



**FOREIGN LANGUAGE STUDY** (If applicable to your program)

Current level and years of study in college: \_\_\_\_\_ Language: \_\_\_\_\_

Anticipated level at departure: \_\_\_\_\_

**CLEARANCE FOR OFF-CAMPUS STUDY**

All students applying for an off-campus course must be in good standing and remain in good standing before and during program participation. Good standing means that you are able to receive academic, health, student conduct, and financial clearances from the university.

I verify that I am a student in good standing, as described above.

\_\_\_\_\_  
Signature Date

If not in good standing as described above, explain here and contact the Wang Center. \_\_\_\_\_

**ESSAYS & PERSONAL INTERESTS**

*On a separate sheet of paper (typed)*

1. Write a brief autobiographical sketch as if you were writing a letter introducing yourself to a host family. How would you describe yourself? What role, personality, and strengths do you bring to a group? What challenges do groups present to you?
2. Explain why you are choosing this program and how it relates to your personal and chosen educational goals. How do you hope to incorporate this experience into your academic, career, or life plans?
3. Note what undergraduate courses you have taken and/or any life experiences that relate to the area or country in which you are seeking to study.
4. Briefly comment on the ways in which you think your work experience and/or extracurricular interests and activities contribute to your application for this particular course.
5. Briefly list any previous travel experiences you have had within or outside the US of 10 days or longer duration.

**PASSPORT INFORMATION** (If you do not have a passport, apply for one now.)

Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Place Issued/Authority: \_\_\_\_\_

**AUTHORIZATION OF RESPONSIBILITY**

I acknowledge that the information I have provided on this application is true and complete.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**REFERENCES**

Two references are required as part of your application: 1) Faculty recommendation\*, in your major if possible, and 2) a personal recommendation (examples: employer, supervisor, coach, resident director. No family members or friends.). To whom have you given the recommendations to complete?

1) \_\_\_\_\_  
(Name/Position/Department/University or Organization)

2) \_\_\_\_\_  
(Name/Position/Department/University or Organization)

\*If you have participated in a J-Term Study Away program, please request a faculty reference from the course leader with whom you traveled.

## STUDENT AGREEMENT FOR SEMESTER OFF-CAMPUS STUDY

***Participants in PLU Off-Campus Study Programs/Classes are expected to maintain behavior consistent with the PLU Student Code of Conduct, academic performance consistent with PLU's usual standards, observe rules and laws of the locality in which the Program/Class occurs, behave in a manner that protects their safety and that of others in the group, and reflects positively on PLU as a member of the international educational community.***

Pacific Lutheran University considers all forms of PLU sponsored educational opportunities, which occur off the PLU campus to be subject to the same standards of conduct and academic performance as opportunities that occur on campus. In addition, PLU recognizes that off campus learning opportunities may present unique circumstances, which may require greater diligence on the part of students to maintain behavioral and academic excellence. Consistent with this approach, PLU reserves the right to dismiss any participant from off-campus study for reasons of unacceptable behavior or academic performance at any time.

Because every off-campus experience is unique and because it is impossible to anticipate every unique situation that may occur, PLU reserves the right to dismiss any participant from off-campus study for any reason which may, in PLU's sole discretion, negatively impact PLU or the health, well-being or academic growth of participants. Such dismissal from off-campus study will be without refund of tuition or program fees. Return transportation, if applicable, will be at the student's expense. Behaviors that violate PLU's Student Code of Conduct will be reported to the Student Life Division and processed through the Student Conduct system.

There are some basic and inviolable rules of behavior related to every off-campus program or class, including:

1. Students must maintain an adequate standard of academic work in the program and behave responsibly in their living situation and on group excursions.
2. Students must comply with the PLU Student Code of Conduct and other applicable expectations as established by the university, the Wang Center, and /or the program leader(s).
3. For safety and security reasons, while participating in off-campus programs/classes, students must refrain from political activity of any sort, e.g., joining political parties or unions, demonstrations, soliciting political material, or picketing. Avoid activities not covered by international health insurance policy.
4. Illegal drugs in any form are not tolerated. Students must recognize that laws and judicial processes around the world relating to drug use and possession may vary significantly from, and be far more stringent than, those in the United States. Students found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and referral to PLU Student Conduct.
5. Violent behavior results in automatic dismissal from the program and referral to PLU Student Conduct.
6. Sexual behavior that is or could be disruptive to the program will result in dismissal from the program and may be referred to PLU Student Conduct.
7. Breaches of the local law are referred to and handled by the appropriate law enforcement authorities and referred to PLU Student Conduct.
8. Students assume any and all risks involved in off-campus study and the activities they pursue in their free time while on the program. Students remain subject, however, to the behavioral rules and standards identified in this Agreement even during free time while participating in Off-Campus programs/classes.

