

ANNA MARIA COLLEGE

Study Abroad Program Forms





Study Abroad Application Form

(Please print in black ink)

APPLICATION DEADLINES:

- Fall Semester - March 15th
- Winter Session – Oct. 15th
- Spring Semester – Oct. 15th
- Summer Semester – March 15th

When completed please return all application materials with an application fee of \$300/- all payments to be made out in checks to Anna Maria College

to: The Director of Study Abroad
 Box-#42, 50 Sunset Lane,
 Paxton, MA 01612
 Phone: 508-849-3335

Personal Information

Name: _____

Last

First

Middle

Student ID #: _____ Gender: Female Male

Are you a transfer student? Yes No

Date of Birth: (month/date/year): _____

Are you a: Freshman Sophomore Junior Senior Current GPA: _____

Name of Academic Advisor: _____ Major: _____

Citizenship: U.S. Other (specify): _____

(Continued on next page)



Country of Birth: _____

Passport #: _____ Expiration Date: _____

E-Mail: _____ Cell Phone: _____

Current Address: (Valid Until _____)

Apt no/door no.	Street name.	City	State	Zip
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Permanent Address:

Apt No/door no.	Street name.	City	State	Zip
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Parent/Guardian's Name: _____ Home/Cell Phone: _____

Parent/Guardian's Address: _____

Apt No/door no.	Street name.	City	State	Zip
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Emergency Contact Information

Name: _____ Relationship: _____

Address _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

(Continued on next page)



Program Information:

Study Abroad Country/City: _____

Study Abroad Program: _____ Institution: Abroad _____

Term(s):

SUMMER

FALL

SPRING

ACADEMIC YEAR (FALL & SPRING):

Which of the following most influenced your decision to apply for the study abroad program?
(Select one only)

Degree requirements Educational goals Faculty member Affordability

Career enhancement Academic adviser Academic challenge Personal growth

Foreign language study Director of Study Abroad Program Study abroad workshop

Do you plan to use financial aid? Yes No

If yes, have you filed a FAFSA for the study abroad period? Yes No

(If not, complete one as soon as possible.)

Are you currently under treatment for any mental or emotional matters? Yes No

If yes, please describe: _____

Are you currently taking any prescription drugs on a regular basis? Yes No

If yes, please describe: _____

References: You must submit at least two letters of reference. We encourage at least one academic reference. The other reference can be from an employer, advisor, coach, and/or supervisor. (Letters from relatives and/or friends are unacceptable). Please have your references return the letters directly to you so you can submit them with this application.

NOTE: if this is a AMC faculty led study abroad trip you do not need to have a reference letter.

Statement of Interest: Please attach a statement of interest (min. 500 words) explaining why you wish to study abroad. Include in your statement why you have chosen a specific program and country and how you think this experience will benefit you in relation to your future endeavors.

(Continued on next page)



Certifications:

I certify that all of the above information is correct, and I agree to stand by financial, academic and conduct policies and procedures set forth by Anna Maria College and the study abroad program of my choice.

I certify that I am NOT currently on scholastic probation; or under any disciplinary sanction by Anna Maria College.*

I certify that I am at least 18 years of age.

I certify that my passport is good for six (6) months after my expected entry into another country.

I certify that I will comply with the rules, standards, and instructions of the study abroad program and understand that failure to do so may result in being sent home at my (or my parent's) expense, with no refund. I understand that my participation may be terminated if I am expelled from school or otherwise disciplined by school or civil authorities, or if the Institution, in its sole discretion, determines that my conduct is incompatible with the comfort or welfare of other students.

I certify that I give permission to Anna Maria College to provide/release any information related to my studying abroad program, health information, and safety information to the person listed as my emergency contact.

I certify that if accepted, I will participate in all required orientations and complete all evaluations. *Please note that the fact that a student is on probation or under sanction will be taken into account when making a decision regarding that student's application for study abroad and may result in the rejection of an application. As part of the application process, current academic and disciplinary standing will be reviewed. Failure to indicate probationary status will result in withdrawal of support for an application.

