



ICISP Study Abroad Application Checklist

Applicant Name: _____
Home College: _____
ICISP Representative: _____

The following items constitute a complete application:

- ___ Completed application packet including pages 1 – 7 (pages 9 -12 of the packet are for reference for the student)
 1. Checklist (pg 1)
 2. Application page including course selections (Passport numbers may be submitted after the student receives his/her passport.) (pg 2)
 3. Housing form (pages 3, 4, 5)
 4. Terms of the Program: (pg 6, 7)
 - o Release Agreement
 - o Medical Agreement/Permission for Emergency Treatment
 - o Participant Information including cancellation and refund policy
 - o Student Conduct Agreement including expectations and dismissal policy

- ___ A typed essay explaining the reasons for participating in the study abroad program, including expectations and how the program relates to personal and/or career goals. (1000 word minimum.)

- ___ An *official* college transcript to verify student's GPA and completion of your college's writing sequence (Either IAI C1900 and C1901R or C1900R or C1900) or equivalent. Another transcript may be needed at the conclusion of the current semester if eligibility requirements for the program are in progress. ICISP representatives are required to review transcripts to verify student eligibility.

- ___ Two recommendation forms (pages 13, 15). At least one recommendation form needs to be completed by a faculty member. The student may choose another college staff or faculty member as their second reference. Please allow sufficient time for completed forms to be forwarded by the home institution's ICISP representative and received in the ICISP office on or before the application deadline: Fall Programs – May 15th, Spring Programs – October 15th, and Summer Programs – February 20th.

- ___ Canterbury applicants must complete and include the Canterbury Application and Accommodation Forms (pages 17-18).

- ___ A \$500 deposit/application fee paid to the student's home institution must be submitted with the application. The fee will be applied to the program cost after acceptance. Please attach a photocopy of the student's payment to the application.

- ___ Seville and Salzburg applicants need to attach two passport-type photos.

- ___ Optional: Submit ICISP Founders' scholarship application
(Deadlines: Fall Programs – May 1st, Spring Programs – November 1st, Summer Programs – February 1st)

The completed application packet (excluding recommendation forms) must be submitted to the home institution's ICISP representative allowing sufficient time for the representative to forward the packet that must be received in the ICISP office by the application deadline. Applications submitted to the ICISP office using outdated forms will be returned to the student's representative. Late applications will not be considered.

ICISP Representative:

I verify that all items listed above are included in this application. Furthermore, I have reviewed the study abroad application and support the student's application to study abroad.

_____ ICISP Representative's Signature

_____ Date

\$ _____ payment received by home institution on _____ (date) Attach photocopy of all payments.

Comments: _____



ICISP Study Abroad Application For Fall or Spring Semesters 2012-2013

I am applying for:

_____ study in Canterbury, United Kingdom

_____ study in Salzburg, Austria

_____ study in Seville, Spain

_____ Fall semester 20____

_____ Spring semester 20____

_____ Summer session 20____

STUDENT APPLICANT INFORMATION – PLEASE PRINT

Name _____ Male: _____ Female: _____

Address _____

Street

City

State

Zip Code

E-mail address _____ Telephone (____) _____

Age _____ Date of Birth ____/____/____ Note: Students must be at least 18 at the start of a program.
(dd/mm/yyyy)

College presently attending _____

Major _____

Cumulative GPA _____ Number of Credit Hours completed at the end of this semester _____

Are you applying for Financial Aid? ____ If yes, what type? _____

Passport #: _____ Citizenship: US ____ Other _____ (specify)
(To be filled in at or before orientation) If other, country of residency _____

EMERGENCY CONTACTS

NAME	RELATIONSHIP	TELEPHONE	ADDRESS
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1. _____	_____	(____) _____	_____
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2. _____	_____	(____) _____	_____
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PRELIMINARY COURSE SELECTIONS

Four Classes plus an Alternate

Prefix & Course #	Name of ICISP Course	ICISP #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
Alternate course	_____	_____



ICISP Study Abroad Application Housing Form (Page 1 of 3)

PROGRAM

SEMESTER/YEAR

LAST NAME

FIRST

MIDDLE

DATE (dd/mm/yyyy)

PLACE OF BIRTH (city and state)

PASSPORT NUMBER

COLLEGE PRESENTLY ATTENDING

MAJOR

MINOR

Write brief comments on the topics below.

