



The College of New Jersey

Office of International and Off-Campus Programs and
Summer School

Study Abroad Application Booklet

2009 — 2010

NAME _____ STUDENT ID# _____

SCHOOL/UNIVERSITY _____


PROGRAM _____

SEMESTER / YEAR _____

Please return the completed application to:

The Office of International and Off-Campus Programs and the Summer School
The College of New Jersey
Green Hall, Room 111
2000 Pennington Road
P.O. Box 7718
Ewing, NJ 08628
USA

F) 609-637-5128
P) 609-771-2596
goglobal@tcnj.edu



TCNJ Study Abroad Application Booklet Contents

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HOW TO APPLY

APPLICATION PROCEDURES:

The application procedure to study off-campus at TCNJ is a two-step process:

- 1) Students must first be accepted by TCNJ to study off-campus. TCNJ considers academic eligibility, maturity, overall health and the appropriateness of the selected program for each student.
- 2) Once accepted by TCNJ, TCNJ submits the student's application to the appropriate program provider on behalf of the student. The student must then be accepted into the program by the respective program provider.

ACADEMIC ELIGIBILITY:

To study off-campus, a student must be a full-time matriculated student at The College of New Jersey and have a **minimum 2.5 GPA** overall prior to their semester off-campus. Some programs require a higher grade point average. Students must have been enrolled for credit during at least two consecutive semesters immediately before the semester or year off-campus.

STUDY ABROAD APPLICATION DO'S & DO NOT'S:

- **DO submit your ORIGINAL APPLICATION & A COPY OF YOUR ORIGINAL APPLICATION to Green Hall, room 111** - one copy will be sent to your program provider (which will then be sent to your desired school) and one copy will be kept in the International Studies Office; It is also suggested that students make a 3rd copy for themselves
- **DO leave extra time for references to be completed** - you should give your professors at least 1 MONTH to complete a reference for you
- **DO leave extra time for academic evaluation form to be completed** - you will need to have department chairs sign off on your courses and making appointments with them will take time
- **DO make sure you submit the correct program application form** - some programs and schools require their own application forms (which you will need to complete)
- **DO submit a hard copy of any application form you completed online** - some programs (such as ISA) and schools require their application forms be completed on-line. Please print out a copy of the completed form you submitted (NOT the on-line submission confirmation).
- **DO Read our website carefully!**
- **DO check for additional items your program requires** - such as application fees, passport photos, reference forms, essay topics, etc.
- **DO NOT SUBMIT YOUR APPLICATION DIRECTLY TO YOUR PROGRAM PROVIDER** - you MUST be accepted by TCNJ first before your application can be accepted by your desired school
- **DO NOT turn in any form without signing it** - TCNJ and your desired university CANNOT accept forms that are incomplete
- **DO NOT submit a transcript labeled "ISSUED TO STUDENT"** - the transcript must be officially sealed and sent directly to **Green Hall, room 111**
- **DO NOT staple any forms you submit!**

STUDY ABROAD SUBMISSION CHECKLIST

Complete and return the ALL following documents to Green Hall, Room 111 by the appropriate deadline date posted on the Study Abroad webpage:

Study Abroad Application Fee—\$300

- Please make a check payable to “The College of New Jersey.” This fee is non-refundable and must be delivered to Student Accounts in Green Hall, room 119 ; Application fees paid to program sponsors/providers are in addition to this application fee.

2 References (available in this packet)

- Two references MUST be from TCNJ professors
- If you are studying a language abroad that you also study at TCNJ, one of the references MUST come from a professor of that language.

Transcript

- Log onto PAWS, click on “**Request Official Transcript**” and have it sent (there is no fee) to Green Hall 111.
- DO NOT send your transcript to your home address. The Transcript MUST be sent to Green Hall Room 111
- **TRANSFER STUDENTS ONLY** - You must also have all transcripts from previous institutions you have attended sent to Green Hall 111.