Student Signature _____ Date _____

Academic Advisor Signature _____ Date _____

(Continued on next page)



Course Credit Approval Form

You are required to complete a Course Credit Approval Form to determine exactly what credit your courses abroad will earn. This process is completed through meeting with your Academic Advisor. Anna Maria College cannot guarantee credit without a completed Course Credit Approval Form listing each class taken while abroad. This form certifies that you, the appropriate department representatives, and your academic dean are informed of your study abroad plans. No department is obligated to accept credit earned abroad toward a student’s major or minor.

Please print

Name: _____

Last

First

Middle

Student ID #: _____ Email: _____

Study Abroad Program (Name): _____

Study Abroad Country/City: _____

AMC sponsored or Institution Abroad: _____

Term(s): SUMMER

FALL

SPRING

ACADEMIC YEAR: (FALL& SPRING)

Reminders/Notes

- You must be enrolled as a FULL-TIME student while you are abroad. For the semester this means at least 12 credit hours; summer programs often require 6 hours/credits per session. If your program requires more hours/credits than Anna Maria College to be considered FULLTIME then you must take the specified number of hours/credits during your term abroad.
- All courses taken abroad count toward your overall GPA.
- If you change courses abroad after the Course Approval Form is submitted you must notify your academic advisor as soon as possible.

(Continued on next page)



- All transcripts should be sent to

**Anna Maria College,
Attention Registrar's Office,
50 Sunset Lane,
Paxton, MA 01612.**

The Director of Study Abroad is not responsible for requesting student transcripts. The Registrar's Office will be unable to accept transfer credits from abroad institution until an official transcript arrives directly from the institution abroad. Copies from students are not accepted as official transcripts.

- Grades are posted to your Anna Maria College transcript after an official transcript is received from the abroad program and all courses have been approved.
- Research course offerings of the foreign institution and prepare a list of desired course titles. It is best to select more courses than you plan to take so that you have alternatives.
- Take the Course Approval Form, along with descriptions of all courses and a copy of your transcript, to your academic advisor for an academic assessment.

(Continued on next page)



Disciplinary Clearance Form (To be completed by the Applicant)

This form must be completed and returned to the Director of Study Abroad as part of your application. While the existence of a Conduct Code violation(s) is not necessarily grounds for disqualification, it is taken into account to assess your suitability for study abroad. This form must be completed by the office of the Vice-President for Student Success.

Name: _____

Last

First

Middle

Student ID #: _____ Email: _____

Study Abroad Program: _____ Term: _____

Student Signature

Date

To be completed by the Office of Student Success.

The applicant named above is applying to study abroad. Since participants usually directly matriculate into their host institutions and in all cases serve as representatives of their home institution, Anna Maria College is concerned about the applicant’s personal suitability for study abroad. The willingness of host institutions to accept future students will be affected by this applicant’s performance; therefore, a confidential and full report on this applicant’s disciplinary history is needed. While prior disciplinary history does not preclude a student’s participation, this information is taken into consideration during the application review and must be submitted in order for the student to be evaluated for the program. Should a student’s status change from the time of completion of this form until departure, I would greatly appreciate notification.

Please send updates to jgonsalvez@annamaria.edu

Please indicate the applicant’s current disciplinary standing:

- ____ This student has no disciplinary history.
- ____ This student is under active disciplinary sanction, or has previously been found in violation of the Conduct Code as follows: (Please attach a separate document if needed)

Signature of VP for Student Success

Date



Credit Course Approval Form

You are required to complete a Credit Course Approval Form to determine exactly what credit your courses abroad will earn. This process is completed through meeting with your Academic Advisor. Anna Maria College cannot guarantee credit without a completed Credit Course Approval Form listing each class taken while abroad. This form certifies that you, the appropriate department representatives, and your academic dean are informed of your study abroad plans. No department is obligated to accept credit earned abroad toward a student’s major or minor.

