

Institute for Study Abroad

1100 West 42nd Street, Suite 305

Indianapolis, IN 46208-3345 USA

Telephone: 800-858-0229 or 317-940-9336 Fax: 317-940-9704 www.ifsabutler.org

Application Instructions

Programs for this Application

Use this application for **semester and year** programs in Australia, Egypt, New Zealand, Republic of Ireland, Sharjah UAE and the United Kingdom (England, Northern Ireland, Scotland, Wales). If you wish to apply for summer programs or programs in Latin America, visit the Forms page of our website to download the appropriate application, or you may apply online.

Completing the Application for Semester/Year Admission

All of our programs are conducted on a rolling admissions basis and may close before the published deadline. Return your application as soon as possible and keep a copy of all forms that you return to us. Please complete and return the following forms:

- Application for Semester/Year Admission**
- Personal Essay page**
- Academic Information Form**
- Agreements and Releases Form** You must read, sign and date this form before returning it to us.

Additional Submissions Required from All Applicants

- Transcript**
You must submit official college transcripts for all college and university work you have completed to date. We cannot submit your application for an admissions decision until we have your **most recent** official transcript(s), so order your transcripts immediately.
- Program Approval Form**
Complete page 1 of the form. Your study abroad advisor must complete page 2 and return both pages to us. (If your home institution does not have a study abroad advisor, an academic dean, registrar or other campus official may complete this form.)
- Recommendation Form**
Complete the top section of the form. An instructor or advisor in your major or in the academic discipline you intend to study abroad should complete the rest of the form. A second recommendation is required for: Burren College of Art; Cardiff University; Glasgow School of Art; Laban; Royal Holloway, University of London; SOAS, University of London; University College London (including Slade School of Art); University of Leeds; and for all programs at Oxford and Cambridge Universities. Please photocopy the attached form as necessary.
- Arabic Language Questionnaire**
For students applying to programs in Egypt and Sharjah UAE only. Complete the form and return it with the rest of your application.
- Eight (8) ID-Sized Photographs**
Passport-size (2"x2") color photos (not photocopies). Print your name on the back of each photo. These photos are required by universities abroad. Students applying for London programs must send photos by our application deadline in order to be considered for university-operated housing.
- Photocopy of Passport**
To participate on any of our programs, you must have a passport valid for six months beyond your return date. Apply for or renew your passport immediately. Send a photocopy of the photo and signature pages to IFSA-Butler.

Additional Materials Required for Certain Disciplines

- Application for Internship**
Internships are available at some universities. Check the box on the front page of the application to indicate your interest in an internship. Your IFSA-Butler program advisor will contact you with additional internship information and application requirements.
- Portfolios for Visual Art Majors**
Most universities require that art and design students submit portfolios. Consult an IFSA-Butler program advisor to determine if your proposed university requires one. Visual art and design majors should apply before the deadline to permit time for the review of the portfolio by the university abroad.
- Portfolios and Audition Tapes for Music Majors**
Students applying to music programs may be required to submit either a portfolio or audition tape, depending upon specialty. Consult an IFSA-Butler program advisor to determine if your proposed university requires one. Music majors should apply before the deadline to permit time for the review of the portfolio or tape by the university abroad.
- Writing Samples**
Students applying to Cambridge and Oxford Universities are required to submit two graded writing samples (i.e., papers in the subject(s) you plan to study abroad). English departments at certain other universities abroad also may require the submission of a writing sample. Consult our website to determine if your proposed university requires one.

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Additional Information

Make a Copy

Keep a copy of all forms you submit to us. You may want to give your parents a copy of this page, especially if they will pay your bills.

Financial Information

Egypt, Israel, Republic of Ireland, Sharjah UAE, United Kingdom Payment Deadlines

Spring semester November 15

Full year and fall semester July 1

Australia and New Zealand Payment Deadlines

Semester 1 and calendar year December 15

Semester 2 and U.S. academic year May 15

Full-year balances for all countries are divided between the semester payment dates, with roughly two-thirds of the payment due on the first date. The \$500 program deposit is credited toward the overall program fee.

