

Do not submit this sheet with your application!

International Internship in Malta: Global Citizenship - SUMMER APPLICATION CHECKLIST

- Make an appointment with a counselor in the Off-Campus Studies Office and the Financial Aid Office to discuss financial considerations (tuition and program fees; estimated cost of airfare, passport processing; immunizations; independent travel; books; personal expenses), required financial aid forms and deadlines, and financial aid availability for the program.
- For Luther Students:** Be sure also to discuss your eligibility for a Luther endowed scholarship. **Have a financial aid counselor sign your application.**
- Discuss the financial implications of this program with your parents/guardians.
- To be eligible to study abroad on this program, you must be in good academic and disciplinary standing, and have a minimum cumulative gpa of 2.5 or above.
- Coursework taken abroad is treated as transfer credit and will not be calculated in your Luther gpa; grades will be listed on your Luther transcript. You may elect to take this program for credit or not for credit.
- Make an appointment with your academic advisor to discuss how this program fits into your schedule.
- Have the head of your major department/s sign your application.
- Print an unofficial copy of your **college transcript**, write your name and ID# on it. Submit it with your application.
- Complete and sign the top of the **Faculty Advisor reference form** and give it to your advisor for completion and submission directly to the Center for Global Learning by the **January 15th** deadline.
- Complete and sign the top part of the **Faculty reference form** and **Staff* reference forms**. Provide information about your program and the appropriate form to your referees, allowing sufficient time for them to complete and return the form to the Center for Global Learning by the **January 15** deadline. *The Staff reference form should be completed by someone who has interacted with you outside the classroom – a coach, music or theatre director, work study supervisor, hall director, etc.
- Discuss the academic program with your parents/guardians.
- Write your application essay; include it when you submit your application to the Center for Global Learning.
- Carefully review the health, safety, and risk information provided by the Luther College Health Service, Luther College Counseling Service, and the Luther Center for Global Learning staff (see: http://www.luther.edu/healthservice/study_abroad/ and http://www.luther.edu/counseling/study_abroad/).
- If accepted, return confirmation of acceptance to the Luther College Center for Global Learning by the date indicated on the acceptance.
- Apply for a passport. Or, if you have a passport, verify it is valid for **at least 6 months after the date you will return to the US**. If not, renew it as soon as possible. Allow at least six weeks for passport processing.

LUTHER COLLEGE STUDY ABROAD
International Internship in Malta: Global Citizenship APPLICATION
SUMMER 2012

Submission deadline: January 15, 2012

Name (full, as it appears on your birth certificate or passport): _____

Citizenship: _____ Passport # (if available): _____ Expiry date: _____

Birth date: _____ Gender: *male female* Student ID # _____
Day Month Year

Student Post Office # / Campus address: _____ Cell Phone: _____

College E-mail (do not list hotmail, yahoo, etc.): _____

Credit hours completed at time of application: _____ Anticipated Graduation Date: _____ Cum GPA: _____

Major/s: _____ Minor/s: _____

Are you currently on academic probation? _____ Have you ever been given an academic warning or been on academic probation? _____ If yes, when and for what reason? _____

Have you received any disciplinary citations (including alcohol violation)? _____ Have you ever been placed on disciplinary probation? _____ If yes to either, please explain: _____

Do you have a criminal record? _____ If yes, please explain: _____

Home Address: _____

Home Phone: _____

Father's Name (or Guardian): _____

Address: _____

Home Phone: _____ Business/Cell Phone: _____

E-mail Address: _____

Mother's Name (or Guardian): _____

Address: _____

Home Phone: _____ Business/Cell Phone: _____

E-mail Address: _____

Your parents/guardians will be considered your emergency contact/s *unless* you list someone else and provide their e-mail, and telephone information: _____

E-mail address: _____ Home/Cell Phone: _____

Signature of Student Applicant: _____ Date: _____

Signature of Financial Aid Counselor: _____ Date: _____

Signature of Faculty Advisor: _____ Date: _____

Signature of Major Department Head/s: _____ Date: _____

Signature of Major Department Head/s: _____ Date: _____

Signature of Study Abroad Advisor: _____ Date: _____

Signature of Program Director (after acceptance): _____ Date: _____

TRANSCRIPT: Print an **unofficial** copy of your college transcript, write your name and ID# on it, and submit it with this application.

REFERENCES: You will need references from two Luther faculty and one Luther staff members [non-faculty, non-student staff] for your application. Complete the top portion of each form, sign it, and then give each of your referees the **appropriate form** (each form is different and is labeled at the upper left-hand corner). Ask him/her to complete it, to provide any additional information that they feel may be useful, and to return the form directly to the Center for Global Learning **no later than January 15th**. In addition to these referees, Center for Global Learning staff may contact other faculty/staff regarding your application.