Please print

Name: _____

Last, First, Middle: _____

Student ID #: _____ Email: _____

Study Abroad Program: _____ Term: _____

Study Abroad Country/City: _____

Institution Abroad: _____

Term(s): SUMMER FALL SPRING ACADEMIC YEAR (FALL& SPRING)

REMINDERS/NOTES:

- You must be enrolled as a FULL-TIME student while you are abroad. For the semester this means at least 12 credit hours; summer programs often require 6 hours/credits per session. If your program requires more hours/credits than Anna Maria College to be considered FULL TIME then you must take the specified number of hours/credits during your term abroad.

- All courses taken abroad count toward your overall GPA.
- If you change courses while abroad after the Course Approval Form is submitted you must notify your academic advisor as soon as possible.
- All transcripts should be sent to Anna Maria College, Attention Registrar’s Office, 50 Sunset Lane, Paxton, MA 01612. The study abroad coordinator is not responsible for requesting student transcripts. The Registrar’s Office will be unable to accept transfer credits from abroad institution until an official transcript arrives directly from the institution abroad. Copies from students are not accepted as official transcripts.
- Grades are posted to your Anna Maria College transcript after an official transcript is received from the abroad program and all courses have been approved.

COURSE APPROVAL REMINDERS / NOTES:

- Research course offerings of the foreign institution and prepare a list of desired course titles. It is best to select more courses than you plan to take so that you have alternatives.
- Take the Course Approval Form, along with descriptions of all courses and a copy of your transcript, to your academic advisor for an academic assessment.

Credit Course Approval Form

- Make (3) copies of your Course Approval Form. One for your academic advisor, one for the study abroad coordinator, and one for yourself to take with you once you’re abroad.

TO THE ACADEMIC ADVISOR

The student submitting this form is taking credit abroad as the student’s academic advisor we ask that you aid the student in selecting courses to take abroad. The student should provide you with descriptions of each course they plan to take and these descriptions should be attached to the Course Approval Form. If you have any questions about this form or any other process related to study abroad, please feel free to contact the study abroad coordinator at (508)849-3335/ jgonsalvez@annamaria.edu

	COURSE NUMBER	COURSE NAME	WILL TRANSFER BACK AS	NUMBER OF CREDITS
1.				
2.				
3.				
4.				
5.				

6.				
7.				
8.				
9.				
10.				

Student Signature Date

Academic Advisor Signature Date

Academic Dean Signature Date



Disciplinary Clearance Form

To be completed by the Applicant

This form must be completed and returned to the Study Abroad Coordinator as part of your application. While the existence of a Conduct Code violation(s) is not necessarily grounds for disqualification, it is taken into account to assess your suitability for study abroad. This form must be completed by the Dean of Student Affairs, the Associate Dean of Campus Life, and the Chief of Public Safety.

Name: _____

Last

First

Middle

Student ID #: _____ Email: _____

Study Abroad Program: _____ Term: _____

Student Signature

Date

To be completed by the Conduct Code Administrator

The applicant named above is applying to study abroad. Since participants usually directly matriculate into their host institutions and in all cases serve as representatives of their home institution, Anna Maria College is concerned about the applicant's personal suitability for study abroad. The willingness of host institutions to accept future students will be affected by this applicant's performance; therefore, a confidential and full report on this applicant's disciplinary history is needed. While prior disciplinary

history does not preclude a student's participation, this information is taken into consideration during the application review and must be submitted in order for the student to be evaluated for the program. Should a student's status change from the time of completion of this form until departure, I would greatly appreciate notification. Please send updates to jgonsalvez@annamaria.edu

Please indicate the applicant's current disciplinary standing:

- ____ This student has no disciplinary history.
- ____ This student is under active disciplinary sanction, or has previously been found in violation of the Conduct Code as follows: (If more space is needed please attach sheet to this form)