**(SIGNATURE REQUIRED – SEE NEXT PAGE)**

### **NOTIFICATION OF APPLICATION STATUS**

All applicants will be notified of their application status promptly following the application deadlines, via their PLU student email accounts. Applicants who are accepted for a position in the program are required to sign an Acceptance Letter and return it to the Wang Center along with their \$250 non-refundable program payment to confirm participation. This is due within 10 days of acceptance notification. All students who are issued Acceptance Letters will be enrolled in the program and their deposits credited to their student accounts. **The Wang Center must be notified in writing of any withdrawal or cancellation of an application.**

### **CANCELLATION AND REFUND POLICY**

**Cancellation of a program/course:** Pacific Lutheran University reserves the right to cancel a program/class at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a full refund on behalf of the student.

**Student withdrawal:** The initial payments of \$50 deposit and \$250 confirmation of participation program payment are non-refundable. All students issued Acceptance Letters will be enrolled in the program for which they have been accepted and will be responsible for paying the program fee. **The Wang Center must be notified in writing of any withdrawal or cancellation of an application.** Students who withdraw their participation 90 days or less in advance of the program start date will forfeit their initial payments (\$50 deposit and \$250 confirmation) AND will be charged an additional \$300 cancellation fee AND will be charged for any unrecoverable funds expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, etc.).

**Dismissal:** Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for all program fees and will not receive academic credit for the class.

### **INSURANCE CERTIFICATION**

I understand that as a participant in off-campus programs I am required to have personal health, accident disability and hospitalization insurance coverage for the duration of the program. I expect and recognize that none of the fees paid for this program goes toward the payment of such insurance, and that Pacific Lutheran University does not have an obligation to provide me with such insurance.

### **STUDENT'S AGREEMENT**

As an applicant for the Pacific Lutheran University Off-Campus Program indicated above, and in exchange for being given the opportunity to participate in PLU Off-Campus Study, I agree to the following:

1. I have read, understand and agree to the Student Agreement for Off-Campus Study. I understand and agree to the rules regarding my behavior and academic performance. I also understand that as a PLU student, I will be viewed as a representative of my country and my university. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner. I agree to follow terms of this Agreement, and I understand that violation of this Agreement could lead to dismissal from the program or class, and additional sanctions which could be imposed through PLU's Student Conduct System.
2. I have read the Cancellation and Refund Policy and agree to pay the program fee and I understand my financial obligations in the event of withdrawal or dismissal from the program.
3. I understand that as a participant, I am required to have sufficient personal health, accident disability and hospitalization insurance coverage.
4. I must remain in good standing to participate in this program. Good standing means that I will receive academic, health, student conduct, and financial clearances from the university. I will notify the Wang Center if questions or concerns arise regarding my good standing.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



PACIFIC  
LUTHERAN  
UNIVERSITY

FACULTY RECOMMENDATION FOR OFF-CAMPUS PROGRAMS

\_\_\_\_\_ Term \_\_\_\_\_

**A. To the Applicant:**

\_\_\_\_\_ Name (please print)

\_\_\_\_\_ Off-Campus Program

Your signature is required to authorize the professor listed below to provide a recommendation on your behalf. After completing Section A, give this form to a professor who knows you well. Your professor will forward the completed form to the Wang Center for Global Education.

I hereby authorize \_\_\_\_\_ to complete this form.

Under the provision of the Family Education Rights and Privacy Act of 1974, I waive my right of access to this recommendation and understand that the information provided will be used only for the purpose for which it was prepared.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Student signature

**B. To Faculty:** *The individual named above has applied for an off-campus program. We would appreciate your careful assessment of this individual's intellectual ability and motivation, past performance, maturity, and his or her potential for successfully adjusting to life and study in a foreign country (or other off-campus study site). Your assessment will be reviewed by the course faculty leader and/or a Wang Center representative and is a very important part of the application process. Please be frank with your comments. Thank you*

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

Would you be comfortable traveling with this student? \_\_\_\_\_

**Academic Ability**

	Excellent	Good	Average	Below Average	Unknown
Ability to learn factual information	_____	_____	_____	_____	_____
Applies concepts to new situations	_____	_____	_____	_____	_____
Ability to learn independently	_____	_____	_____	_____	_____
Can assess information based on different perspectives	_____	_____	_____	_____	_____

Additional comments on academic ability:

**Motivation**

	Excellent	Good	Average	Below Average	Unknown
Seriousness of purpose	_____	_____	_____	_____	_____
Interest in other cultures	_____	_____	_____	_____	_____
Intellectual curiosity	_____	_____	_____	_____	_____

Additional comments on motivation:

**Responsibility**

	Excellent	Good	Average	Below Average	Unknown
Carries work to completion	_____	_____	_____	_____	_____
Uses good judgment	_____	_____	_____	_____	_____
Reaction to stress	_____	_____	_____	_____	_____
Ability to work without supervision	_____	_____	_____	_____	_____
Takes direction well	_____	_____	_____	_____	_____
Additional comments on responsibility:					

