are you seeking language credit abroad for a major, minor, or completion of a language sequence, or are you hoping to pass out of your WCAS language requirement on the Barcelona, France, Italy or Germany programs? Yes No

If yes, students hoping to earn specific language credit abroad on the above programs are ***strongly encouraged (required for France)*** to make an appointment to speak with a language department faculty advisor regarding earning language credit abroad. **If you do not have an adviser in the language department, you may contact:**

- **Arles, France:** Margaret Dempster (m-dempster@northwestern.edu)
- **Barcelona, Spain:** Elisa Baena (e-baena@northwestern.edu)
- **Berlin, Germany:** John Paluch (paluch@northwestern.edu)
- **Padova, Italy:** Thomas Simpson (ths907@northwestern.edu)

VIII. FACULTY REFERENCE

**Bonn applicants please skip.*

Please submit the name and contact information of a professor or graduate student **who has taught you in a recent class** and could serve as an academic reference for you. If necessary, we may contact this person after reviewing your application. For this reason, you should make the faculty member aware that you are listing him/her as a reference.

Name of faculty reference: _____

Department: _____

Course I took with faculty member: _____

Course term/year: _____

Faculty office phone number: _____

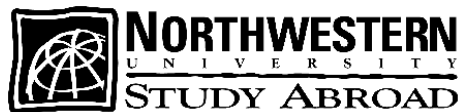
Faculty email address: _____

IX. STUDY ABROAD ESSAYS

Type your essays on a separate page and attach them to this application. Please address the following in an approximately 750 word personal statement:

- What are your personal expectations for study abroad?
- Why did you choose your First Choice program? Why did you choose your Second Choice program (if applicable)?
- Identify one or two current issues of interest in your program country/countries (e.g. social, political, environmental, etc.). Explain why you are interested in these topics, and how they relate to your academic goals. Review 2-3 online newspaper or journal articles to learn more about how these issues are currently being handled or discussed in your potential host country/countries.
- **Students applying with a GPA below a 3.0:** Briefly explain why your GPA fell below a 3.0 and give a detailed plan for how you plan to raise it. (300-500 words)

X. STUDENT AGREEMENT



2012 STUDENT AGREEMENT FOR NORTHWESTERN SUMMER STUDY ABROAD PROGRAMS

Study Abroad Program(s): _____

In applying for admission to the Northwestern University Study Abroad Program(s) named above, I _____, hereby agree to the following statements:

1. The Study Abroad Office has the authority to establish rules and guidelines necessary for the operation of its overseas programs. The rules of conduct for student participants are outlined in the Code of Conduct for Northwestern Summer Study Abroad Programs (www.northwestern.edu/studyabroad/programs/summer/Student_Agreement.html) which I will be required to sign during the confirmation phase. These rules and guidelines are also explained during the pre-departure and on-site orientation programs. In addition, I understand that the host institution may have additional policies, rules, or guidelines to which I will be subject. I agree to abide by these rules.
2. I acknowledge that I am responsible for complying with the University's study abroad program academic policies and procedures as outlined on the Web at: www.northwestern.edu/studyabroad/academic_issues. I further understand that I must enroll in and complete a full course load as determined by the program.
3. I understand and agree that I will turn in all materials, forms, and payments by the due dates, and attend the mandatory orientation session as specified in my acceptance email. I acknowledge that my failure to do so may result in my being withdrawn from the program.
4. I understand that the Northwestern Division of Student Affairs or appropriate office from my home institution will release information regarding my disciplinary record to the Study Abroad Office and the University Study Abroad Committee and that this information will be used in determining my eligibility for study abroad. I further understand that the academic advisers in my school may release information regarding my academic record to the Study Abroad Office and the University Study Abroad Committee and that this information may also be used in determining my eligibility for study abroad. I also understand that I may not be permitted to study abroad if I am on disciplinary or academic probation during the study abroad period. I understand that the Study Abroad Office may release my name and program information to other Northwestern offices, including Counseling and Psychological Services. I authorize Northwestern University to release any information in this application to the study abroad program officials in the United States and overseas as well as to parents/guardians listed in Section I of this application for the purposes of administering the study abroad program. Finally, I understand that my consent is required by the Family Education Rights and Privacy Act of 1974, as amended ("FERPA"), for Northwestern University to release any personally identifiable information from my education records not defined as "Public Information" under the University's FERPA policy. I, therefore, give my permission to the Study Abroad Office to release any of my education records necessary to the administration of my Study Abroad Program to such program abroad/host institution.
5. I understand and acknowledge that there are inherent health and safety risks associated with living and studying abroad, and I agree I am personally responsible for obtaining all health information, medical procedures, immunizations, and medications appropriate to my study abroad program for my personal well-being.
6. I agree that I will abide by all policies and regulations established by the host institution at my program abroad and obey local laws and ordinances. I further understand that I remain enrolled as a student at Northwestern University, and I agree to abide by University policies for the duration of my participation in this program.
7. I understand that the University has the right to withdraw me from the program at any time if, in the judgment of the Program Director or the Study Abroad Office, my conduct or academic standing warrants withdrawal (e.g., if I have violated the Code of Conduct, or if I have conducted myself in a way that has disrupted the program or brought the program into disrepute). I understand further that if I withdraw, depart, or am dismissed from the program prior to its formal completion, no refund of any kind will be made, I will be required to pay all costs incurred on my behalf, and I will be required to return home at my own expense. I understand that academic transcripts will not be released until such reimbursement is made. I also understand and agree that if I withdraw, depart, or am dismissed from the program prior to its formal completion, I will not be eligible for any academic credits I would have earned and will automatically be withdrawn from the program.
8. I understand that I am required to submit a completed program evaluation to the Northwestern study abroad office coordinating my program before they will forward my study abroad transcript to the Northwestern Office of the Registrar or my home institution.
9. I, on behalf of myself and personal representatives, hereby release Northwestern University and any cooperating institution and their officers, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical or hospital care, personal illness or injury or death arising out of my participation in the study abroad program named above and/or travel or activity conducted by or under the supervision or control of Northwestern or any cooperating institution.

My signature below confirms that I understand and agree to all of these statements and conditions.

Signature: _____

Date: _____



**Northwestern University Parent-Student Agreement
Regarding Student Participation in Northwestern University's
2012 Summer Study Abroad Programs**

In applying for admission to the program(s) named on page 2 of this agreement, we, _____ (student) and _____ (parents or legal guardians) understand and agree to the following terms and conditions:

1. General Policies and Procedures
 - a. We understand that Northwestern University acts only to provide the opportunity for study abroad and does not guarantee the student's satisfaction with the program.
 - b. We have carefully read the specific program Web page linked to www.northwestern.edu/studyabroad/programs/summer and agree to all conditions, regulations, and/or restrictions stated in it. We understand that statements or comments about the program made by Northwestern faculty or staff are for information only and should not be construed to modify, amend, or interpret the program as described in official publications. We agree that the student will be subject to the rules and regulations of this program during the period of attendance.
 - c. We recognize that the student is a guest in a host country and has a responsibility to strive to understand and respect the norms of conduct in the host culture. The student agrees to represent Northwestern responsibly and to abide by cultural and dress codes appropriate to the host country.
 - d. We have carefully read, understand, and agree to abide by the rules and regulations regarding academic, financial, health and safety, behavior, and other issues, explained on the Northwestern Summer Study Abroad Web site: www.northwestern.edu/studyabroad/programs/summer.
 - e. We understand that all students in Northwestern Summer Study Abroad programs must adhere to University rules and regulations, as explained in the Student Handbook (www.northwestern.edu/handbook). Students who violate University rules and regulations—including Northwestern Study Abroad rules and regulations, referenced above—may be subject to dismissal from the program and are not entitled to a refund, and Northwestern students may also be subject to further disciplinary action upon returning to Northwestern.
 - f. We understand that the faculty director or designated administrator of this program has the authority to require the withdrawal of any student whose conduct or academic standing warrants such a step. Examples of conduct that may require withdrawal include, without limitation, violating policies, rules and regulations, engaging in disruptive behavior, academic infractions, or conduct that could bring the program into disrepute, or conducting oneself in a manner such that continued participation in the program would adversely affect the health, safety or welfare of oneself or others. We understand that the student is not permitted to have involvement with illegal drugs or to engage in illegal or abusive use of alcohol and that the student is required to participate in all classes and scheduled program activities. Northwestern reserves the right to deny credit to students who do not complete their study abroad programs on site, regardless of whether they were dismissed from the program or left voluntarily.
 - g. We understand that if the student's study abroad plans necessitate a visa, the student is responsible for obtaining the visa prior to departure. In addition, the student is responsible for taking any requisite medical precautions (e.g., health information, immunizations, and prophylactic medications) appropriate to the study abroad program and personal travel plans. As a first step, students should consult with Northwestern University Travel Health Services (www.nuhs.northwestern.edu/evanston/travel.aspx) well in advance of departure.
 - h. We understand that students on all Northwestern Summer Study Abroad programs are required to obtain HTH Worldwide health insurance for the duration of their program, regardless of any other coverage they might have from their parents, Northwestern, or their study abroad program. For more information on Northwestern's study abroad health insurance policy, consult: www.northwestern.edu/studyabroad/health_safety/Health_Insurance.html. We further understand that all students studying abroad are required to register with International SOS, a free security and travel assistance firm (www.northwestern.edu/studyabroad/outbound_students/International_SOS.html).
2. Academic Policies
 - a. We further understand that Northwestern students are responsible for resolving a number of issues before leaving to study abroad. These include: 1) completing any incomplete grades from courses taken at Northwestern; 2) settling any outstanding financial holds; and 3) submitting pre-departure forms, attending mandatory pre-departure orientations, and fulfilling any other obligations outlined in their acceptance email.
 - b. Students are expected to maintain satisfactory academic performance and good standing prior to departure for study abroad. Students whose cumulative GPAs decrease significantly or who are subject to University disciplinary sanctions may not be permitted to study abroad, even if their application had been previously approved.
 - c. We understand that all Northwestern undergraduate students are subject to the Undergraduate Residence Requirement, which is explained in the Northwestern Undergraduate Catalog. Students are responsible for ensuring that they meet this requirement. Questions concerning the Undergraduate Residence Requirement should be directed to the student's Degree Auditor in the Office of the Registrar.
 - d. To be eligible to transfer credit back to Northwestern, we understand that students are expected to complete the full term of the program on site, including all assignments, examinations and papers; take all courses included in the full-time load for an official grade and earn the equivalent of a grade of C or better.

- e. We understand that there will be an evaluation of the student's academic performance in the program. Satisfactory performance by a Northwestern student shall result in the student being eligible to receive 1-4 credits toward the Northwestern degree, depending on the summer program. Non-Northwestern students should consult with administrators at their home institution to determine the amount of credit they will earn.
- f. We understand that upon completion of the program, all students are required to submit a program evaluation to the Northwestern office coordinating their program.

