



## Faculty Led Study Abroad Application

**Priority Application deadline: December 7, 2018**

**Final Application deadline: February 15, 2019**

**\$200 non-refundable application fee is due upon application submittal**

**Passport is due February 15, 2019 but not necessary to apply!**

### GETTING STARTED

Thank you for your interest in the rewarding field of study abroad. As a student participant, you will be exposed to new customs, values, tastes, sights and in most cases, a new language. The goal of study abroad programs is to provide our participants with the opportunity to succeed in an international academic environment. Students who participate in a study abroad program expand their worldview and experience a new and interesting way of life while pursuing their degrees. The following are a few guidelines and steps to help you through the study abroad application process.

#### Step 1: Eligibility

To be eligible to participate in study abroad program, students must:

- Be enrolled at Alamo Colleges
- Be at least 18 years old by the time of travel
- Have a minimum 2.0 GPA and have completed 12 academic college credit hours or in progress of completion of a minimum of 12 academic credit hours (not remedial/developmental courses) by the start date of the program
- Have a valid passport by February 15, 2019

**Step 2: Select a faculty-led study abroad program. Summer 2019 program information maybe found at [alamo.edu/studyabroad](http://alamo.edu/studyabroad)**

**Step 3: Attend a Study Abroad 101 Session or contact your Study Abroad Coordinator**

- Study Abroad Coordinator may be contacted at 210-485-0084 or email at [dst-studyabroad@alamo.edu](mailto:dst-studyabroad@alamo.edu)
- Be sure to make an appointment **before** visiting the study abroad office
- If you need to cancel or change your appointment, call the study abroad coordinator
- All appointments are held at 201 W. Sheridan, Bldg. C. Room 7 San Antonio, Texas 78204

#### Step 4: Apply

- Complete the Study Abroad Application
- Prepare Essay
- Pay deposit via check or money order payable to Alamo Colleges District or Online
- Complete disciplinary form
- Obtain (1) faculty recommendation

**Step 5:** Submit a completed application via email or in person to: Office of International Program 201 W. Sheridan, Bldg. C. Room 7, San Antonio, Texas 78204 or via email at [dst-studyabroad@alamo.edu](mailto:dst-studyabroad@alamo.edu) use subject line Study Abroad Application.

**Make note that any incomplete applications will not be processed.**

# Study Abroad Application

## STUDY ABROAD PROGRAM INFORMATION

Name of Study Abroad program: \_\_\_\_\_

Faculty Leader: \_\_\_\_\_

Dates of Program: \_\_\_\_\_

Courses for which you will register: \_\_\_\_\_

## STUDENT INFORMATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Banner ID#: \_\_\_\_\_

Date of birth: \_\_\_\_\_

College: \_\_\_\_\_

Major: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Alamo Colleges email: \_\_\_\_\_

Total credit hours: \_\_\_\_\_

Hours currently enrolled: \_\_\_\_\_

Grade point average: \_\_\_\_\_

Passport Number:  
\_\_\_\_\_

*(A passport is not necessary to apply but will be required by February 15, 2019)*

## SPECIAL ACOMODATIONS

Are you currently registered with the disabilities office at any of the five colleges?                      Yes      No

Do you have any medical conditions that require special accommodations or may limit your participation in this study abroad program?                      Yes      No

**If you answered "yes" to both questions, contact the Study Abroad office six months prior to departure in order to ensure arrangements can be made for you to receive reasonable accommodations.**

## EMERGENCY CONTACT INFORMATION (LIST TWO CONTACTS)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

## ATTACH AN ESSAY (200-300 WORDS)

Your essay should state why you would like to participate in this study abroad program. Your statement should focus on **at least one** of the following three aspects of the experience: (1) how the experience will complement your academic major; (2) what personal value you will gain by learning about and functioning in another culture; (3) why you are ready to participate in such an experience abroad at this time. Please include your name and the name of the program and its location. Essays must be typed and attached to your application form and it must be received by the deadline.

## CERTIFICATIONS

I certify I will abide by all of the rules, policies, codes of conduct, and regulations of the Alamo Colleges and of Study Abroad in particular.