CAREER PLANS:

WORK EXPERIENCE:

TRAVEL EXPERIENCE:

SPECIAL INTERESTS AND/OR HOBBIES:

LANGUAGE(S) STUDIED AND/OR SPOKEN:

HOW DID YOU FIND OUT ABOUT THE PROGRAM?:



ICISP Study Abroad Application Housing Form (Page 2 of 3)

PROGRAM _____

SEMESTER/YEAR _____

LAST NAME _____

FIRST _____

MIDDLE _____

Female ()

Male ()

College Presently Attending _____

One of the most important experiences of the ICISP Programs is the living situation with families. Living with a family gives you greater insight into the society and culture as well as a "home away from home". Although living with a family requires some adjustments, at times even the sacrifice of a small amount of your independence, almost all students in the past have agreed that living with a family is definitely preferable to dormitory living. However, you can be assured that the families perfectly understand that you are adults, that you wish to travel on weekends, that there are no curfews, etc. Ultimately, it will depend upon you, whether you wish a very personal close relationship with your family or whether you prefer a more independent situation. Most homestays in Canterbury and Seville are located no further than a 40 minute walk to campus. For homestays in Salzburg, students may need to take a bus to campus.

In order to give the college administration input on the housing arrangements preferred, provided, please fill in the information below.

I would prefer a family: ___ with children ___ without children ___ no preference

I would prefer: ___ close contact ___ more independence

It is extremely important that I have a single room: ___ yes ___ no

I smoke: ___ yes ___ no

I am a vegetarian: ___ yes ___ no

This is my first time living away from home: ___ yes ___ no

On a scale of 1-9, with 9 very comfortable and 1 not at all comfortable...

How comfortable are you with dogs? _____

How comfortable are you with cats? _____

How comfortable do you feel about living abroad? _____

List any allergies you have: _____

I would like to have _____ as a housemate (please note that this request may not be honored by the host institution).



ICISP Study Abroad Application Housing Form (Page 3 of 3)

Other comments:



ICISP Study Abroad Application

Terms of the Program (page 1 of 2)

Release Agreement

I, the undersigned, having applied to the ICISP Study Abroad program in _____
for the _____ semester, 20____, do covenant and agree as follows:

I release ICISP and the host institution from any liability or damage or loss of property, injury, illness, or death during the period of the program.

I understand and agree that neither the Illinois Consortium for International Studies and Programs (ICISP), its agents, officers, or employees, nor any educational institution associated in this endeavor shall assume any liability for damages or loss of property or for any financial or other obligations incurred by participants either in the United States or elsewhere.

I further understand and agree that while participating in the Program, I shall be subject to the supervision and authority of ICISP, its agents, officers and employees, including the sole decision-making responsibility with respect to any participants whose conduct or academic standing may warrant expulsion or withdrawal from the Program. I understand that participants are expected to attend classes regularly unless otherwise indicated by illness or unavoidable circumstances and to conduct themselves in a mature and responsible way as representatives of their colleges and their country.

I further understand and agree that when I travel independently from travel arrangements and fieldtrips organized by the host college and/or by ICISP for participants in the Program I do so at my own risk. I assume responsibility for my own health, safety, and responsibility for all of my luggage and valuables as a result of this decision. I hold the host college and ICISP harmless for this decision and was advised as to my personal responsibility for this decision.

I hereby acknowledge and agree that if I should be required to withdraw from the program for failure to maintain appropriate standards of study or behavior, that my rights to a refund of any program fees may be limited and that I would no longer have access to any of the facilities of the Program.

I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the McLean County Illinois Circuit Court and be determined by the laws of the State of Illinois.

I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own. I further represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with any advisers, counselors, or attorneys of my choice.

I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.



ICISP Study Abroad Application

Terms of the Program (page 2 of 2)

Medical Agreement and Release/Permission for Emergency Treatment

On rare occasions, an emergency will develop which requires medical care, hospitalization, or surgery for a participant. So that such treatment can be administered without delay, we ask that each applicant sign the following statement authorizing ICISP representatives abroad to secure any necessary treatment.

In the event of injury or illness, I hereby authorize any representative abroad of ICISP to secure any necessary treatment, including the administration of an anesthetic and surgery.

Agreement to terms of ICISP Study Abroad Programs

I acknowledge that I have read and understood:

- The Release Agreement (pg 6)
- The Medical Agreement and Release/Permission for Emergency Treatment (pg. 7)
- the Participant Information including Cancellation and Refund Policy (pages 9 - 10)
- the Student Conduct Agreement including expectations and dismissal policy (pages 11 -12)

As an applicant to the program, I agree to such terms.

Signature of Student Applicant

Date

Printed Name

Program (Destination)

Semester/year

WITNESS SIGNATURE

Signature of Parent or Legal Guardian
if Participant is under 18 years of age

Date

Printed Name

This page is intentionally blank.
Remaining pages are an appendix designed to be kept by the student for reference.