3. Financial Policies

- a. We understand that in order to confirm participation in their program: Northwestern students must submit a signed Intent to Enroll form to their program office by their confirmation deadline. Your program fee will be billed by Northwestern on May 10 and must be paid by June 1. If a student withdraws from a program after submitting a signed Intent to Enroll form, s/he will be charged a minimum \$1,000 cancellation fee plus unrecoverable costs incurred on the student's behalf by the program office. Non-Northwestern students must submit a non-refundable \$1,000 deposit by their confirmation deadline. The deposit secures the student's spot in the program, will be applied to his/her overall program fee, and is non-refundable. The remaining program fee will be billed by Northwestern on May 10 and must be paid by June 1. Non-Northwestern students who submit a signed Intent to Enroll form but do not submit their \$1,000 deposit within 10 days of the program's confirmation deadline are subject to an additional \$500 penalty fee.
- b. We understand that failure to pay any fees related to study abroad may result in a penalty fee, a hold being placed on the student's account, or inability to transfer credit.
- c. If the student withdraws or is dismissed from a summer program administered by Northwestern University, refunds, if any, will be made according to the Refund, Withdrawal and Cancellation Policies for Northwestern Summer Study Abroad programs: www.northwestern.edu/studyabroad/programs/summer/Refund_Policy.html. If the student withdraws or is dismissed from a summer program not administered by Northwestern University (such as BU Padova and IES Abroad Arles), refunds, if any, will be made according to the policy of the applicable program.
- d. Monies forfeited through withdrawal or dismissal from a study abroad program will not be credited toward tuition fees for further study at Northwestern.
- e. We understand that Northwestern charges a Study Abroad Administrative Fee to cover administrative services for students participating in all Summer Study Abroad programs *except* those run by the Center for Global Engagement, the Buffett Center for International & Comparative Studies and select IPD programs. This fee is **\$795** for students studying abroad during the summer of 2012. This fee will not be refundable, in whole or in part, in the event the student withdraws or is dismissed from the program, regardless of the reason for withdrawal or dismissal.

4. Release and Covenant Not to Sue

We understand that there are unavoidable risks inherent in studying abroad, and we hereby release and promise not to sue Northwestern University, its trustees, officers, employees, and agents for any damage or injury (including death) to the undersigned student or his/her property caused by, derived from, or associated with, the student's study and/or travels abroad, except for such damage or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of Northwestern.

Student: _____		
Last Name	First Name	Middle Initial
PROGRAM(S)		LOCATION(S)
First Choice:		Country:
Second Choice:		Country:

Signed by:

Note: The signature of a parent or legal guardian is required for all undergraduates, regardless of age, and indicates that the co-signers have read and understand the statements herein on page 1 and page 2.

Student: _____ **Date:** _____
 Signature

 Printed name

Parent/Legal Guardian: _____ **Date:** _____
 (Required) Signature

 Printed name

Parent/Legal Guardian: _____ **Date:** _____
 (Second signature optional) Signature

 Printed name

- Complete all required information on **BOTH PAGES** of this legal agreement.
- If you need to mail or fax this form, you **must** send **both** completed pages to the coordinating study abroad office. Please see contact information on next page.

Summer Study Abroad Program Offices

Arles, Barcelona, Bonn, Munich & Padova Programs	Beijing, Berlin, Chile, & Cuba Programs	Czech Republic & Turkey Programs	Global Engagement Studies Institute
<p>Study Abroad Office 630 Dartmouth Place Evanston, IL 60208 Ph. 847-467-6400 Fax: 847-467-6410 studyabroad@northwestern.edu</p>	<p>Office of International Program Development (IPD) 1800 Sherman Ave. Suite 4-700 Evanston, IL 60201 Ph. 847-467-6953 Fax: 847-467-5434 ipd@northwestern.edu</p>	<p>Buffett Center 1902 Sheridan Road Evanston, IL 60208 Ph. 847-467-1152 Fax: 847-467-1996 r-koryan@northwestern.edu</p>	<p>Center for Global Engagement 620 Library Place Evanston, IL 60208 Ph. 847-491-5932 Fax: 847-491-3739 gesi@northwestern.edu</p>

XII. HOME INSTITUTION AUTHORIZATION & EVALUATION
(FOR NON-NORTHWESTERN STUDENTS ONLY)

To the home university official:

This student is applying to study abroad on a Northwestern University summer study abroad program. The Northwestern University Study Abroad Office requires that the Office of Student Affairs, Dean of Students, Study Abroad Office or other relevant office at the student's home institution complete this Authorization & Evaluation Form. Please contact the appropriate study abroad office at Northwestern (see contact information below) with any questions or concerns. Administrators may also email or fax this form directly to the coordinating study abroad office.

