

# PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION INSTRUCTIONS

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Interviews (either by phone or in person) may be required of some applicants. It is the responsibility of each applicant to ensure that all deadlines are met and supplementary materials are submitted.

## Application Deadlines for Visiting Students

All fall programs	March 15
All full year programs	March 15
Spring programs	October 15

*Please be advised that space on the programs is limited. In cases where the number of **qualified** applicants exceeds the number of available spaces, applications will be given priority in order of completion and later applicants (even those that met the deadline) may be placed on a waiting list.*

**Notification of Acceptance** Students who meet the application deadline will be notified of acceptance by April 1 for fall programs and November 1 for spring programs. Applications incomplete by the deadline will result in delayed notification.

## APPLICATION

Please use this checklist to ensure that you have submitted a complete application. Items listed below are required before an application will be reviewed. Late applications will be considered on a “space available” basis only.

**Part A: General Information**

**Part B: Personal Details and Pitzer Essays**

**Part C1: Academic Recommendation**

Please deliver this form to your professor in time for it to be returned by the application deadline. It would be helpful to include an envelope with your request that is pre-addressed to Pitzer College Study Abroad, 1050 N. Mills Avenue, Claremont, CA 91711. Faculty may also fax the recommendation to our office at (909) 621-0518. The faculty member must have taught you in at least one course.

**Parts C2 and C3: OPTIONAL Academic and OPTIONAL Personal Recommendation**

These forms are optional but students are encouraged to obtain a second academic reference and/or a personal reference if additional information on qualifications and abilities for this program may not be apparent from academic recommendations. These forms may be submitted **in addition to** (not in place of) the required academic reference.

**Part D: Foreign Language Evaluation** Students who will be in beginning level language classes while on a study abroad program are **NOT** required to submit this form. Completion of this form by a professor who teaches the target language is mandatory for any program with a language pre-requisite. Additionally, all students who have completed any college level courses in the language spoken in the host country (or who consider themselves native speakers—excluding English) should complete this form to assist in placement at the proper language level.

**Part F: Course Pre-Registration and Approval of Participation**

**Acknowledgement of Student Visa Procedures & Complications**

**Supplementary Forms**

Please download the supplementary forms for Botswana, China, Costa Rica, Ecuador Intensive Language and Culture, Ecuador Advanced Ecuadorian and Andean Studies, Italy and Nepal from the following site:  
[http://www.pitzer.edu/academics/ilcenter/study\\_abroad/visiting\\_students/getting\\_started.asp](http://www.pitzer.edu/academics/ilcenter/study_abroad/visiting_students/getting_started.asp)

**Official Transcript**

It is the applicant's responsibility to request that an official transcript (student copies are not acceptable) be sent to Pitzer College before the application deadline.

## IMPORTANT REMINDERS UPON ACCEPTANCE:

- Health Report.** In your acceptance materials you will receive the health report form that must be completed by you and your physician. You are strongly advised to have a complete physical and a dental check-up before departing on your program. Pitzer College must be informed in advance of any health concerns or learning disorders that may require accommodations while abroad. Failure to inform the program of these issues in advance may prevent proper arrangements from being possible.
  
- Passport.** You must have a current passport for participation on any program outside of the US. It can take six weeks to obtain a passport, and a passport is required before you can obtain permission (i.e. a student visa) to study in most countries. In addition, some countries require your passport to be valid for 6 months after your expected date of return to the US. A passport costs \$100 and is valid for ten years. Students should apply for a passport (or renew if necessary) no later than February 1 for participation on fall programs and no later than August 1 for participation on spring programs. **Students will be required to submit a copy of their passport information page by the date indicated in their acceptance letter.** Information on obtaining a passport is available at the following website: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).
  
- Photographs.** At least three passport-sized photographs are required upon acceptance. These are in addition to any photos required for your program. The photos should be ID sized, with the student facing the camera in a light background. Digital photos are acceptable. Photocopies and scanned photos are NOT allowed. Photos with students wearing sunglasses or hats, or in comical poses are not acceptable. Students should wear clothing in the photo that covers the shoulders and upper arms since bare shoulders may be inappropriate in photos for official purposes. Please write your **full name** on the back of each photo in **pencil**. **If photos are not submitted by the due date on your acceptance letter, you may be assigned to the waiting list.**
  
- International Student Identity Card (ISIC) Application.** This will be included with your acceptance materials.
  