**Relating to Others**

	Excellent	Good	Average	Below Average	Unknown
Sensitivity to diversity	_____	_____	_____	_____	_____
Caring, kind and friendly	_____	_____	_____	_____	_____
Works well with others	_____	_____	_____	_____	_____
Adjusts well to new situations	_____	_____	_____	_____	_____
Additional comments on relating to others:					

**How do you recommend this student?**

\_\_\_\_\_ Without reservation                      \_\_\_\_\_ With Reservation                      \_\_\_\_\_ Not Recommended

*Among all students you have taught, how would you rate this applicant on a combined measure of academic performance and personal promise?*

\_\_\_\_\_ Top 10%                      \_\_\_\_\_ Upper 25%                      \_\_\_\_\_ Upper 50%                      \_\_\_\_\_ Lower 50%

**Your honest assessment of this student and any comments are extremely important to the faculty leader of this course.**  
Please feel free to add any other information or opinions that you feel would be useful or important to know about the applicant.

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\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Position or Title*

\_\_\_\_\_  
*Department*

**Upon completion, please forward to the Wang Center for Global Education  
Pacific Lutheran University  
Tacoma, WA 98447**



PACIFIC  
LUTHERAN  
UNIVERSITY

*PERSONAL RECOMMENDATION FOR OFF-CAMPUS PROGRAMS*

*(Examples of acceptable personal references: employer, supervisor, coach, resident director)*

\_\_\_\_\_ Term \_\_\_\_\_

**A. To the Applicant:**

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Off-Campus Program \_\_\_\_\_

Your signature is required to authorize the professor listed below to provide a recommendation on your behalf. After completing Section A, give this form to a professor who knows you well. Your professor will forward the completed form to the Wang Center for Global Education.

I hereby authorize \_\_\_\_\_ to complete this form.

Under the provision of the Family Education Rights and Privacy Act of 1974, I waive my right of access to this recommendation and understand that the information provided will be used only for the purpose for which it was prepared.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Student signature \_\_\_\_\_

**B. To Recommender:** *The individual named above has applied for an off-campus program. We would appreciate your careful assessment of this individual's intellectual ability and motivation, past performance, maturity, and his or her potential for successfully adjusting to life and study in a foreign country (or other off-campus study site). Your assessment will be reviewed by the Program Director and/or a Wang Center representative and is a very important part of the application process. Please be frank with your comments. Thank you*

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

Would you be comfortable traveling with this student? \_\_\_\_\_

**Academic Ability**

	Excellent	Good	Average	Below Average	Unknown
Ability to learn factual information	_____	_____	_____	_____	_____
Applies concepts to new situations	_____	_____	_____	_____	_____
Ability to learn independently	_____	_____	_____	_____	_____
Can assess information based on different perspectives	_____	_____	_____	_____	_____

Additional comments on academic ability:

**Motivation**

	Excellent	Good	Average	Below Average	Unknown
Seriousness of purpose	_____	_____	_____	_____	_____
Interest in other cultures	_____	_____	_____	_____	_____
Intellectual curiosity	_____	_____	_____	_____	_____

Additional comments on motivation:

**Responsibility**

	Excellent	Good	Average	Below Average	Unknown
Carries work to completion	_____	_____	_____	_____	_____
Uses good judgment	_____	_____	_____	_____	_____
Reaction to stress	_____	_____	_____	_____	_____
Ability to work without supervision	_____	_____	_____	_____	_____
Takes direction well	_____	_____	_____	_____	_____
Additional comments on responsibility:					

**Relating to Others**

	Excellent	Good	Average	Below Average	Unknown
Sensitivity to diversity	_____	_____	_____	_____	_____
Caring, kind and friendly	_____	_____	_____	_____	_____
Works well with others	_____	_____	_____	_____	_____
Adjusts well to new situations	_____	_____	_____	_____	_____
Additional comments on relating to others:					

**How do you recommend this student?**

\_\_\_\_\_ Without reservation                      \_\_\_\_\_ With Reservation                      \_\_\_\_\_ Not Recommended

*Among all students you have taught, how would you rate this applicant on a combined measure of academic performance and personal promise?*

\_\_\_\_\_ Top 10%                      \_\_\_\_\_ Upper 25%                      \_\_\_\_\_ Upper 50%                      \_\_\_\_\_ Lower 50%

**Your honest assessment of this student and any comments are extremely important to the faculty leader of this course.**  
Please feel free to add any other information or opinions that you feel would be useful or important to know about the applicant.

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\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Position or Title*

\_\_\_\_\_  
*Department/Organization*

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Pacific Lutheran University  
Tacoma, WA 98447**