List the names/telephone numbers/e-mails of your referees:

Luther Faculty Advisor: _____

Luther Faculty Member: _____

Luther Non-Faculty Staff Member: _____

APPLICATION ESSAY: Write an **essay** in which you: 1) describe yourself – your strengths, weaknesses, interests, etc. (the list of behavioral traits on the reference form might be helpful); 2) state why you are interested in study abroad generally and particularly in this program, mentioning any special interests and preparation you have had that have influenced this application; 3) how this program will fit into your academic plan; 4) what your academic and personal goals for this study abroad program are and how these fit with your future goals (as a student, as a professional, as an individual); and 5) what you feel your participation would bring to the program; and 6) answer the following questions:

- ◆ Have you ever participated in an independent study program, research project, or off-campus academic program? If yes, please describe it.
- ◆ Of the strengths you have identified, which ones will contribute to your success in the program (e.g., academic background, work experience, extracurricular activities, etc.)? In what ways?

APPLICATION DEADLINE: January 15, 2012. Be sure to sign it and obtain all the required signatures before submitting it. Your Study Abroad Advisor will sign the application after reviewing it and verifying your academic and disciplinary eligibility for study abroad.

INTERVIEWS with the *International Internship in Malta: Global Citizenship* Faculty Director will be scheduled shortly after the application deadline.

NOTIFICATION OF ACCEPTANCE/DENIAL TO THE PROGRAM will typically be given **within 2 weeks of the application deadline.**

PROGRAM DEPOSIT:

A \$200 non-refundable deposit from those accepted is due at the Center for Global Learning shortly after acceptance into the program. Please make the check payable to Luther College.

LUTHER COLLEGE *International Internship in Malta: Global Citizenship*
FACULTY ADVISOR RECOMMENDATION FORM

Name of Student _____	Term: Summer 2012
Federal privacy laws allow students access to recommendations. _____ I waive my right of access to this recommendation. _____ I do not waive my right of access to this recommendation.	
I have asked _____, my faculty advisor, to complete this recommendation form.	
Student Signature/ Date _____	

The individual named above has applied for participation in this study abroad program. The purpose of this form is to collect basic factual information. It is not your responsibility to make a case for the student.

1. How well and in what context do you know this student?
 Classroom (intellectual ability) _____
 Outside the Classroom (social maturity) _____

2. Please take a few minutes to rate the applicant in comparison with her/his peers regarding the skills, attitudes, and behavioral traits typically identified as keys to experiential learning success by circling the most accurate responses.

	<i>Exceptional</i>	<i>Above average</i>	<i>Average</i>	<i>Below average</i>	<i>Poor</i>	<i>No basis for evaluation</i>
Intellectually curious	5	4	3	2	1	0
Perceptive	5	4	3	2	1	0
Motivated	5	4	3	2	1	0
Warmth in human relationships	5	4	3	2	1	0
Empathetic/compassionate	5	4	3	2	1	0
Open-minded/non-judgmental	5	4	3	2	1	0
Tolerant of differences	5	4	3	2	1	0
Self-confident/strong sense of self	5	4	3	2	1	0
Self-reliant	5	4	3	2	1	0
Realistic expectations	5	4	3	2	1	0
Flexible/adaptable	5	4	3	2	1	0
Able to handle ambiguity	5	4	3	2	1	0
Able to handle failure	5	4	3	2	1	0
Good sense of humor	5	4	3	2	1	0

3. It is also helpful for us to have your thoughts on his/her moral character, personality traits, and leadership ability. How would you rate this student along a continuum?

	<i>High</i>	<i>Low</i>
Moral integrity	-----	-----
Disciplined	-----	-----
Responsible/dependable	-----	-----
Punctual	-----	-----
Perfectionist	-----	-----
Cooperative/team player	-----	-----
Leader	-----	Follower
Extrovert	-----	Introvert

If you were leading this off-campus course/program, would you have any concerns about this student as a participant? _____
 If yes, what might they be? _____

Faculty advisor Name Printed/Signature _____ Date _____

FOR ADDITIONAL COMMENTS, PLEASE USE THE BACK SIDE OF THIS FORM. THANKS.

LUTHER COLLEGE *International Internship in Malta: Global Citizenship*
FACULTY RECOMMENDATION FORM

Name of Student _____ **Term: Summer 2012**

Federal privacy laws allow students access to recommendations.
 _____ I waive my right of access to this recommendation.
 _____ I do not waive my right of access to this recommendation.