- Financial Aid.** If you receive financial aid, consult with your Financial Aid Office to determine any requirements for obtaining your aid for your semester of study abroad as well as requirements for remaining eligible for the semester following participation.
  
- Housing.** If you want to be housed after you return from study abroad, consult your Housing Office before you go.
  
- Itinerary.** Students must submit this information at least two weeks prior to departure to be met by the program staff upon arrival. Please note that students who arrive before the program starting date will not be met upon arrival and should make their own arrangements for housing prior to and after the program dates.

**Please contact our office if you have any questions about the application or any of the additional items.**  
Pitzer College Study Abroad, 1050 N Mills Avenue, Scott 110, Claremont, CA 91711  
Phone (909) 621-8104 · Fax (909) 621-0518 · email [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu)



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
 1050 N. MILLS AVENUE  
 CLAREMONT, CA 91711

**PART A: GENERAL INFORMATION (SIDE 1)**  
 PHONE (909) 621-8104 OR FAX (909) 621-0518  
 EMAIL studyabroad@pitzer.edu

**Program Choice** \_\_\_\_\_

**Alternate Choice** \_\_\_\_\_

**Semester** Indicate year:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Full Year \_\_\_\_\_

**Student Personal Information** – Please type or print, using a black or dark blue pen. Pencil and light colored inks do not copy well.

Full Name \_\_\_\_\_ Name you prefer to be called \_\_\_\_\_

Birth Date \_\_\_\_\_ Place of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Planned Grad Date \_\_\_\_\_  
MM/DD/YY Month & Year

Passport Information \_\_\_\_\_  
Passport Number Country of Citizenship Expiration Date Place of Issue

Current Class Standing  First Year  Sophomore  Junior  Senior Do you receive financial aid?  Yes  No Do you have workstudy?  Yes  No

Planned Major(s) \_\_\_\_\_ Minor \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

**Student Contact Information at School** - Take special care to write legible phone numbers and email addresses.

Street Address and/or Box Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Campus Phone \_\_\_\_\_ School Email Address \_\_\_\_\_ Cell Phone Number (with area code) \_\_\_\_\_

**Student Permanent Contact Information** - Please indicate an address other than your campus address where you can always be contacted or receive mail.

Street Address and/or P O Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (with area code) \_\_\_\_\_ Email Address (please list your preferred email address if different from your School address) \_\_\_\_\_

**Mother/Guardian Contact Information**

Name \_\_\_\_\_

Mailing Address (if different from permanent address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number (with area code) \_\_\_\_\_ Cell Phone Number (with area code) \_\_\_\_\_

Work number and extension (with area code) \_\_\_\_\_

Email Address \_\_\_\_\_

In the event of an emergency, should this person be contacted?  Yes  No

**Father/Guardian Contact Information**

Name \_\_\_\_\_

Mailing Address (if different from permanent address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone Number (with area code) \_\_\_\_\_ Cell Phone Number (with area code) \_\_\_\_\_

Work number and extension (with area code) \_\_\_\_\_

Email Address \_\_\_\_\_

In the event of an emergency, should this person be contacted?  Yes  No

**Other Emergency Contact Information** - Complete this section only if you selected "No" for both people listed above or if you have a step-parent, spouse or any other person who should be contacted in the event of an emergency.

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
**1050 N. MILLS AVENUE**  
**CLAREMONT, CA 91711**

**PART A GENERAL INFORMATION (SIDE 2)**  
**PHONE (909) 621-8104 OR FAX (909) 621-0518**  
**EMAIL studyabroad@pitzer.edu**

**Language Skills** List any languages in which you consider yourself a native speaker \_\_\_\_\_

**Previous Language Study in High School** List all languages studied in high school

Language \_\_\_\_\_ How many years studied \_\_\_\_\_ Dates of study from (year) \_\_\_\_\_ to (year) \_\_\_\_\_

Language \_\_\_\_\_ How many years studied \_\_\_\_\_ Dates of study from (year) \_\_\_\_\_ to (year) \_\_\_\_\_

**Previous Language Study in College** List all languages completed for college credit

Language coursework currently in progress \_\_\_\_\_

Language \_\_\_\_\_ Courses completed (indicate level, course no and year complete) \_\_\_\_\_

Language \_\_\_\_\_ Courses completed (indicate level, course no and year completed) \_\_\_\_\_

**References** List names of any references that will be submitting a recommendation on your behalf. Pitzer requires one faculty reference from a professor/instructor with whom you have taken at least one college course for credit. Some programs may require additional faculty references, check with the program sponsor for information on additional requirements. For programs that require a language evaluation, the form should be completed by a language instructor for the target language.