Program Application Forms (available on-line)

- You can click [here](#) or go to the link below to find the specific form your program requires:
<http://www.tcnj.edu/~goglobal/undergraduate/otherapps.htm>

Emergency Treatment Permission and Contact Form (available in this packet)

Medical Exam (available on-line)

- You can click [here](#) or go to the link below to download the medical exam forms:
<http://www.tcnj.edu/~goglobal/undergraduate/application.html>

Academic Evaluation Form (available on-line)

- You can click [here](#) or go to the link below to find what courses are being offered abroad at your host university: <http://www.tcnj.edu/~goglobal/undergraduate/courses.htm>

Essay (available in this packet)

- Explain why you want to study abroad and how you expect your chosen destination will meet your academic goals. This formal essay should be between 400 and 500 words

Assumption of Risk & Release Form (available in this packet)

Disciplinary Verification Form (available in this packet)

Please be aware that the office will **ONLY** accept this packet with **ALL OF THE DOCUMENTS IN THE CHECKLIST** followed by the **REQUIRED STUDY ABROAD APPLICATION FEE**. If there is missing paperwork then the office will not accept your application.

Program Cost & Financial Aid Form (available online)

- You will need to request a “Program Cost Sheet” from The Office of International & Off-Campus Programs (**Green Hall, room 111**) in order to complete this form.
- Click [here](#) or go to the link below to download the financial aid form:
<http://www.tcnj.edu/~goglobal/undergraduate/application.html>

PLEASE NOTE

The Financial Aid Form is **NOT REQUIRED** as part of the application. Students will need to fill out this form only if they require a meeting with the Financial Aid Office upon acceptance to their off-campus program.

TCNJ INTERNATIONAL AND DOMESTIC PROGRAMS REFERENCE FORM

PART I: To be completed by the student

Student Name _____
(first) (middle) (last)

Email: _____

Phone/Campus Ext.: _____ Date: _____

Program: _____

Destination: _____

Term Abroad:	Summer 20__	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__
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Deadline _____

You (the student) may waive the right to view the reference, in which case the referee can seal it in an envelope and return it to you.

WAIVER OF STUDENT'S RIGHT TO SEE REFERENCE STATEMENT

I hereby waive my right to see this reference statement.

Signature _____ Date _____

Reference requested from _____

Title _____

PART II: To be completed by the referee

To the referee: The student named above is applying to an international or domestic program. Your opinion of the applicant will be of great assistance in determining whether the student will reflect credit upon his/her home institution. It is important that your comments be detailed and frank.

Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have the right to view this recommendation unless he/she has waived that right.

Please return this form directly to the student in a signed and sealed envelope.

Please rate the applicant in the qualities listed below, compared to other members of his/her peer group.

	Low		Average		High	Unable to Observe
Ability to work hard	1	2	3	4	5	0
Maturity	1	2	3	4	5	0
Self Confidence	1	2	3	4	5	0
Social Skills	1	2	3	4	5	0
Reliability	1	2	3	4	5	0
Integrity	1	2	3	4	5	0
Perseverance	1	2	3	4	5	0
Analytical Skills	1	2	3	4	5	0

TCNJ INTERNATIONAL AND DOMESTIC PROGRAMS REFERENCE FORM

Please comment specifically in terms of studying at an international or domestic school (attach additional sheet if necessary):

A) academic suitability

B) ability to adjust

C) additional factors which may have a bearing on the applicant's successful experience.

1) How long and in what capacity have you known the applicant?

2) What are the applicant's main talents or strengths?

3) What are the applicant's main liabilities or weaknesses?

Evaluator's signature

Date

Reference Form – 09/08

International & Off-Campus Programs and Summer School ▪ Green Hall 111 – The College of New Jersey
P.O. Box 7718 ▪ Ewing NJ 08628-0718

TCNJ INTERNATIONAL AND DOMESTIC PROGRAMS REFERENCE FORM

PART I: To be completed by the student

Student Name _____
(first) (middle) (last)

Email: _____

Phone/Campus Ext.: _____ Date: _____

Program: _____

Destination: _____

Term Abroad:	Summer 20__	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__
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Deadline _____

You (the student) may waive the right to view the reference, in which case the referee can seal it in an envelope and return it to you.

WAIVER OF STUDENT'S RIGHT TO SEE REFERENCE STATEMENT

I hereby waive my right to see this reference statement.

Signature _____ Date _____

Reference requested from _____

Title _____

PART II: To be completed by the referee

To the referee: The student named above is applying to an international or domestic program. Your opinion of the applicant will be of great assistance in determining whether the student will reflect credit upon his/her home institution. It is important that your comments be detailed and frank.

Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have the right to view this recommendation unless he/she has waived that right.

Please return this form directly to the student in a signed and sealed envelope.

Please rate the applicant in the qualities listed below, compared to other members of his/her peer group.