I have asked the following Luther Faculty Member to complete this recommendation form:
Name printed: _____

Student Signature/ Date _____

The individual named above has applied for participation in this study abroad program. The purpose of this form is to collect basic factual information. It is not your responsibility to make a case for the student.

1. How well and in what context do you know this student?
 Classroom (intellectual ability) _____

 Outside the Classroom (social maturity) _____

2. Please take a few minutes to rate the applicant in comparison with her/his peers regarding the skills, attitudes, and behavioral traits typically identified as keys to experiential learning success by circling the most accurate responses.

	<i>Exceptional</i>	<i>Above average</i>	<i>Average</i>	<i>Below average</i>	<i>Poor</i>	<i>No basis for evaluation</i>
Intellectually curious	5	4	3	2	1	0
Perceptive	5	4	3	2	1	0
Motivated	5	4	3	2	1	0
Warmth in human relationships	5	4	3	2	1	0
Empathetic/compassionate	5	4	3	2	1	0
Open-minded/non-judgmental	5	4	3	2	1	0
Tolerant of differences	5	4	3	2	1	0
Self-confident/strong sense of self	5	4	3	2	1	0
Self-reliant	5	4	3	2	1	0
Realistic expectations	5	4	3	2	1	0
Flexible/adaptable	5	4	3	2	1	0
Able to handle ambiguity	5	4	3	2	1	0
Able to handle failure	5	4	3	2	1	0
Good sense of humor	5	4	3	2	1	0

3. It is also helpful for us to have your thoughts on his/her moral character, personality traits, and leadership ability. How would you rate this student along a continuum?

	<i>High</i>	<i>Low</i>
Moral integrity	-----	-----
Disciplined	-----	-----
Responsible/dependable	-----	-----
Punctual	-----	-----
Perfectionist	-----	-----
Cooperative/team player	-----	-----
Leader	-----	----- Follower
Extrovert	-----	----- Introvert

If you were leading this off-campus course/program, would you have any concerns about this student as a participant? _____
 If yes, what might they be? _____

Faculty advisor Name Printed/Signature _____ Date _____

FOR ADDITIONAL COMMENTS, PLEASE USE THE BACK SIDE OF THIS FORM. THANKS.

LUTHER COLLEGE *International Internship in Malta: Global Citizenship*
NON-FACULTY STAFF RECOMMENDATION FORM

Name of Student _____ **Term: Summer 2012**

Federal privacy laws allow students access to recommendations.
 _____ I waive my right of access to this recommendation.
 _____ I do not waive my right of access to this recommendation.

I have asked the following Luther non-faculty staff member to complete this recommendation form:
Name printed: _____

Student Signature/ Date _____

The individual named above has applied for participation in this study abroad program. The purpose of this form is to collect basic factual information. It is not your responsibility to make a case for the student.

- How well and in what context do you know this student (Outside the Classroom -- social maturity) _____
- Please take a few minutes to rate the applicant in comparison with her/his peers regarding the skills, attitudes, and behavioral traits typically identified as keys to experiential learning success by circling the most accurate responses.

	<i>Exceptional</i>	<i>Above average</i>	<i>Average</i>	<i>Below average</i>	<i>Poor</i>	<i>No basis for evaluation</i>
Intellectually curious	5	4	3	2	1	0
Perceptive	5	4	3	2	1	0
Motivated	5	4	3	2	1	0
Warmth in human relationships	5	4	3	2	1	0
Empathetic/compassionate	5	4	3	2	1	0
Open-minded/non-judgmental	5	4	3	2	1	0
Tolerant of differences	5	4	3	2	1	0
Self-confident/strong sense of self	5	4	3	2	1	0
Self-reliant	5	4	3	2	1	0
Realistic expectations	5	4	3	2	1	0
Flexible/adaptable	5	4	3	2	1	0
Able to handle ambiguity	5	4	3	2	1	0
Able to handle failure	5	4	3	2	1	0
Good sense of humor	5	4	3	2	1	0

- It is also helpful for us to have your thoughts on his/her moral character, personality traits, and leadership ability. How would you rate this student along a continuum?

	<i>High</i>	<i>Low</i>
Moral integrity	-----	-----
Disciplined	-----	-----
Responsible/dependable	-----	-----
Punctual	-----	-----
Perfectionist	-----	-----
Cooperative/team player	-----	-----
Leader	-----	----- Follower
Extrovert	-----	----- Introvert

If you were leading an off-campus program, would you have any concerns about this student as a participant? _____ If yes, what might they be? _____

Faculty advisor Name Printed/Signature _____ Date _____

FOR ADDITIONAL COMMENTS, PLEASE USE THE BACK SIDE OF THIS FORM. THANKS.