Student name: _____

1. Does this student have a disciplinary record with your institution?

Yes No

If yes, please explain:

2. Has this student ever been on academic probation?

Yes No

If yes, please explain:

3. Has the student secured the necessary approval to study abroad from your institution?

Yes Approval not necessary No If no, please explain:

Administrator's Name: _____ Title: _____

Administrator's Signature: _____ Date: _____

Transcript release:

Please list the address of the office at the home institution where the study abroad transcript should be mailed.

Office: _____

Institution: _____

Address: _____

City _____ State _____ ZIP Code _____

Summer Study Abroad Program Offices

Barcelona, Bonn & Munich Programs	Beijing, Berlin, Chile, & Cuba Programs	Czech Republic & Turkey Programs	Global Engagement Studies Institute
Study Abroad Office 630 Dartmouth Place Ph. 847-467-6400 Fax: 847-467-6410 studyabroad@northwestern.edu	Office of International Program Development (IPD) 1800 Sherman Ave. Suite 4-700 Ph. 847-467-6953 Fax: 847-467-5434 ipd@northwestern.edu	Buffett Center 1902 Sheridan Road Ph. 847-467-1152 Fax: 847-467-1996 r-koryan@northwestern.edu	Center for Global Engagement 620 Library Place Ph. 847-491-5932 Fax: 847-491-3739 gesi@northwestern.edu

XIII. LETTER OF RECOMMENDATION – FOR BONN APPLICANTS ONLY

Your letter of recommendation must come from a professor or TA who has had you in class at Northwestern. Give this page to your recommender, or download and email him/her a copy:

<http://www.northwestern.edu/studyabroad/forms/index.html>

Student Name: _____

To the Student:

Choose a faculty member or TA who knows you well, and contact recommenders **at least four weeks** before the application is due. Give faculty members guidelines for writing the recommendation:

- Remind faculty members how you performed in their course.
- Explain how study abroad will enrich your undergraduate career/life. Be specific!
- Tell faculty members which skills and personality traits you would like emphasized in the recommendation.

If you have not worked closely with any professors or TAs, request to meet with a professor who has had you in class and, after discussing your work in his/her course and your study abroad plans, the instructor might be willing to write a letter of recommendation for you.

To the Recommender:

The Study Abroad Office places high value on recommendation letters from faculty and teaching assistants. Partially based on these letters, we determine applicants' academic commitment, ability, and readiness to handle the challenges of study abroad. If you agree to write a recommendation letter for a student, you may wish to use the following as guidelines:

- In what capacity and for what length of time have you known the applicant?
- What course(s) did the applicant take with you?
- How would you rate this applicant's intellectual motivation?
- Discuss the quality of academic work prepared by the applicant.
- List any special considerations of which we should be aware.
- If possible, comment on the applicant's suitability for study abroad in terms of personal factors, such as: stability, independence of mind, creative ability, responsiveness to feedback and authority, ability to work in groups, and motivation.

Generally, recommendation letters are three to four paragraphs long and on department letterhead. Please be sure to include your contact information (office phone/email) and signature.

The typewritten letter must be submitted in a **signed and sealed envelope** either by the student or you. You can give the sealed letter to the student to include with his/her application, or send via campus mail by the student's deadline to the Study Abroad Office at the address below. Emailed or faxed letters of recommendation cannot be accepted.

Please also refer to the Faculty/Advisers section of the study abroad website for additional guidelines and resources:

http://www.northwestern.edu/studyabroad/faculty_advisers/index.html

Study Abroad Office
630 Dartmouth Place
Evanston, IL 60208
(847) 467-6400