Payment Plan Option

IFSA-Butler students are eligible to participate in the Sallie Mae TuitionPay payment plan, which allows participants to pay the IFSA-Butler program fee over a period of several months. Information on this plan is sent to your parents with your bill, unless you mark "No" under "Parental Information Disclaimer."

IFSA-Butler Scholarship Program

Download an application from our website, www.ifsa-butler.org. Scholarship application deadlines are:

Egypt, Israel, Republic of Ireland, Sharjah UAE, United Kingdom Scholarship Deadlines

Spring semester October 1

Fall semester and full year April 1

Australia and New Zealand Scholarship deadlines

Semester 1/calendar year November 1

Semester 2/academic year March 1

Housing Deposit

IFSA-Butler requires that all students pay a \$300 housing deposit before going abroad. Housing deposits are due on the same date that the program fee is due. The housing deposit will be returned to you after the end of the program, less any damages, fines or outstanding debts in your name.

Program Fee Coverage

Our website provides full information on the fees for each program and the services included in our fees.

Program fees cover housing during all periods when classes are in session. In most locations students may opt for independent housing. If you choose independent housing, IFSA-Butler will not bill you the housing portion of your program fee.

The cost of meals is not included in the fees for most of our programs. If your housing arrangements abroad include a meal plan, **you will be billed separately for this additional charge after the start of the program.**

Program fees are budgeted to cover the cost of arts and social science tuition. Many universities charge a tuition supplement for enrollment in science or special program courses. If this fee applies to your program abroad, the additional tuition will be passed on to you. This tuition differential is listed on our website where applicable and usually applies to courses in anthropology, architecture, engineering, mathematics, music, physical education, psychology and sciences.

Exchange Rates

Our fees are set in U.S. dollars and do not change because of changes in the exchange rates. We use forward contracts to balance out the exchange rate fluctuations, which can result in an average exchange rate that may vary significantly from the daily rates quoted by banks.



Application for Semester or Year Programs in Australia, Egypt, Israel, New Zealand, Republic of Ireland, Sharjah UAE and United Kingdom (England, Northern Ireland, Scotland, Wales)

Please type or print legibly. If you prefer, you may apply online at www.ifsa-butler.org. For summer programs, please use our summer application.

Student Information

Full Legal Name _____
(as it appears on your passport) (first) (middle) (last)

Nickname or preferred name _____

Date of Birth _____
(month) (day) (year)

Citizenship _____ Gender: Male / Female

Home Institution _____

GPA (on a 4.0 scale) _____ Graduation Year _____

Your Personal Mailing Address When School Is in Session

Street _____

City _____

State/Province _____ Zip/Postal Code _____

Cell Phone () _____

Personal Telephone () _____

E-mail _____

Winter Break (start and end dates) _____

School Ends _____

Your Home Address When School Is Not in Session

Street _____

City _____

State/Province _____ Zip/Postal Code _____

Country (if outside the U.S.) _____

Telephone () _____

Program Selection

Indicate below the period of time you intend to study abroad.

Australia/New Zealand

Semester 1 (Feb–July)

Semester 2 (July–Nov)

Calendar year (Feb–Nov)

Academic year (July–July)

Middle East/Rep. Ireland/U.K.

Fall term/semester (Sept–Dec/Jan)

Spring two-term/semester (Jan–Jun)

Academic year (Sept–Jun)

Check here if you are applying for an internship.

Please list your top university choices in order of preference (see our catalog or website for university listings). Your application most likely will be submitted to your first choice university only.

First Choice Program _____

From (month/year) _____

Alternate Program _____

From (month/year) _____

How Did You Hear About IFSA-Butler? (check one)

Study abroad advisor Former participant Poster Other

Academic advisor Web search Ad

Study abroad fair/meeting Online study abroad directory Parent

Parent Information

If your parents live separately, give addresses for both. Indicate an e-mail address for each parent.

Whom should we notify in case of emergency?

Parent 1 Parent 2 Other (complete "Other Address")

To whom should we send your billing statements?