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Maturity	1	2	3	4	5	0
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Reliability	1	2	3	4	5	0
Integrity	1	2	3	4	5	0
Perseverance	1	2	3	4	5	0
Analytical Skills	1	2	3	4	5	0

TCNJ INTERNATIONAL AND DOMESTIC PROGRAMS REFERENCE FORM

Please comment specifically in terms of studying at an international or domestic school (attach additional sheet if necessary):

A) academic suitability

B) ability to adjust

C) additional factors which may have a bearing on the applicant's successful experience.

1) How long and in what capacity have you known the applicant?

2) What are the applicant's main talents or strengths?

3) What are the applicant's main liabilities or weaknesses?

Evaluator's signature

Date

Reference Form – 09/08

International & Off-Campus Programs and Summer School ▪ Green Hall 111 – The College of New Jersey
P.O. Box 7718 ▪ Ewing NJ 08628-0718

UNIVERSITY/PROGRAM APPLICATION

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

To download the application for your specific program go to
www.tcnj.edu/~goglobal/undergraduate/otherapps.htm

- **If the program application form has specific instructions, the student should follow them.** Examples of these specific instructions may include an essay topic that differs from the TCNJ required personal statement, specific reference forms, passport size photos, or application fees.
- When requirements exist such as different forms or essay topics, **the student should substitute the specific program forms for TCNJ forms or personal statement topic.** For instance, if the program application requires a specific reference form, the student should submit their references on the program form instead of the TCNJ form. If an essay topic is required, the student should submit that topic in place of their TCNJ personal statement. Include all extra requirements such as passport photos and application fees with the entire study abroad application packet (items on the application checklist).
- **Application fees required by the program are in addition to the \$300 TCNJ application fee.** Application fees required by the program should be made by check payable to the program sponsor.
- **If the application contains a home school nomination form** (or if a portion of the form needs to be signed by a TCNJ International Programs Official), The Office of International & Off-Campus Programs will complete this form when you turn in your application materials.
- **You MUST submit your ORIGINAL APPLICATION & 1 COPY OF YOUR ORIGINAL APPLICATION** to Green Hall, room 111. One copy will be sent to your program provider (which will then be sent to your desired school) and one copy will be kept in the International Studies Office; It is also suggested that students make a 3rd copy for themselves to leave with their parents/guardians.

*****Even if your program has an online application a hard paper copy MUST be submitted to Green Hall 111 with the rest of your materials*****

EMERGENCY CONTACT & TREATMENT PERMISSION

On rare occasion, an emergency requiring hospitalization and/or surgery may develop. This form is intended to prevent dangerous delay in treatment in case of emergency.

NAME _____
(first) (middle) (last)

Destination: _____

Term Abroad:	Summer 20__	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__
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Emergency Contact #1	Emergency Contact #2
Name: _____	Name: _____
Relationship: _____	Relationship: _____
Address: _____ _____ _____	Address: _____ _____ _____
Phone numbers Work: _____ Home: _____ Cell: _____	Phone numbers Work: _____ Home: _____ Cell: _____
E-mail: _____	E-mail: _____

I am insured under:

Policy Number _____

Company Name _____

Expiration Date _____

In the event of an emergency I give permission for a representative of the host institution to authorize treatment or hospital care, which in the best judgment of a licensed health care professional, is deemed advisable.

Signature of Student _____

Date _____

Signature of Parent _____
(Or legal guardian if applicable)

Date _____

Make at least three (3) copies of this form:

- 1 for yourself to carry with your passport**
- 1 for your TCNJ study abroad application**
- 1 for host institution**

MEDICAL EXAM

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

- This form is to be filled out by your physician or by a physician at TCNJ Health Services. If you wish to make an appointment at Health Services, call them **EARLY** in order to secure an appointment:

Health Services
The College of New Jersey
Eickhoff Hall, Room 107
P.O. Box 7718
Ewing, NJ 08628-0718
P) 609.771.2483
F) 609.637.5131
E) hlthserv@tcnj.edu

**** Have this form filled out as soon as possible, preferably anywhere from 1-6 months before you leave, since appointments fill up near the end of the school year.****

For those with a deadline of **late September** (Spring abroad):

- Students are encouraged to try to obtain physicals over the **summer** with your **personal physician**.