ICISP Study Abroad Application

Participant Information

Program Price

Your campus ICISP representative has provided you with an itemized list of activities and services covered by the program price. It also stipulates anticipated expenses that are not covered by your program fees. The costs are estimated based on the rates of exchange between U.S. dollars and foreign currencies at the time the price was established. As a result, the **program cost is subject to change**. Every effort is made to establish a realistic price for the program. **However, in the unlikely event that it becomes necessary to increase the program cost after it has been advertised, participants may withdraw from the program within seven days of the date of the revised invoice with no penalty whatsoever.** Withdrawal for reasons other than price increase falls under the normal cancellation policy described in a separate section.

Use of Photos and Testimonials

Students participating in ICISP study abroad programs permit ICISP to use their names and photographs taken during the education abroad experience and statements made in written program evaluations in study abroad publications, reports, press releases, promotional literature, websites, and posters. ICISP reserves the right to copyright all photos and promotional literature used by the consortium.

Passports

Students who do not have a passport at the time of application are strongly encouraged to apply for a passport immediately. **Failure to secure your passport may mean that you will not be able to participate in your program.**

Air Transportation

Participants will make their own flight arrangements to their destination. Each ICISP program will provide information on meeting the group at a pre-arranged time and place (usually an airport or the point of entry for the group). **Failure to meet the group on time and any extra costs incurred as a result is solely the responsibility of the participant.**

Deposits and Payments

A \$500 deposit is due with the completed application form and subject to the cancellation and refund policy on page 10. Applications received after the final deadline will not be considered. Please submit all payments payable to applicant's home institution to the ICISP representative. **Final payments must be made to the home institution prior to the orientation date. Payments must be made on schedule or the student risks being dropped from the program.**

Orientation

The student will be informed by the ICISP office of acceptance to the program and the date, time and location for the orientation session. Orientation sessions for Canterbury and Seville are generally held from 9:30 a.m. to 1:00 p.m. at Heartland Community College in Normal, Illinois approximately 6 weeks prior to departure. The location and time of the Salzburg

orientation is determined after all Salzburg applications are received and a convenient location is selected. ***Mandatory attendance is required***

Financial Aid

Students apply for financial aid on their home campus. ***Students who will receive financial aid, but not in time to make scheduled payments, must arrange for a short-term loan to cover their cash flow problems.*** Deposits must be made on time to overseas institutions and vendors so the Consortium cannot wait for payments beyond the established deadlines.

Cancellation and Refunds

If, for any reason, the Consortium cancels a scheduled study abroad program prior to departure, ICISP's only liability will be to refund the monies paid into the program by the student.

Please understand that, if you change your plans FOR ANY REASON, ***your right to a refund is limited.*** The following cancellation schedule applies to all ICISP consortial programs.

Written Notice received by ICISP

Cancellation Penalty

Up until two weeks before orientation

No penalty

From two weeks before orientation until two working days after orientation

A cancellation penalty of the application fee/deposit will be imposed.

Three or more working days after orientation

The cancellation penalty will be determined by ICISP based upon advance deposits and payments made on behalf of the student.

Day of departure or later

NO REFUND

ALL CANCELLATIONS MUST BE MADE IN WRITING AND SENT TO:

Heartland Community College/ICISP
ICISP Program Assistant
1500 West Raab Road
Normal, IL 61761-9446

CAMPUS: 309-268-8664
FAX: 309-268-7980
EMAIL: karen.huber@heartland.edu

No refunds will be made for any services provided in the itinerary that you do not use.

If you have any questions regarding the above information, please contact your ICISP representative or the ICISP Program Assistant at the above address.



ICISP Study Abroad Application Student Code of Conduct and Agreement

Participation in the Illinois Consortium International Studies and Programs (ICISP) study abroad program is conditional upon the understanding and following of specific behaviors, rules of the host country and your home institution, and accountability for one's actions while participating in the program. Therefore, ICISP representatives, as well as those in charge of ICISP programs on site, have full authority to enforce agreed-upon standards. Further, they have full authority to take necessary steps to provide for the safety and full participation of all students, while participating in on-campus activities, off-campus field trips, and other travel as decided upon by the student. This may include, but not be limited to: advising the student's ICISP representative, advising the student's family, giving a warning of possible future dismissal from the program, and finally, sending the student home at the student's expense, with no reimbursement of payments. The student agrees to the following:

PERSONAL CONDUCT

As a guest in another country students are responsible and must conform to all laws of that country and rules, customs, and standards of the host institution. Be aware that you are also under any code of conduct determined by your home institution. Students must conduct themselves in an appropriate manner at all times. Inappropriate behavior is cause for dismissal from the program.

PROGRAM PARTICIPATION and CLASS ATTENDANCE

Students are expected to attend classes, maintain a full time course load as defined by the program, and attend all field trips. Attendance is mandatory unless specific arrangements have been made with the on-site program directors. Unauthorized absences are grounds for disciplinary action and possible dismissal from the program.