\_\_\_\_\_  
 Name of Required Faculty Reference #1

\_\_\_\_\_  
 College or University

\_\_\_\_\_  
 Name of Language Evaluator (required from all applicants for programs with a language pre-requisite and for other program applicants with any prior study of the host country language)

**Information Distribution Waiver** Please check one box for each statement and sign below. If not completed, permission to release this information will be assumed.

1. Pitzer College may distribute my email address and phone number to other program participants before the program.  Yes  No
2. Pitzer College may release information related to my participation on this program to my parent(s) or guardian(s).  Yes  No
3. After completing the program, Pitzer College may distribute my email address or phone number to prospective students who wish to speak to program returnees for additional program details.  Yes  No
4. Pitzer College may use my written materials from the field book, the DISP and the program evaluation for educational development purposes.  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

**5. Student Consent** I confirm that I have read and understood the pertinent regulations and conditions of participation for study abroad. I hereby make application to the program listed on this form, and I do so with the understanding that should I accept an offer of admission, I will agree to accept and abide by the Conditions of Participation, and by the regulations of the sponsoring institution(s). I understand that photographs may be taken during program participation and may be used in future publications. I agree to participate fully in the orientation, all program components and evaluation process, and will observe deadlines for submission of all required materials. Pitzer College may release information related to my participation on this program to officials from my home institution (e.g. financial aid officers, study abroad staff, faculty advisors, Student Affairs Office etc.).

For Pitzer Students: I further give permission to the Registrar and the Study Abroad advisor of Pitzer College to release college transcripts containing all work completed thus far and other application materials, as required, to the relevant office, committee, and program sponsor or director.

For Non-Pitzer Students: I understand that I am required to request that an official transcript be sent from the registrar of my home college or university to Pitzer College and that a copy of my transcript and other application materials may be submitted to the program director.

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Signed in (city) \_\_\_\_\_



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
 1050 N. MILLS AVENUE  
 CLAREMONT, CA 91711

**PART B: PERSONAL DETAILS & ESSAY**  
 PHONE (909) 621-8104 OR FAX (909) 621-0518  
 EMAIL studyabroad@pitzer.edu

Student Name \_\_\_\_\_ Home College/University \_\_\_\_\_

Program Choice \_\_\_\_\_ Semester of Participation \_\_\_\_\_

Use this portion of the application to briefly tell us about yourself. Be as informative as you can, but confine your remarks to the space provided. Thank you.

Briefly describe yourself (personality, strengths, accomplishments, hobbies):

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Briefly describe your family (occupations, interests):

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Briefly describe your home community:

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Briefly describe any experience where you had to adapt to unfamiliar circumstances:

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**ESSAY TOPICS**

On a separate piece of paper, please respond to each of the following questions with one or two typewritten paragraphs for each topic. Essays that fail to respond to each of the topics listed below or with numerous spelling and grammar mistakes will be returned for a re-write.

1. Discuss your educational and personal goals. Explain how participation in this study abroad program fits into your academic plan. Demonstrate your preparation for this experience with courses you have taken, books you have read, etc. Describe how you plan to follow up on this experience upon your return to campus or in your future career.
2. Consider the structure of the program you have chosen. It is very important that the structure of the program matches your educational goals and expectations. How is the structure of this program a good fit for you?
3. Describe an intercultural experience you have had (i.e. an experience where you have had to adapt to unfamiliar people, customs, foods, environments, etc.). What did you learn from this experience? What do you think will be your biggest challenge in adapting to the culture where you have chosen to study and how do you plan to meet this challenge?



