



PACIFIC
LUTHERAN
UNIVERSITY

* \$50.00 non-refundable deposit due with application.
 * \$250.00 non-refundable program payment to confirm participation due within 10 days of acceptance notification.
We accept cash, check, or Visa/Mastercard

SHORT-TERM OFF-CAMPUS STUDY APPLICATION

PROGRAM/TERM

Course Number: _____ Program Location (country): _____

** Please note that off-campus courses are competitive. The course director and the Wang Center will review all applications and notify you of your application status via your PLU student email address.*

I plan to apply for a Global Scholar Award.

PERSONAL INFORMATION

Full Legal Name (*as it appears on your passport*): _____
Last First Middle

PLU ID Number: _____ Gender: Male Female

Date of Birth: ____/____/____ Citizenship: _____
Day / Month / Year (EX: 4/Jul/1988)

College Mailing Address:

Permanent Mailing Address:

Phone: _____ Cell: _____

Phone: _____

(PLU) E-mail: _____

(Secondary) E-mail: _____

Parent/Legal Guardian 1: _____ Cell: _____ Email address: _____

Parent/Legal Guardian 2: _____ Cell: _____ Email address: _____

Do we have your permission to include your parents' e-mail address(es) on an information list to be used solely by the Wang Center staff to distribute information to Parents/Guardians regarding the program in which you are enrolled? _____

The Wang Center can only share information with the person(s) listed as your emergency contact (below):

Parent(s) or person to be notified in case of emergency: _____

Phone: _____ Cell: _____ Alternate Phone: _____

Address: _____

IMPORTANT:

- PLU policy restricts dependents from accompanying students who are participating in a PLU Study Away Program.
- Notify the Wang Center for Global Education in writing immediately of any change in address or phone number.

ACADEMIC INFORMATION

College standing at program *start date*: First Year Sophomore Junior Senior Transfer to PLU

Major(s): _____ Minor(s): _____

Cumulative GPA: _____ Academic Advisor: _____ Department: _____

List all PLU J-Term or semester off-campus courses or programs you have participated in and the faculty leader(s):

FOREIGN LANGUAGE STUDY (if applicable)

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 students 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 (for international program destinations only)

Your passport is valid if it will not expire for seven months after your RETURN from abroad.

I have a valid passport Yes No

Please attach a copy of your current passport (data and signature page only) that contains your photo and the following information. (If you do not have a passport, upon acceptance to the course, you will need to provide proof to the Wang Center that your passport application has been submitted.)

AUTHORIZATION OF RESPONSIBILITY

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

Student Signature _____ Date _____

Printed Name _____

A faculty recommendation* is required as part of your application. To whom have you given the recommendation to complete?
_____ Department: _____

Would you like to be considered for an alternate program?

2nd Choice Program and Professor: _____ / _____

**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 SHORT-TERM 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)

APPLICATION AND NOTIFICATION STATUS

We will begin accepting applications for J-Term 2013 programs on the first day of Spring Semester, February 8, 2012. The maximum number of applications accepted for any course is the course maximum plus 10 additional applications. At that time, the course is considered closed. All applicants will be notified of their application status promptly following the application deadlines, via their PLU student email accounts. **The Wang Center must be notified in writing of any withdrawal from a course or cancellation of an application. Applications are not reviewed on a first-come basis.**

Accepted Applications: Applicants who are accepted for a position in the class 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.

Not Accepted Applicants: A number of J-term courses are competitive. Those students who are not accepted into their first choice will automatically be considered for their second choice. Every effort will be made to place a student in an alternative course of their choosing. If a student has no second choice, the \$50 application fee will be refunded to their student account.

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: All students issued Acceptance Letters will be enrolled in the course 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 from a course or cancellation of an application.** Withdrawals after August 31, 2012 for J-Term (or after April 1 for summer courses) will forfeit their initial payments (\$50 deposit and \$250 confirmation) AND will be charged an additional \$300 cancellation fee plus charged for any funds already expended on their behalf (travel tickets, entrance fees, theater tickets, etc.). Students withdrawing after December 1 will be responsible for 100% of the program fee as billed to their student account.

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 go 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 Refund Policy and agree to pay the program fee and 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.

Student Signature _____ Date _____

Printed Name: _____

Name of Course/Faculty Leader _____



FACULTY RECOMMENDATION FOR OFF-CAMPUS PROGRAMS

(Preferred in your major if possible)

J-Term 2013

A. To the Applicant:

Name _____ / Off-Campus Course _____ Course Professor _____

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 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

Table with 5 columns: Excellent, Good, Average, Below Average, Unknown. Rows include 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

Table with 5 columns: Excellent, Good, Average, Below Average, Unknown. Rows include 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.

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**