Dean of Student Affairs

Date

Associate Dean of Campus Life

Date

Chief of Public Safety

Date



**HOLD HARMLESS WAIVER
Student – Voluntary Activity**

**ONLY ONE PARTICIPANT IS ALLOWED PER WAIVER
PARTICIPANT AGREEMENT, RELEASE AND ASSUMPTION OF RISK**

As more fully described below, in consideration of participating in the voluntary activity of (insert description of activity) (the “Activity”), I agree to assume the risks of injury associated with the Activity, waive certain legal rights, and release from liability Anna Maria College, its agents, owners, officers, affiliates, volunteers, participants, employees, and all other persons or entities acting in any capacity on their behalf (hereinafter collectively referred to as “Releasees”). To this end I hereby agree to release, indemnify, and discharge Releasees, on behalf of myself, my spouse, my children, my parents, my heirs, assigns, personal representative and estate as follows:

- ✓ I acknowledge that my participation in the Activity is voluntary and that I have other options;
- ✓ I warrant that I am able to safely perform the Activity, and agree to follow all applicable the rules and regulations
- ✓ I acknowledge that my participation in the Activity entails both known and unanticipated risks that could result in physical or emotional injury, paralysis, death, or damage to myself, to property, or to others. These risks include: injury to person or property, cuts, bruises, broken bones, diseases, injury by fellow participants or strangers or animals, concussions, and even death. I fully and unreservedly accept and assume all such risks.
- ✓ I understand that participating in the Activity while under the influence of alcohol and/or drugs is strictly prohibited.
- ✓ I, on behalf of myself, my family, my spouse and my heirs, hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action, which are in any way connected with or related to my participation in the Activity to the fullest extent permitted by law and including claims that Releasees were negligent.
- ✓ Should Releasees, or any one of them, be required to incur attorney fees or costs to enforce this Agreement, or as a result of my acts or omissions in connection with the Activity, I agree to indemnify them on demand for all such fees and costs as they are incurred.
- ✓ I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating, and I agree to bear the costs of such injury or damage myself. I assume the risk of having insufficient insurance.
- ✓ In the event that I file a lawsuit against Releasees, or any one of them, I agree to do so solely in the state of Massachusetts, in Worcester County, in which Anna Maria College resides. I further agree that the substantive law of Massachusetts shall apply in that action without regard to the conflict of law rules of that state.

- ✓ I agree that if any portion of this agreement is found to be unenforceable, the remaining portions shall remain in full force and effect and the unenforceable portion will be reformed to the fullest extent permitted by law.

**CAUTION
PLEASE READ CAREFULLY**

By signing this document, I acknowledge that if anyone is hurt or property is damaged during my participation in this Activity, I may be found by a court of law to have waived my right to maintain a lawsuit against Releasees on the basis of any claim from which I have released them herein. I further understand that I may have to defend and indemnify Releasees, or any one of them, for costs and attorney fees as they are incurred as a result of my own conduct. Finally, I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

Participant's Signature _____
Print Name: _____ Date: _____
Address: _____
City: _____
State: _____
Zip Code: _____
E-Mail: _____
Phone: _____
Date of Birth: _____

Emergency Contact Phone: _____

I further grant Releasees, the right to photograph, videotape, and/or record me and/or my child/ward and to use my or my child's/wards' name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, and promotional materials without reservation or limitation.

**PARENT OR LEGAL GUARDIAN RELEASE AND INDEMNIFICATION
(Must be completed for participants under the age of 18)**

In consideration of _____ (print minor's name) ("Minor") being permitted to participate in the Activity, I, for myself, and on behalf of any other applicable spouse/parent or guardian, and on behalf of the Minor, voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action, which are in any way connected with or related to my participation in the Activity to the fullest extent permitted by law and including claims that Releasees were negligent.

Parent or Legal Guardian's Signature: _____
Print Name: _____
Date: _____

Waiver accepted by _____ (Employee)