Parent 1 Parent 2 Other (complete "Other Address")

Parent 1 Name _____

Street _____

City _____

State/Province _____ Zip/Postal Code _____

Country (if outside the U.S.) _____

Home Telephone () _____

Business Telephone () _____

E-mail _____

Parent 2 Name _____

Street _____

City _____

State/Province _____ Zip/Postal Code _____

Country (if outside the U.S.) _____

Home Telephone () _____

Business Telephone () _____

E-mail _____

Other Address To be used for Billing Emergency Contact

Name _____

Street _____

City _____

State/Province _____ Zip/Postal Code _____

Home Telephone () _____

Business Telephone () _____

E-mail _____

Parental Information Disclaimer

IFSA-Butler, both in the United States and in the country of the host institution, communicates information to your parents about our programs, including the bill for your participation in the program. Do you want your parents to receive this information?

Yes No

If you mark "No," you must designate an alternate billing address under "Other Address."

Submit Your Application

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Toll free: 800-858-0229
Phone: 317-940-9336
Fax: 317-940-9704

Or apply online at www.ifsa-butler.org

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Personal Essays

Please provide a brief paragraph to answer each question. You may type your answers on a separate sheet, but please **limit each answer to one paragraph.**

Student Name _____ Home Institution _____

First Choice Program _____

Have you traveled or studied abroad before? Yes No If so, where?

Describe yourself.

Describe your personal interests (hobbies, sporting activities, etc.).

What do you hope to achieve during your study abroad experience?

Why do you think you are a good candidate for study abroad?

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Academic InformationName _____
(first) (middle) (last)

Date of Birth (month/day/year) _____

Place of Birth (city, state/province, country) _____

Citizenship _____

Gender: Male / Female

Program Selection

Indicate below the period of time you intend to study abroad.

Australia/New Zealand Semester 1 (Feb–July) Semester 2 (July–Nov) Calendar year (Feb–Nov) Academic year (July–July) **Check here if you are applying for an internship.****Middle East/Rep. Ireland/U.K.** Fall term/semester (Sept–Dec/Jan) Spring two-term/semester (Jan–Jun) Academic year (Sept–Jun)**Current Academic Program**

The university departments reviewing your application will look at the strength of your background in those departments. List the course titles you currently are taking, as well as any other courses you expect to take before going abroad.

Current Course Titles (in progress) _____

Additional Titles of Courses You Will Take Before Going Abroad _____

For Oxford and Cambridge Applicants Only

Please list your first and second choice subjects in order of preference (e.g., English, history, mathematics). Most Oxford colleges will limit you to one or two subjects of study. Cambridge students may study one subject only. Although we will submit your requests to Oxford or Cambridge, we cannot guarantee your acceptance into these subjects.

Subject 1: _____

Subject 2: _____

Home College/University _____

Class Standing When You Study Abroad (circle one) Soph Jr Sr

Other Colleges/Universities Attended _____ Dates Attended _____

Present Cumulative Grade Point Average (on 4.0 scale) _____

GPA Last Semester _____ GPA in Major Courses _____

Major(s) or Intended Major(s) _____

Minor(s) _____

Academic Basis of Admissions Decisions

The most important factor for admission is your academic background, including your overall GPA and the grades you have earned in the subjects you plan to study abroad. You should indicate a major(s) and minor(s) even if you have not yet declared these at your home university.

Student Must Complete Top Section

I waive my right of access to this recommendation. I do not waive my right of access to this recommendation.

Student Name _____ Home Institution _____

First Choice Program _____ Signature _____ Date _____

To the Faculty Member

This form is an integral part of the above student's application to study abroad through the Institute for Study Abroad, Butler University. IFSA-Butler is a nonprofit organization regularly serving students from accredited colleges and universities throughout the U.S. and Canada.

To help ensure favorable consideration of this student's application to one of our affiliated institutions abroad, please complete this form and forward it directly to our office. **If you use additional pages, please use university letterhead and sign both the form and the extra page(s).**

We seek your evaluation of the student's academic ability as well as his or her social maturity and emotional strengths in terms of undertaking a period of study abroad. We are particularly interested in your assessment of the student's academic motivation and any special attributes relevant to foreign study. Your noting any weaknesses that might impede the student's success abroad would also be of great help to us.