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
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**PART C 1: ACADEMIC RECOMMENDATION**  
 PHONE (909) 621-8104 OR FAX (909) 621-0518  
 EMAIL study\_abroad@pitzer.edu

Student Name \_\_\_\_\_ Home College/University \_\_\_\_\_  
 Program Choice \_\_\_\_\_ Semester of Participation \_\_\_\_\_

**Instructions to Student** This form should be completed by a faculty member with whom you have taken at least one college level course for credit.

Consistent with the provisions of the Family Educational Rights and Privacy Act 1974, currently in force in the U.S., Pitzer College undertakes to uphold your right of access to this Faculty Recommendation form when completed. However, under the Act, you may elect to waive your right of access and by doing so render this a *confidential* recommendation. If you decide to waive your right of access, please sign the following waiver.

**Student Waiver** "I understand that the completed recommendation below will be used solely to evaluate my application by both my home college and the program sponsor and on that understanding, I hereby waive my right of access to it."

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions to Faculty** Please use the checklist below to rank the student's capabilities in the areas listed and use the reverse side or a separate reference letter to respond to the questions posed or for further comments. The application deadline is March 15 for fall programs, October 1 for Ecuador spring program and October 15 for all other spring programs. Fax copies are acceptable.

Your responses to the questions that follow will be helpful in determining the student's suitability for Study Abroad. The type of program and challenges can vary. If you have questions or would like additional information about the program chosen by this student, please contact a member of the Study Abroad staff. A copy of this form may be forwarded to the program sponsor or on-site director. Thank you for your input.

My contact with this student includes  teaching in at least one course  academic advising  supervising/coaching  other contact outside of class.

How long have you known this student? \_\_\_\_\_

Would you enjoy having this student as a member of a group for which you were responsible?  Yes  No  Don't know

Would you enjoy hosting this student in a home stay experience?  Yes  No  Don't know

In comparison to other students you have known, please rate the applicant on the following ("unknown" will not be held against the student):

	Exceptional	Above Average	Average	Below Average	Unknown	Comments?
Academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intellectual curiosity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to communicate orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sensitivity to interests and views of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to take direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to cope with ambiguity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive interaction with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Common sense and good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Capacity to follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability / flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Institution \_\_\_\_\_ Academic Dept. or Field \_\_\_\_\_

Email address \_\_\_\_\_ Telephone \_\_\_\_\_



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
1050 N. MILLS AVENUE  
CLAREMONT, CA 91711

**PART C 1: ACADEMIC RECOMMENDATION (SIDE 2)**  
PHONE (909) 621-8104 OR FAX (909) 621-0518  
EMAIL [studyabroad.edu](mailto:studyabroad.edu)

**Faculty Comments**

We would appreciate your assessment of this student's motivation, intellectual ability, academic preparation, past performance, maturity and his/her potential for successfully adjusting to life and study in a different setting. Are you aware of any reason this student is not well suited for a study abroad experience at this time? You may comment below or attach a separate letter.

Student Name \_\_\_\_\_ Faculty Name \_\_\_\_\_



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
 1050 N. MILLS AVENUE  
 CLAREMONT, CA 91711

**PART C 2: ACADEMIC RECOMMENDATION - OPTIONAL**  
 PHONE (909) 621-8104 OR FAX (909) 621-0518  
 EMAIL study\_abroad@pitzer.edu

Student Name \_\_\_\_\_ Home College/University \_\_\_\_\_  
 Program Choice \_\_\_\_\_ Semester of Participation \_\_\_\_\_

**Instructions to Student** This form should be completed by a faculty member with whom you have taken at least one college level course for credit.

Consistent with the provisions of the Family Educational Rights and Privacy Act 1974, currently in force in the U.S., Pitzer College undertakes to uphold your right of access to this Faculty Recommendation form when completed. However, under the Act, you may elect to waive your right of access and by doing so render this a *confidential* recommendation. If you decide to waive your right of access, please sign the following waiver.

**Student Waiver** "I understand that the completed recommendation below will be used solely to evaluate my application by both my home college and the program sponsor and on that understanding, I hereby waive my right of access to it."

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions to Faculty** Please use the checklist below to rank the student's capabilities in the areas listed and use the reverse side or a separate reference letter to respond to the questions posed or for further comments. The application deadline is March 15 for fall programs, October 1 for Ecuador spring program and October 15 for all other spring programs. Fax copies are acceptable.