For those with a deadline in **January or February** (Fall, Summer, or Academic Year abroad):

- Students are encouraged to get the physical at the **end of the Fall semester in Health Services** (when they are less busy with physicals) or with your **personal physician** over **winter break**.

PLEASE NOTE

Applications are not considered complete without the medical exam. Therefore, such applications can not be reviewed by The College of New Jersey or sent to the specific program/university off-campus until the medical exam has been submitted to Green Hall 111.

To download the TCNJ Medical Exam Form (and the ISA Medical Exam form if required), go to:

<http://www.tcnj.edu/~goglobal/undergraduate/application.html>

ACADEMIC EVALUATION FORM

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

1) [Click here](#) for help in determining what courses are being offered off-campus at your host university or copy and paste the following link below to your web browser:

<http://www.tcnj.edu/~goglobal/undergraduate/courses.htm>

2) Indicate the courses you will be taking at the host institution equivalent to those you would be taking at TCNJ. The form must be completed and returned to the Office of International & Off-Campus Programs upon receipt of the required signatures. To have your courses approved, bring the form and course descriptions to:

- **Major and Minor Requirement courses:** to the appropriate Department Chairperson
- **International Studies Majors:** Form must be signed by Director of International Studies
- **Liberal Learning Requirement courses:** to Bob Anderson (randerso@tcnj.edu, Green Hall 109)
- **Elective courses:** The Office of Records and Registration for academic evaluation

PLEASE NOTE

While the student is off-campus, their account will reflect:

- 12 credits during a semester
- 6 credits during the summer

This is in order to maintain their full-time status at TCNJ.
Once the transcript from the host institution has been received by Records and Registration it is evaluated and courses and credits are adjusted on the TCNJ transcript.

To download the TCNJ Academic Evaluation Form, go to:
<http://www.tcnj.edu/~goglobal/undergraduate/application.html>

ESSAY

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

Please answer the following questions in a formal essay (**between 400 -500 words** in length):

1) Have you traveled abroad before?

- If YES, please explain where you traveled, for how long, and what the main purpose of your travel was for. Also include if you traveled alone or with family/friends.
- If NO, please explain why you would like to study abroad in the country of your choice.

2) How does studying abroad fit in with:

- Your program of study at TCNJ
- Your expected professional career plans
- Your future interests and goals

3) What are your personal and cultural interests on studying abroad, and how do you plan to engage in the cultural life of the country of your chosen destination during your stay abroad?

**If your program requires you to submit a specific essay topic, please complete that essay in lieu of TCNJ's essay.*

ASSUMPTION OF RISK & RELEASE FORM

THIS IS A RELEASE OF LEGAL RIGHTS—READ AND UNDERSTAND BEFORE SIGNING

Name of Applicant: _____

Date of Birth: _____

If Applicant is under 18 years of age, a parent or legal guardian must also read and sign this form.

Destination: _____

Term Abroad:	Summer 20__	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__
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I hereby agree as follows:

- Risks of Study Abroad.** I understand that participation in The College of New Jersey Study Abroad Program specified above (the "Program") involves risks not found in study at the College. These include, but are not limited to, risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal social, and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions. I have made my own investigation and am willing to accept these risks.
- Institutional Arrangements.** I understand that the college does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the College is not responsible for matters that are beyond its control. I hereby release the College from injury, loss damage, accident, delay or expense arising out of any such matters.
- Independent Activity.** I understand that the College is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated or absent from any University-supervised activities.
- Health and Safety.**
 - I understand that foreign travel and living overseas can provide special challenges and stresses. Medical care, including mental health care, emergency medical care and medicine may not be as available and/or of a quality comparable to that available in the United States. Students with previous or current medical and/or mental health conditions are strongly encouraged to consult with trained medical and/or mental health professionals and to prepare strategies that may be used abroad should they experience problems. I acknowledge that I have been strongly encouraged to assess my ability to participate in the program and have done so.
 - I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs of payment for medical costs while I participate in the Program. I recognize that the College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care, in a foreign country or in the United States, during the program, the College is not responsible for the cost or quality of such treatment or care.
 - The College (but is not obligated to) take any actions it considers to be warranted under the Circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release the College from any liability for any of its actions or inactions.