How long and in what capacity have you known this student? Please list any courses this student has taken with you.

What is your general estimate of this student's intellectual ability and academic motivation?

On a scale of 1 (low) to 10 (high), how does this student rank in the following areas?

	Low										High
Writing ability	1	2	3	4	5	6	7	8	9	10	
Quantitative ability	1	2	3	4	5	6	7	8	9	10	
Critical thinking ability	1	2	3	4	5	6	7	8	9	10	
Depth of background in proposed subject	1	2	3	4	5	6	7	8	9	10	

Have you found this student to be a mature and stable person? Do you think this student would make the personal, social and academic adjustment to a program abroad?

Do you have any additional comments about this student?

Please complete and sign this form. Forward this completed form directly to the Institute for Study Abroad at the address listed above.

Name _____ Title/Dept. _____

Institution _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Telephone () _____ Fax () _____

E-mail _____

Signature _____ Date _____

For Students Applying to Egypt and Sharjah Only

If you are applying to our Egypt or Sharjah UAE programs, please answer this questionnaire completely and truthfully. Your answers will help us determine levels of language instruction courses. Return the completed form with the rest of the application.

IFSA-Butler may seek further information about your written and spoken language skills by requesting written essays, telephone conversations or references from a language professor.

Program Selection

Indicate below the period of time you intend to study abroad.

Egypt/Sharjah UAE

- Fall semester (Sep–Jan) Spring semester (Jan–July)
 Academic year (Sep–July)

First Choice Concentration _____
 From (month/year) _____

Alternate Concentration _____
 From (month/year) _____

Language Questionnaire

Which language(s) do you speak and/or have formally studied?

- Modern Standard Arabic (MSA) Colloquial Egyptian (CE)
 I have never studied or spoken either language. You may skip the rest of this form except for the signature portion.

Rate your language skills (1=very basic, 5=ative fluency)

	MSA	CE
Reading	1 2 3 4 5	1 2 3 4 5
Writing	1 2 3 4 5	1 2 3 4 5
Speaking	1 2 3 4 5	1 2 3 4 5
Aural comprehension	1 2 3 4 5	1 2 3 4 5

List your method(s) of learning (check all that apply)

- | | |
|---|---|
| MSA | CE |
| <input type="checkbox"/> Heritage speaker | <input type="checkbox"/> Heritage speaker |
| <input type="checkbox"/> High school courses
Number of courses: _____ | <input type="checkbox"/> High school courses
Number of courses: _____ |
| <input type="checkbox"/> University courses
Number of courses: _____ | <input type="checkbox"/> University courses
Number of courses: _____ |
| <input type="checkbox"/> Community courses
Number of courses: _____ | <input type="checkbox"/> Community courses
Number of courses: _____ |
| <input type="checkbox"/> Commerical language teaching (e.g., Rosetta Stone) | <input type="checkbox"/> Commerical language teaching (e.g., Rosetta Stone) |
| System used and level achieved: _____ | System used and level achieved: _____ |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Student Information

Name _____
(first) (middle) (last)

Date of Birth _____

Telephone () _____

Major _____

Class Standing When You Study Abroad (circle one) Soph Jr Sr

List the titles of all courses you have taken in MSA and/or CE

List other ways in which you regularly maintain your skills in MSA and/or CE (check all that apply)

- Magazines and/or newspapers
 Movies and/or television shows
 Online chat rooms and/or discussion boards
 Conversations with native speakers
 Other _____

If you are a Colloquial Egyptian or Arabic heritage speaker, how regularly do you speak the language?

- At all times with one or both parents and extended family
 Frequently with parents and extended family
 Occasionally with parents and extended family

Additional comments about your language experience and skills:

I certify that the statements I have made on this questionnaire are accurate to the best of my knowledge.

Student signature _____ Date _____

Instructions for the Student

In planning study abroad, you must make arrangements for the transfer of credit you expect to earn. This form helps to facilitate that process and comply with the regulations of your home institution.