Your responses to the questions that follow will be helpful in determining the student's suitability for Study Abroad. The type of program and challenges can vary. If you have questions or would like additional information about the program chosen by this student, please contact a member of the Study Abroad staff. A copy of this form may be forwarded to the program sponsor or on-site director. Thank you for your input.

My contact with this student includes  teaching in at least one course  academic advising  supervising/coaching  other contact outside of class.

How long have you known this student? \_\_\_\_\_

Would you enjoy having this student as a member of a group for which you were responsible?  Yes  No  Don't know

Would you enjoy hosting this student in a home stay experience?  Yes  No  Don't know

In comparison to other students you have known, please rate the applicant on the following ("unknown" will not be held against the student):

	Exceptional	Above Average	Average	Below Average	Unknown	Comments?
Academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intellectual curiosity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to communicate orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sensitivity to interests and views of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to take direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to cope with ambiguity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive interaction with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Common sense and good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Capacity to follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability / flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Institution \_\_\_\_\_ Academic Dept. or Field \_\_\_\_\_

Email address \_\_\_\_\_ Telephone \_\_\_\_\_



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
1050 N. MILLS AVENUE  
CLAREMONT, CA 91711

**PART C 2: ACADEMIC RECOMMENDATION (SIDE 2)**  
PHONE (909) 621-8104 OR FAX (909) 621-0518  
EMAIL [studyabroad.edu](mailto:studyabroad.edu)

**Faculty Comments**

We would appreciate your assessment of this student's motivation, intellectual ability, academic preparation, past performance, maturity and his/her potential for successfully adjusting to life and study in a different setting. Are you aware of any reason this student is not well suited for a study abroad experience at this time? You may comment below or attach a separate letter.

Student Name \_\_\_\_\_ Faculty Name \_\_\_\_\_



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
 1050 N. MILLS AVENUE  
 CLAREMONT, CA 91711

**PART C 3: PERSONAL RECOMMENDATION - OPTIONAL**  
 PHONE (909) 621-8104 OR FAX (909) 621-0518  
 EMAIL studyabroad@pitzer.edu

Student Name \_\_\_\_\_ Home College/University \_\_\_\_\_  
 Program Choice \_\_\_\_\_ Semester of Participation \_\_\_\_\_

**Instructions to Student** This form is optional but students are encouraged to obtain a personal recommendation to provide additional information on qualifications and abilities for this program that may not be apparent from academic recommendations.

Consistent with the provisions of the Family Educational Rights and Privacy Act 1974, currently in force in the U.S., Pitzer College undertakes to uphold your right of access to this Faculty Recommendation form when completed. However, under the Act, you may elect to waive your right of access and by doing so render this a *confidential* recommendation. If you decide to waive your right of access, please sign the following waiver.

**Student Waiver** "I understand that the completed recommendation below will be used solely to evaluate my application by both my home college and the program sponsor and on that understanding, I hereby waive my right of access to it."

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions to Referee** Please use the checklist below to rank the student's capabilities in the areas listed and use the reverse side or a separate reference letter to respond to the questions posed or for further comments. The application deadline is March 15 for fall programs, October 1 for Ecuador spring program, and October 15 for all other spring programs. Fax copies are acceptable. We will be happy to accept reference forms issued by other programs in lieu of this form.

Your responses to the questions that follow will be helpful in determining the student's suitability for Study Abroad. The type of program and challenges can vary. If you have questions or would like additional information about the program chosen by this student, please contact a member of the Study Abroad staff. A copy of this form may be forwarded to the program sponsor or on-site director. Thank you for your input.

