

Institute for Study Abroad: Intermediate and Advanced Programs in Latin America

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

Online Application Supplemental Form

Personal Essays

Student Name _____ Home Institution _____

First Choice Program _____

Por favor, responde en español. Hay que escribir por lo menos tres frases completas.

Cuéntanos de una experiencia de viajar o estudiar en el extranjero anteriormente.

Describe tu familia.

Háblanos sobre tus intereses personales (deportes, actividades artísticas, etc.).

¿Qué esperas adquirir personalmente y/o profesionalmente de tu experiencia en el extranjero?

¿Cómo piensas usar el español en tu vida diaria después de estudiar en el extranjero?

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.

Argentina/Chile/ Costa Rica/Peru

Semester 1 (Feb–July)

Semester 2 (July–Dec)

Calendar year (Feb–Dec)

Academic year (July–July)

Summer (Argentina, Chile; May–July)

Mexico

Fall semester (Aug/Sep–Dec)

Spring semester (Jan/Feb–May/July)

Academic year (Aug/Sep–May/July)

Summer (May–July)

List your top program choices in order of preference. If necessary, refer to the list of programs on the Applications Instructions page. Your application most likely will be submitted to your first choice program only.

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.

Disregard this form if you have used our online recommendation tool.

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Online Application Supplemental Form

Academic Recommendation

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
	1	2	3	4	5	6	7	8	9	10	
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 _____

To the Student

This report is required for all intermediate and advanced programs in Argentina, Chile, Costa Rica, Mexico and Peru.

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 Spanish instructor.

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.

**Argentina/Chile/
Costa Rica/Peru**

- Semester 1 (Feb–July)
- Semester 2 (July–Dec)
- Calendar year (Feb–Dec)
- Academic year (July–July)
- Summer (Argentina, Chile; May–July)

Mexico

- Fall semester (Aug/Sep–Dec)
- Spring semester (Jan/Feb–May/July)
- Academic year (Aug/Sep–May/July)
- Summer (May–July)

List your top program choices in order of preference. If necessary, refer to the list of programs on the Applications Instructions page. Your application most likely will be submitted to your first choice program only.

First Choice Program _____
From (month/year) _____

Alternate Program _____
From (month/year) _____

To the Professional Language Instructor

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

Students enrolled in **advanced level programs** matriculate directly into the host university, while students enrolled in **intermediate programs** participate in non-integrated classes with other program students. Students at either level should be able to follow university lectures in Spanish, participate in discussions, take notes and understand written materials in their field. However, students at the intermediate level will have readings and assignments that are tailored to their level. Emphasis at this level is placed on developing Spanish language skills as well as understanding the content of the classes.

The host institution’s willingness to accept future participants will be determined by the performance of current students. Your opinion of the applicant will be of great assistance in the selection process. Please be detailed and frank. We cannot consider your student’s application until we receive this completed form. Feel free to call our office if you have any questions.

For what level program is this student applying?

- Advanced semester or year program
- Intermediate program: ____ Buenos Aires ____ Heredia
- Advanced summer program: ____ Mérida ____ Buenos Aires
____ Santiago
- Intermediate summer program: ____ Mérida

How was the evaluation determined?

- Based on the knowledge of applicant’s course work in language at this institution.
- Written examination. Name of test and date administered:

- Oral examination. Date administered: _____

Student _____

Home Institution _____

1. What is your opinion of the applicant's ability to pursue university-level course work in this language?

- Will require considerable training before necessary competence can be attained
- Will require additional training before beginning the program
- Should be able to manage adequately after a short period of adjustment abroad
- Should have no difficulty

2. Please indicate your opinion of the applicant's present language ability in each of the following categories.

a. Aural Comprehension

- None
- Understands only slow, uncomplicated sentences
- Understands simple conversations
- Understands conversation on simple academic topics
- Understands sophisticated discussion of academic topics

b. Writing Ability

- None
- Writes in simple sentences on conventional topics with some errors in spelling and structure
- Writes on academic topics with few errors in structure and spelling
- Writes with idiomatic ease of expression and feeling for the style of the language

c. Speaking Ability

- None
- Able to complete structurally simple, short phrases
- Uses basic grammatical structure; speaks with limited vocabulary
- Uses structural patterns, but not with consistent accuracy; adequate to participate in conversational topics
- Has control over structural patterns; can handle a wide range of conversational situations

d. Reading Ability

- None
- Limited to simple vocabulary and sentence structure
- Understands conversational topics and nontechnical subjects
- Understands materials that contain idioms and specialized terminology
- Understands sophisticated materials, including those in the proposed field of study

3. Add any comments relating to the applicant's linguistic ability.

4. Please mark as appropriate:

- I do not approve the applicant for intermediate/advanced study abroad in Spanish.
- I conditionally approve the applicant for intermediate/advanced study abroad in Spanish.
- I unconditionally approve the applicant for intermediate/advanced study abroad in Spanish.

5. In the case of conditional approval, what are the conditions the applicant must satisfy to receive clearance for study abroad?

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

Name _____ Title/Dept. _____

Institution _____ E-mail _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Telephone () _____ Fax () _____

Signature _____ Date _____

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 _____