Complete and sign this side of the form. Then write your name and home institution on the other side of this form and give it to your study abroad advisor. (If your campus does not have a study abroad advisor, an academic dean, registrar or other campus official who has access to the necessary information may complete this form.) Ask him or her to complete and forward this form to our office.

You must sign the consent to disclosure statement below **and** on the Agreements and Releases page to ensure that your final program transcript is forwarded to your home institution.

Authorization to Release Information

I hereby waive my right of access to the information on this form and ask that it be completed and forwarded to the Institute for Study Abroad, Butler University.

Signature _____ Date _____

Student Information

Name _____
(first) (middle) (last)

Date of Birth _____

Telephone () _____

Major _____

Class Standing When You Study Abroad (circle one) Soph Jr Sr

Program Selection

Indicate below the period of time you intend to study abroad.

Australia/New Zealand

Semester 1 (Feb–July)

Semester 2 (July–Nov)

Calendar year (Feb–Nov)

Academic year (July–July)

Middle East/Rep. Ireland/U.K.

Fall term/semester (Sept–Dec/Jan)

Spring two-term/semester (Jan–Jun)

Academic year (Sept–Jun)

First Choice Program _____
From (month/year) _____

Alternate Program _____
From (month/year) _____

Consent to Disclosure of Education Records

I hereby authorize and direct my Home Institution (hereafter “Disclosing Institution”) to disclose to the Institute for Study Abroad, Butler University (“IFSA-Butler”) my education records as described below. I further authorize IFSA-Butler to disclose my education records as described below to any educational institution that may be involved in any program to which I am accepted. The purposes of this disclosure are for IFSA-Butler to determine whether I will be accepted as a participant in a study abroad program administered by IFSA-Butler, and for IFSA-Butler to provide such information to any educational institution that may be involved in any program to which I am accepted so that such institution may have the information necessary to address my educational needs and interests.

The records I authorize and direct to be disclosed by the Disclosing Institution to IFSA-Butler and by IFSA-Butler to the educational institution are:

1. My academic transcript,
2. Records showing the activities in which I am or have been involved while attending the Disclosing Institution, and
3. Records reflecting disciplinary or misconduct proceedings and/or sanctions taken against me by the Disclosing Institution.

I understand that by signing this consent I am waiving certain rights granted to me by the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and I waive those rights voluntarily by signing this consent. I further understand that I have the right to revoke this consent at any time by notifying the Disclosing Institution and IFSA-Butler of my revocation of this consent. To ensure proper notification of revocation of this consent, I understand that I should submit my request in writing to the Disclosing Institution and IFSA-Butler.

Printed Name _____

Home Institution _____

Signature _____

Student Identification Number _____

Date _____

This is a two-sided form. Please complete both sides.

Student Name _____ Home Institution _____

To the Study Abroad Advisor

If your campus does not have a study abroad advisor, an academic dean, registrar or other campus official who has access to the information below may complete this form.

The above student is applying for a full-time program of undergraduate study abroad sponsored by the Institute for Study Abroad, Butler University, with the expectation that the U.S. equivalent of the semester hours of credit earned abroad will be transferred toward his or her academic program in progress at home. Your student's application cannot be considered until we receive this form from you.

IFSA-Butler is a national nonprofit organization regularly serving students from accredited colleges and universities. We require that all applicants be degree-seeking undergraduate students currently enrolled and in good standing at an accredited U.S. or Canadian college or university. By signing this form, you approve transfer of credit earned abroad as shown on the Butler University transcript.

To your knowledge, has this student been involved in any serious disciplinary action while attending your institution? Yes No
If yes, please explain the nature of the incident (e.g., alcohol, drugs, academic).

Is this student a full-time undergraduate in good standing at your institution? Yes No If no, please explain.

Has this student ever been on academic probation? Yes No If yes, please explain.

Does this student have your approval to study abroad at his or her nominated universities? Yes Yes with reservations No
If no or yes with reservations, please explain.