My contact with this student includes  academic advising  supervising  coaching  friend of the family  other contact outside of class

How long have you known this student? \_\_\_\_\_

Would you enjoy having this student as a member of a group for which you were responsible?  Yes  No  Don't know

Would you enjoy hosting this student in a home stay experience?  Yes  No  Don't know

In comparison to other students you have known, please rate the applicant on the following ("unknown" will not be held against the student):

	Exceptional	Above Average	Average	Below Average	Unknown	Comments?
Intellectual curiosity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to communicate orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sensitivity to interests and views of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to take direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to cope with ambiguity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive interaction with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Common sense and good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Capacity to follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability / flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Institution \_\_\_\_\_ Academic Dept. or Field \_\_\_\_\_

Email address \_\_\_\_\_ Telephone \_\_\_\_\_



**PITZER COLLEGE STUDY ABROAD VISITOR APPLICATION**  
1050 N. MILLS AVENUE  
CLAREMONT, CA 91711

**PART C3: PERSONAL RECOMMENDATION (SIDE 2)**  
PHONE (909) 621-8104 OR FAX (909) 621-0518  
EMAIL studyabroad@pitzer.edu

**Comments**

We would appreciate your assessment of this student's motivation, past performance, level of maturity and his/her potential for successfully adjusting to life and study in a different setting. Are you aware of any reason this student is not suited for a study abroad experience at this time? You may comment below or attach a separate letter.

Student Name \_\_\_\_\_ Name of Referee \_\_\_\_\_



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**PART D – LANGUAGE EVALUATION**  
 PHONE (909) 621-8104 OR FAX (909) 621-0518  
 EMAIL studyabroad@pitzer.edu

**DEADLINE**     **March 15 for fall and full year programs**     **October 15 for spring programs**

**Note to Student** Students who will be in beginning level language classes or on programs in English speaking countries are not required to complete this form. Completion of this form by a professor who teaches the target language is mandatory for all programs with a language pre-requisite. Additionally, all students who have formally studied the language spoken in the country where the program is located (or who consider themselves native speakers) should complete this form to assist in placement at the proper language level. This form should be given to your evaluator at least two weeks before the deadline.

Student Name \_\_\_\_\_ College/University \_\_\_\_\_

Program Choice \_\_\_\_\_ Semester     Fall 20\_\_\_\_     Spring 20\_\_\_\_

**Instructions to the Foreign Language Evaluator**

Please evaluate the student’s current language level using the following guidelines based on those in use by the American Council of Teachers and Foreign Languages (ACTFL). The International Programs Office may forward this form to the program sponsor. Your responses to the questions that follow will be helpful in determining whether the student meets the required level of language competency to study on the chosen program. Thank you.

**How was this evaluation determined?**

Based on knowledge of the applicant’s coursework in languages at this institution     Oral examination - Date administered \_\_\_\_\_

Indicate your opinion of the applicant’s present language ability in each of the following categories:

**Aural Comprehension**

- None
- Limited to slow, uncomplicated sentences
- Understands simple conversation
- Understands conversation on simple academic topics
- Understands sophisticated discussion of academic topics

**Writing ability**

- Unknown                       None
- Writes simple sentences on conventional topics with frequent errors in spelling and structure
- Writes 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

**Speaking Ability**

- None
- Able to complete structurally simple, short phrases
- Uses basic grammatical structure, speaking with limited vocabulary
- Uses structural patterns, but with consistent accuracy; adequate to participate in conversational topics
- Has control over structural patterns; can handle a wide range of conversational situations

**Reading Ability**

- Unknown                       None
- Limited to simple vocabulary and sentence structure
- Understands conventional topics and non-technical subjects
- Understands materials that contain idioms and specialized terminology
- Understands sophisticated materials, including those in proposed field study

Evaluator Name \_\_\_\_\_ Title \_\_\_\_\_

College \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**PART F: COURSE PRE-REGISTRATION & APPROVAL**

PHONE (909) 621-8104 OR FAX (909) 621-0518  
 EMAIL studyabroad@pitzer.edu

Name \_\_\_\_\_ Home College/University \_\_\_\_\_

Program You Are Applying For \_\_\_\_\_ Semester of Participation \_\_\_\_\_

No. of courses/semester units completed \_\_\_\_\_ No. of courses/semester units in progress \_\_\_\_\_ No. of remaining courses/semester units required for graduation \_\_\_\_\_

**Course Pre-Registration** Discuss course selection with your faculty advisor before completing this form. Courses to be applied to your major should be approved by your faculty adviser and noted with an asterisk. Students on study abroad normally take a course load equivalent to four Pitzer courses (16 semester units). Many programs have a fixed course of study, but please list the courses you will be taking to ensure that you understand the credit you will receive. Students applying to a program with the option of taking university courses should include at least two alternate courses per semester. Courses for Pitzer College programs will be listed in the information packet for each program. This course selection should be considered a preliminary one. Course offerings may change without notice. Non-Pitzer students are advised to follow procedures for receiving credit as required by their home institution and although a faculty signature is optional, the student is **strongly cautioned** that failure to obtain a signature may result in not receiving credit as expected by the student.