INDEPENDENT TRAVEL

While it is assumed that students may wish to participate in additional travel unrelated to the program, students must understand that commitment to their educational program at the overseas institution is primary and takes precedence over all other recreational travel. Students must understand and acknowledge that they accept full responsibility for personal travel. Students must inform their host family, as well as the ICISP or other representatives of the program, of overnight absences, and provide their itinerary so that in case of emergency they may be contacted.

LEGAL PROBLEMS

The student is responsible for all legal problems with any foreign nationals or government jurisdictions of the host country. ICISP cannot be held responsible for the well being, health or safety of the student when he/she is absent from the program. The student accepts liability and is financially responsible for any damage or injury he/she may cause. The host institution, ICISP, or the student's host College does not guarantee what, if any, assistance can be provided.

DISMISSAL POLICY

The In-Country Program Directors reserve the right to dismiss any student at any time for any of the following infractions:

- ◆ violation of any rules mentioned above,
- ◆ disruptive behavior,
- ◆ excessive absences from the academic program including field trips,
- ◆ use of illegal drugs,
- ◆ excessive use of alcohol,
- ◆ any conduct that appears in the In-Country Program Director's judgment to be disruptive to the student or incompatible with the interest or welfare of others or the reputation of the program.

Students dismissed from the program will remain responsible for all program costs incurred on their behalf, and will be sent home at their own expense. Full loss of academic credit may also result.

DISMISSAL PROCEDURE

1. The In-Country Program Directors, the host institution, or the host family identifies violation of any program rules.
2. In-Country Program Directors discuss the violation with the student and a course of action is agreed upon and documented. This is faxed to the ICISP Study Abroad Coordinator who will contact the ICISP representative.
3. If remediation does not occur within the agreed-upon time frame, and if the student continues to break the rules of the agreement, he or she will be contacted by the In-Country Program Directors for immediate dismissal.

All students participating in an ICISP program must sign this agreement. Any student who refuses to sign will not be allowed to participate in an ICISP program.



ICISP Study Abroad Application College Faculty or Staff Recommendation (Form 1)

_____ has applied for admission to the Study Abroad Program
in _____ for the _____ semester, 20_____.

Please indicate below your evaluation of this student:

	Excellent	Good	Poor	Unable to Judge
Probable academic success	5	3	1	0
Dependability	5	3	1	0
Maturity	5	3	1	0
Ability to get along with others	5	3	1	0
Adaptability to a new environment	5	3	1	0
Independence	5	3	1	0
Trustworthiness	5	3	1	0
Open-mindedness	5	3	1	0
Social contact	5	3	1	0
Sense of humor	5	3	1	0
Good ambassador from your college/United States	5	3	1	0

Please comment on the student's ability to do academic work abroad and to adjust to living in a foreign environment.

Printed Name of Reference

Signature of Reference

Title - Division/Department

Date

Please return this form to _____ on or before _____
ICISP Representative (date)

This page is intentionally left blank so recommendation form may be distributed as needed.

This page is intentionally left blank so recommendation form may be distributed as needed.



ICISP Study Abroad Application College Faculty or Staff Recommendation (Form 2)

_____ has applied for admission to the Study Abroad Program
in _____ for the _____ semester, 20_____.

Please indicate below your evaluation of this student:

	Excellent	Good	Poor	Unable to Judge
Probable academic success	5	3	1	0
Dependability	5	3	1	0
Maturity	5	3	1	0
Ability to get along with others	5	3	1	0
Adaptability to a new environment	5	3	1	0
Independence	5	3	1	0
Trustworthiness	5	3	1	0
Open-mindedness	5	3	1	0
Social contact	5	3	1	0
Sense of humor	5	3	1	0
Good ambassador from your college/United States	5	3	1	0

Please comment on the student's ability to do academic work abroad and to adjust to living in a foreign environment.

Printed Name of Reference

Signature of Reference

Title - Division/Department

Date

Please return this form to _____ on or before _____
ICISP Representative (date)

This page is intentionally left blank so recommendation form may be distributed as needed.

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Additional Application Form for Students Applying for the Canterbury Program

Application Form

Status (Please Specify): Mr/Mrs/Ms/Miss	Male/Female:
Given Names:	Family Name:
Date Of Birth (Day/Month/Year):	Nationality:
Country Of Current Residence:	Passport Number:
Correspondence Address:	
Telephone Number:	Mobile Number:
Fax Number:	Email Address:
Name, address and telephone number of a person to be contacted in an emergency in your home country and their relationship to you:	



Additional Application Form for Students Applying for the Canterbury Program

Accommodation Application for Canterbury

Special requirements/allergies	
Preferences for accommodation placement	
Are there any other things your homestay family should know about you	
Message for the homestay family	