



Study Abroad Application

Semester/Year

UNC-Asheville Study Abroad Office
248 University Hall, CPO# 1360
One University Heights
Asheville, NC 28804-8510
828/251-6666 828/251-6492 (Fax)

Student exchange participants will be selected on the basis of their academic record and their ability to benefit academically and personally from studying and living abroad. Please review the application guide carefully before filling out the application forms. The exchanges are open to undergraduate students who:

- are classified as sophomores and have completed at least 12 hours at UNCA
- will engage in full-time study towards their UNCA degrees while abroad
- are in good academic standing at UNCA with a minimum GPA of 2.50
- will be good representatives of UNCA and the United States while they are abroad

Guidelines for Applicants: The following guidelines are intended to assist you in the completion of your application. In order to be considered for exchange, you will need to submit all of the following documents to the UNCA Study Abroad Office, 248 University Hall, CPO#1360. If you have any questions concerning the application process, please contact Bonnie Parker, Director of Study Abroad/Study Away, at 828-251-6666 or bparker@unca.edu.

Contents of a Complete Application:

- | | |
|---|---------------------------------------|
| _____ Application Form | _____ Processing Fee |
| _____ Course List | _____ Academic Reference Forms (2) |
| _____ Statement of Purpose | _____ Permission to Study Abroad form |
| _____ Official transcript(s) of all courses that you have taken
at the university level (including past colleges/universities) | |

Application Form: Complete all sections of the Application form; be sure to sign and date it.

Processing Fee: The fee is \$150. You may pay by check or money order (made payable to UNCA).

Course List: Consult the host university's prospectus available on the university's website. List the courses and areas of study you are most interested in pursuing.

Discuss your proposed academic program with the Director of Study Abroad/Study Away, your academic advisor and/or with professors in the fields you wish to study. Provide as much detail as you can about what you want to study. We suggest that you list more courses than you intend to take so there is some flexibility in your final program.

Permission to Study Abroad Form: Once you have been accepted into the exchange program, you will also need to complete a Permission to Study Abroad form (available in the Study Abroad office).

Academic Reference Forms: You must submit two Academic Reference Forms from UNCA professors. Complete the first section of each Academic Reference Form; read the waiver and sign it, if you wish. Your professors should answer questions 1 and 2 on the first page, write their comments on the second page (or submit a separate letter), and return the forms directly to the Study Abroad Office (UH 248, CPO# 1360).

Statement of Purpose: Prepare a short essay (about 500 words), introducing yourself and presenting your reasons for wanting to participate in this exchange program. Use this essay to tell us about your strengths and special interests that may not be evident in other materials you have submitted. There is no form for the Statement of Purpose. Please use plain white paper. Your Statement of Purpose must be typed.

Official Transcript(s): Please have your transcript(s) sent directly to: UNCA Study Abroad Office, UH 248, CPO#1360, One University Heights, Asheville NC 28804.



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Program you are applying for:	Study period for which you are applying:
<input type="checkbox"/> University College Chester, England (AY only)	Fall 20____ Spring 20____ Academic Year: 20____ - ____
<input type="checkbox"/> Universite de Catholique, France <input type="checkbox"/> CIDEF <input type="checkbox"/> UCO	Fall 20____ Spring 20____ Academic Year: 20____ - ____
<input type="checkbox"/> City University, Hong Kong	Fall 20____ Spring 20____ Academic Year: 20____ - ____
<input type="checkbox"/> Saitama University, Japan	Fall 20____ Spring 20____ Academic Year: 20____ - ____

Last Name _____ First Name _____ Middle Initial _____

Student I.D. _____ Permanent Telephone _____

Permanent Address _____

Address during current school year (if different from above) _____

Telephone during current school year _____

E-mail Address _____ Alternate E-mail Address _____

Date of Birth _____ Place of Birth _____
City State Country

Status in USA (please check one) U.S. Citizen Permanent Resident Other _____
(Please Specify) _____

Legal Resident of N.C.? Yes No Gender: Female Male

Emergency Contact Name _____

Address _____

Telephone Number _____

Relationship to You _____

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Academic Background

Home University _____

Degree sought at home university _____

Major Field(s) of study at home university _____

Minor Fields(s) of study at home university _____

Class standing at the time of studying abroad: Freshman Sophomore Junior Senior

Current G.P.A. _____ When do you expect to graduate? _____

Colleges or Universities Attended:

Institution

Dates From → To

Institution	Dates From → To
_____	_____
_____	_____
_____	_____

List the names and departments of the two UNCA faculty members who will be writing letters in support of your application:

1. _____

2. _____

Signature

I hereby certify that the information given on this application form is accurate to the best of my knowledge. I understand that this application may be read by members of the UNCA International Programs Advisory Committee and by officials at the host university. I also grant permission for the Study Abroad Director to access all of my UNC Asheville records, including all records from the Dean of Students.

Signature

Date

Study Abroad Application

Semester/Year _____

Academic Reference Form

Name of Applicant _____

Reference Requested From _____

NOTIFICATION OF CONFIDENTIALITY Under US federal law (Section 438 of Public Law 90-247, as amended), students are permitted access to certain educational records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that recommendation letters may have a greater effect when such letters are written in confidence. If you waive your right to inspect the information requested by this form, please sign below.

Signature

Date

To be completed by the Referee

To the referee: The above student is applying for study abroad through the UNCA exchange program with _____. Since participants serve as representatives of their nation and institution, we are concerned with both academic excellence and personal suitability of applicants for study abroad. The willingness of the host institution to accept future applicants will be affected by the candidate's performance.

Please type or print clearly. Return this reference form within seven days of receiving it to the Study Abroad/Study Away Office, 248 University Hall, CPO# 1360.

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

2. Please indicate the applicant's ability and academic competence in comparison with other students you have known at similar stages in their academic careers.

(5) Excellent (4) Good (3) Fair (2) Poor (1) No Opportunity to Evaluate

A. Academic Attributes

- _____ Knowledge in area of study
- _____ Academic interest and motivation
- _____ Capacity for independent study
- _____ Oral and writing skills
- _____ Resourcefulness
- _____ Reliability
- _____ Integrity

B. Non-academic Attributes

- _____ Maturity
- _____ Emotional stability
- _____ Adaptability
- _____ Self-confidence
- _____ Interpersonal skills
- _____ Open-mindedness
- _____ Integrity

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Academic Reference Form (continued)

Name of Applicant _____

3. Please write below, or submit a separate letter with this form, commenting specifically on the applicant in terms of the following:
- (a) academic suitability for study at an institution abroad;
 - (b) personal suitability for living abroad;
 - (c) how participation in the program will be of benefit to the applicant, both academically and personally;
 - (d) weaknesses, if any; and
 - (e) any other factors which you believe may affect a successful experience with the UNCA exchange program.

Referee's Signature

Date

Printed Name and Position

Campus Address

Campus Telephone

Return to: UNCA Study Abroad, 248 UH, CPO#1360, One University Heights, Asheville NC 28804

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Academic Reference Form (continued)

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