Dept. or Field Course Title Credit

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Dept. or Field Course Title Credit

Dept. or Field Course Title Credit

I have discussed the program of study indicated above and approve the course selection.

Faculty Adviser (name printed) \_\_\_\_\_

Phone \_\_\_\_\_

Faculty Adviser signature \_\_\_\_\_

Date \_\_\_\_\_

**Approval of Participation** Please obtain the signature of the appropriate official (Dean of Students, Study Abroad Director, or the Registrar) at your home institution verifying that you are in good academic standing and have institutional approval for participation on a study abroad program.

Has this student ever been on academic or disciplinary probation?  No  Yes If yes, please explain \_\_\_\_\_

Does this student have approval to participate on a study abroad program?  No  Yes

Name of Official \_\_\_\_\_ Title \_\_\_\_\_

Signature of Official \_\_\_\_\_ Date \_\_\_\_\_

**Transcript Release**

Grades for this program will be submitted to the Pitzer College Registrar's Office where they will be recorded on an official transcript and sent to the designated official at the student's home campus. Pitzer College has no control in how a student's own registrar will translate Pitzer grades and credit. Before choosing to participate, students should become familiar with their home campus policy for awarding credit from a Pitzer Study Abroad program.

I authorize Pitzer College to release my transcript from the Pitzer College Study Abroad program to the official at my home institution named below. I understand that credit for this program is transferable only at the discretion of my home institution and that I must follow any procedures required by my home institution in order to receive credit for this program.

Registrar or Study Abroad Official \_\_\_\_\_

Address \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

## Acknowledgement of Student Visa Procedures & Complications

Most programs require that you obtain a student visa. It is your responsibility to understand the process for obtaining a student visa for your selected destination. Although the study abroad staff can provide some guidance with this process, no one at Pitzer has control over the timing or requirements of the visa process.

If your program requires a student visa, these are the typical challenges that you may face.

- **You must have a passport before you can apply for a student visa.** It can take 4-6 weeks to obtain a passport. You must apply for a passport no later than February 1<sup>st</sup> for fall programs or August 1<sup>st</sup> for spring programs to ensure you have the passport in time to apply for the visa.
- **You must be in the United States to obtain the visa for most countries.** This may cause a problem if you are applying for more than one destination on a year long experience. You need to research the visa process for each destination to be sure there is time to obtain a visa between the two programs' ending and starting dates.
- In most cases **you will need a letter from the university or program sponsor in the host country** in order to apply for your visa. Individual universities and program sponsors produce these letters on their own timetable and Pitzer has no control over when these letters will be produced and mailed to you.
- **The visa process can take as long as 90 days or as little as a few days.** You should find out now about the length of time required for your visa and plan accordingly. You cannot travel out of the country during the visa process for some destinations because the consulate will retain your passport during the visa process. **Before you make plans to travel outside of the country in the summer or winter break before your program, check out the logistics of the visa process. It may mean that you will have to choose between your summer/winter plans and your semester of study abroad.** There may be some cases where both are not possible.
- These are the questions you should research about each of the programs you are planning to attend:
  - Do you need a student visa for your program?
  - What is the process to obtain a student visa? What documents are required?
  - How long does it take to get the visa once the application is submitted?
  - Do you have to appear in person at the consulate to obtain your visa?
  - Do you have to be in the US to get your visa, or is it possible to apply while overseas? *In most cases, the answer to the latter is "No."*
  - If you hold a passport from another country, what is the process for citizens of that country to obtain a student visa?
- Please note that **the visa process can change without notice.** The host country government makes the rules about how to legally enter their country, just as the US government makes rules about how to enter the US and they don't consult with Pitzer College before they make changes to their process! Other governments don't care if the requirements for a student visa are inconvenient.

**I acknowledge that I have read and understood the information on obtaining a student visa and that it is my responsibility to check on the visa procedures for my study abroad location(s) and make appropriate plans to obtain the student visa(s) if required.**

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_