I certify I am in good academic and judicial standing. I understand if I fail to meet and maintain the requirements for participation in the Study Abroad program, I will be ineligible to participate and any advance payments made by me will not be refunded.

I certify that I understand that withholding information requested or giving false information will make me ineligible for admissions to the program or dismissal from the program, without refund of any costs or fees paid.

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
STUDENT BANNER ID

\_\_\_\_\_  
DATE



## STUDENT DISCIPLINARY VERIFICATION FORM

### PARTICIPATION SECTION

I authorize ( Home College) to release details of my disciplinary record(s) to the Alamo Colleges Study Abroad Office. By signing this form I certify that I understand and authorize the release and sharing of my confidential records with the Alamo Colleges. If there is the possibility of a change in my current status, I must discuss my case with my academic advisor and program director, otherwise, I may no longer qualify for a study abroad enrollment, and I may not be eligible for a refund.

Participant Name (Please print)

Selected Study Abroad Program

Participant Signature

Date

Banner Id

### HOME INSTITUTION SECTION

This section is to be completed by your campus Vice President of Academic Affairs office and forwarded to International Programs Office. Please send forms to: [dst-studyabroad@alamo.edu](mailto:dst-studyabroad@alamo.edu)

Please check the appropriate section below:

I have verified that the applicant's record **does not** make mention of any previous disciplinary problems, including warnings or probation. I recommend that this student participate in this study abroad program.

I have verified that the applicant's record **does** make mention of previous disciplinary problems, including warnings or probations. (If permissible, please provide an explanation of the circumstances.) I **DO NOT** recommend that this student participate in this study abroad program because I consider the disciplinary offense significant, recent or otherwise disqualifying.

I have verified that the applicant's record **does** make mention of previous disciplinary problems, including warnings or probations. (If permissible, please provide an explanation of the circumstances.)

I **NEVERTHELESS DO** recommend that this student participate in this study abroad program because I consider the disciplinary offense minor, remote in time or otherwise not disqualifying.

Home Institute Official's Name (please print)

Home Institution Official's Signature

Title

Email address

Phone Number

## FACULTY RECOMMENDATION

Students are selected to study abroad on the basis of academic ability and maturity. To complete the application process, we would like your evaluation and recommendation so we can select those students who will succeed in and benefit from the program.

We cannot complete the application process until references are returned, and we would appreciate receiving your response as soon as possible. Thank you for the time you are taking in this matter.

Please send forms to: [dst-studyabroad@alamo.edu](mailto:dst-studyabroad@alamo.edu)

## TO BE COMPLETED BY STUDENT

To the Students: This form should be given to the reference listed in your application. Under the Family Education rights of Privacy Act of 1974 (Buckley Amendment), you have the right to either review this recommendation or to waive your rights to see it. Please check one and sign below:

Student Name:

I am applying to study abroad in: Name of  
the program:

I would like to study abroad in: \_\_\_\_\_  
(Term and Year)

- I do waive my right to access to this recommendation  
 I do not waive my right of access to this recommendation

**If applicant has waived their right to access this recommendation**  
Please return this form to: District Office of International Programs Student  
Recommendation  
The Alamo Colleges District  
201 W. Sheridan, Bldg. C, Rm C7 San Antonio, TX 78204-1429  
**If applicant has NOT waived their right to access this recommendation**  
Please return this form to applicant

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT PRINTED NAME

\_\_\_\_\_  
BANNER ID

## FACULTY RECOMMENDATION TO BE COMPLETED BY FACULTY

Name: \_\_\_\_\_

College: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant name: \_\_\_\_\_

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

2. What is your opinion of the student's ability to make an adjustment to a challenging living situation? The student's success in the program will be strongly affected by this adjustment of living in a different environment.

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3. Please make any additional comments concerning the student's qualifications for the program or the application process.

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4. How would you describe this student in terms of his/her maturity, sense of responsibility, reliability, honesty and character?

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5. What is your overall evaluation of this student for the study abroad program?

Recommend without reservation.

Do NOT recommend

Recommend with the following reservations:

\_\_\_\_\_  
FACULTY/STAFF MEMBER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
COLLEGE