Advisor Name _____ Title _____
Institution _____
Address _____
City _____ State/Province _____ Zip/Postal Code _____
Telephone () _____ Fax () _____
E-mail _____
Signature _____ Date _____

Program Transcripts

After the student completes the study abroad program, the Butler University Registrar will provide an official transcript for credit transfer. This transcript will show the institution attended abroad and the U.S. equivalent grades and semester hours of credit earned in all courses attempted.

An original Butler University transcript will be forwarded to the student's permanent home address and the designated transcript recipient at the home institution. If your university has previously designated a single recipient for all transcripts, we will send the transcript to that address. Otherwise, IFSA-Butler will be in contact with your institution before the transcript is ready to be mailed.

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Agreements and Releases**Agreements**

I hereby authorize the Institute for Study Abroad, Butler University ("IFSA-Butler"), to reproduce my completed Application Form, Program Approval Form, Recommendation Form and any other references in support of this application and release them to cooperating institutions abroad, their personnel and IFSA-Butler staff.

I have read the descriptions of the programs for which I am applying and accept the program arrangements as offered.

I certify that the statements I have made on this Application Form are correct and agree to notify the Institute for Study Abroad if I should fail to remain in good standing at my Home Institution or suffer a change in circumstances that might compromise my success in studying abroad.

I understand that my acceptance of a program place will subject me to the published rules and regulations of the Institute for Study Abroad and my Host Institution with regard to both personal and academic performance. I understand that failure to comply with these rules and regulations may result in my dismissal from the program and/or loss of academic credit with no refund of the program fee.

I authorize the Host Institution abroad to furnish IFSA-Butler, both in the country of the Host Institution and in the United States, with any of my academic and personal information that IFSA-Butler determines, in its sole discretion, is required for the administration of the Program.

I authorize IFSA-Butler offices and personnel in the country of the Host Institution to share my academic and personal information with IFSA-Butler offices and personnel in the United States and other countries, to the extent IFSA-Butler determines, in its sole discretion, is required for the administration of the program.

I authorize the appropriate official(s) of my Host Institution(s) abroad to forward official transcripts or grade reports of work completed abroad to the Butler University Registrar, and I authorize the Butler University Registrar to forward an official transcript for this work to the appropriate official(s) at my Home Institution as listed on my Program Approval Form.

Applicant's Signature (required) _____ Date _____

Consent to Disclosure of Education Records to Home Institution and Governmental Agencies

I hereby authorize and direct the Institute for Study Abroad, Butler University ("IFSA-Butler") to disclose my education records and other records as described below and/or the information contained therein to my Home Institution and to all appropriate U.S. and foreign governmental agencies. The purposes of this disclosure are for IFSA-Butler to keep my Home Institution advised of my progress and participation in the study abroad program in which I am participating and to permit IFSA-Butler to provide information as requested or required by U.S. and foreign governmental agencies.

The records and information I authorize and direct to be disclosed by IFSA-Butler are:

1. My academic transcript or other information relating to my academic performance and progress;
2. Records showing the activities in which I am or have been involved while participating in a study abroad program;
3. Records reflecting disciplinary or misconduct proceedings and/or sanctions taken against me or reflecting incidents of misconduct by me that did not result in disciplinary proceedings or action arising out of my participation in a study abroad program;
4. Records reflecting any medical or other emergency situations in which I may become involved while participating in a study abroad program; and
5. Records reflecting my payments to IFSA-Butler and the status of any accounts due and owed by me to IFSA-Butler.

I understand that by signing this consent I am waiving certain rights granted to me by the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and I waive those rights voluntarily by signing this consent. I further understand that I have the right to revoke this consent at any time by notifying IFSA-Butler of my revocation of this consent. To ensure proper notification of revocation of this consent, I understand that I should submit my request in writing to IFSA-Butler.

Printed Name _____ Home Institution _____

Signature _____ Date _____

Authorization to Release Information

I hereby waive my right of access to the academic information included in this application, including the Academic Recommendation form, and ask that it be completed and forwarded to the Institute for Study Abroad, Butler University.

Signature _____ Date _____

First Choice Program _____