ASSUMPTION OF RISK & RELEASE FORM

5. **Standards of Conduct.**

- A. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm the College's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program.
- B. I will also comply with the College's rules, standards or instructions for student behavior. I waive and release all claims against the College that arise at a time when I am not under the direct supervision of the College or that are caused by my failure to remain under such supervision or to comply with such rules, standards, and instructions.
- C. I agree that the College has the right to enforce the standards of conduct described above, in its sole judgment, and that it will impose sanctions, up to and including expulsion from the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the Program, or other participants. I recognize that due to the circumstances of foreign study programs, procedure for notice, hearing and appeal applicable to student disciplinary proceedings at the College do not apply. If I am expelled, I consent to being sent home at my own expense with no refund of fees.
- D. I am solely responsible for any legal problems I encounter with any foreign nationals or government of the host country. The College is not responsible for providing any assistance under such circumstances.

6. **Program Changes.** The College has the right to make cancellations, substitutions or changes in case of emergency or changed conditions or in the interest of the Program. I understand that the College fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am expelled from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. If I become detached from the Program group, fail to meet a departure bus, airplane, or train, or become sick or injured, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

7. **Assumption of Risk and Release of Claims.** Knowing the risks described above, and in consideration of being permitted to participate in the Program. I agree, on behalf of my family, heirs and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the program. To the maximum extent permitted by law, I release and indemnify The College of New Jersey, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the program (including periods in transit to or from any country where the Program is being conducted).

I have carefully read this Release Form before signing it. No representation, statements, or inducements, oral or written, apart from the foregoing statement, have been made. This agreement shall become effective only upon receipt of my application by The College of New Jersey and shall be governed by the laws of the state of New Jersey, which shall be the forum for any lawsuits filed under or indent to this agreement or to the Program.

Signature of Applicant

_____/_____/_____
Date

The College of New Jersey Disciplinary Verification Record and Release For Off-Campus Programs (International & Domestic)

PARTICIPANT SECTION

I authorize The College of New Jersey to release details of my disciplinary record(s) to the university or program abroad I am applying to; including International Studies Abroad, Inc. (ISA).

PARTICIPANT SIGNATURE

DATE

PARTICIPANT NAME – PLEASE PRINT

CITY & COUNTRY OF PROGRAM ABROAD

TCNJ SECTION

THIS SECTION WILL BE COMPLETED BY THE JUDICIAL AFFAIRS OFFICER AT TCNJ. (*Check the appropriate section below*)

_____ I have verified that the applicant's record **does not** make mention of any previous disciplinary problems, including probation or higher.

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

JUDICIAL OFFICER – PLEASE PRINT

JUDICIAL OFFICER – SIGNATURE

TITLE

PHONE NUMBER

EMAIL

DATE

International & Off-Campus Programs
Green Hall, Room 111

FINANCIAL AID & PROGRAM COST SHEET

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

- 1) Students are to ask for a **PROGRAM COST SHEET** for your program, which outlines the cost of the program for the desired semester abroad and the estimated additional costs such as books and personal expenses. The Office of International & Off-Campus Programs (**Green Hall, Room 111**) will have program cost sheets and estimated expenses for all but a few programs.
- 2) Students are to fill out their **PROGRAM COST & FINANCIAL AID FORM** using the information from the PROGRAM COST SHEET and the directions below:
 - To find your Financial Aid or scholarship award amount, sponsor and all other information, you can go to [myTCNJ](#) and log onto PAWS under “**Student Center**”. There you will see a category for “**Finances**” where you can click on a link titled “**Financial Aid**”, which lists everything from your Financial Aid summary to your Award History by year and cost of attendance. You will need this information to fill out the form to the left.
 - *If you are receiving financial aid* (loans, grants, or scholarships) you should carefully compare the program cost and estimated expenses with your financial aid package; this information can be found in your **Program Cost Sheet**. If you think you need additional financial aid to cover the cost of the program and/or your personal expenses you should make an appointment with the TCNJ Financial Aid office (**Green Hall, Room 101, osfa@tcnj.edu**)
 - *If you are not currently receiving financial aid but think you would like to apply* for funds to cover tuition, room, board and/or your personal expenses you should make an appointment with the TCNJ Financial Aid office after October 1, 2008. (Green Hall, Room 101, osfa@tcnj.edu)
 - If you have determined your financial aid is adequate to cover the cost of your program and personal expenses or *you have no need for financial aid*, it is NOT necessary to meet with the financial aid officer.

**** The "Program Cost & Financial Aid Form" is used for TCNJ office purposes only. You DO NOT need to send this to your school as part of your application and IS NOT required by the application deadline date.****