

***Application for Preliminary Approval to Study
Off Campus on a Non-Bucknell Program for
Fall Semester 2000
Academic Year 2000-2001***

Applying for: Fall 2000_____ Academic Year 2000-2001_____

Instructions

Read these instructions carefully before you attempt to complete any part of the application. If anything is unclear, call the Office of International Education at extension 73796. Applications are due **Thursday, February 10, 2000 by 4:30 p.m.** No late applications will be accepted without compelling academic reasons. Please note: this application is **not** required for students applying **only** to Bucknell *en France*, Bucknell in London, and the Associated Kyoto Program.

Section I. General Information

Please complete every applicable line, including, most importantly, the names of your adviser(s) and of the professor who will provide the recommendation.

Section II. Proposed Programs:

- You must propose an academic program of study and select a program(s) or foreign university that best meets your academic goals and to which you would like to apply.
- You are free to select a program from among those included in the office's library, subject to its being an appropriate academic match to your own academic goals.
- If you are interested in a program not available in the library, you must discuss this with the director in the semester before you submit your application for preliminary approval.
- You are responsible for knowing the program restrictions outlined in "Picking the Right Program for Off-Campus Study" available in the office.
- You will receive preliminary approval for only those proposed programs or universities deemed appropriate. If you later change your mind and wish to apply to a different program or foreign university, you must seek the approval of the Director by submitting an additional one page statement of purpose for each new program.
- You may propose as many programs as you wish, though two is usually sufficient.

Section III. Statement of Purpose

- Prepare three copies (four if you have declared a double major) of this Statement of Purpose (minimum of two pages, typed), one to hand in with your application, and one each to attach to the Adviser's Approval form(s) and the Professor's Recommendation form.
- First, address in detail both your academic goals for studying off campus and how you have prepared academically for such study.
- Secondly, address in detail how your proposed program(s) meets your academic goals, both in structure and specific course content.
- Thirdly, outline briefly your personal goals for off-campus study and how you would hope to integrate your experience into your academic and extracurricular life once you return to Bucknell.

Section IV. Code of Conduct

Your response will be verified with the Dean of Students.

Section V. Academic Adviser's Approval

- Attach a copy of your Statement of Purpose to the Adviser's Approval form.
- Review with your adviser your proposed course of study and how you will complete degree requirements.
- Do the same for a second declared major.

Section VI. Professor's Recommendation

Attach a copy of your Statement of Purpose to the Professor's Recommendation. Ask a professor who has taught you recently, preferably but not necessarily in your major, to complete it and to send it directly to the Office of International Education. Make your request well in advance of the due date. You may ask your adviser if he/she has also taught one of your recent courses.

◀ **Save this for future reference**



What do you do next?

Apply to the approved program(s)

- Once you receive preliminary approval, you should immediately apply to the approved program(s) or university. Be attentive to deadlines.
- If your program has rolling admissions and fills up early, consult with the office staff about sending your program application before you submit this application.
- If your program application requires Barbara Rowe's signature or recommendation (usually as "Dean's Approval" or "Study Abroad Adviser's Approval"), submit the necessary forms well in advance of the deadline.
- Only completed applications to programs of IES (the Institute for the International Education of Students) and to American University's Washington Semester must be sent through the Office of International Education.

Order your official transcript(s)

In preparing your program application, you are responsible for soliciting official copies of your transcript from the Registrar's Office; allow five working days. There is no need to send your transcript to the Office of International Education unless otherwise specified.

Pay attention to financial issues

- Figure out how much your program choices will cost in addition to regular Bucknell tuition. Check out the financial data sheets for each program in the office library folders that outline the non-tuition costs (but not personal expenses). Meet with Jim Lee, assistant to the director, if you have questions.
- All students pay regular Bucknell tuition for the semester(s) off campus regardless of the actual tuition cost of the program. Bucknell will then pay the tuition charges to the program provider. Any differential amount remains at Bucknell and is applied to on-going university expenses normally covered by tuition.
- Students pay all non-tuition costs (deposit, room, board, airfare, etc.) directly to the program provider.
- Students on tuition exchange (an employee benefit at many universities and colleges) will be charged 70% of Bucknell tuition when participating on a non-Bucknell program.
- Students on tuition remission (as a dependent of a Bucknell employee) will be charged 30% of Bucknell tuition when participating on a non-Bucknell program.
- Federal, state, and institutional financial aid will apply first to tuition charges. If aid exceeds tuition, it may be applied to non-tuition costs.

Follow instructions for Final Approval

Final approval for off-campus study will be contingent upon your meeting several requirements, including but not necessarily limited to: registration for off-campus study; attendance at pre-departure orientation sessions; and completion of a Preliminary Transfer of Credit form. You will be notified of these requirements once you receive preliminary approval and after spring break.

Remember:

Eligibility requirements for off-campus study are:

- Junior or first semester senior class standing when off campus.
- Normally, a 2.8 cumulative grade point average.

- Approval of the Director, Office of International Education.

Credit Transfer:

- You are expected to enroll as a full-time student (equivalent to four courses per semester at Bucknell) in your program or university. You must, therefore, complete a course of study equivalent to a total of 15-16 semester hours of credit. Twelve semester hours may result in only three (or less) transfer credits.
- Only credits earned at a grade of "C" or above will transfer; no pass/fail is allowed.
- Grades for non-Bucknell programs will not appear on your transcript.
- All students **while** studying abroad on an English language program in a non-English speaking country are required to take a full-semester course in the host language, if offered at the appropriate level.

BUCKNELL UNIVERSITY

**OFFICE OF
INTERNATIONAL EDUCATION**

**Application for Preliminary Approval to Study
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Applying for: Fall 2000 _____ Academic Year 2000-2001 _____

I. General Information

Name _____ I.D.# _____
Last First Middle Initial

Sex _____ Class Year _____ Campus Phone _____ Campus Box # _____

Country of Citizenship _____ Degree Program _____

Check which college you are in: _____ Engineering _____ Arts and Sciences

Major(s) 1) _____ 2) _____

If International Relations: Area of Concentration: _____

Foreign Language: _____

Current Faculty Adviser(s): _____

Professor Providing the Recommendation (V): _____

II. Proposed Program(s) (read instructions)

Name: 1) _____ 2) _____ 3) _____

Location: 1) _____ 2) _____ 3) _____

Application

Due Date: 1) _____ 2) _____ 3) _____

Signature _____ Date _____

III. Statement of Purpose

See instruction sheet for the three specific topics you should address.

IV. Code of Conduct

Bucknell University is concerned about the disciplinary record of students applying to participate in off-campus study; this record may have an impact on the approval of a student's application for preliminary approval. Your response will be verified with the Dean of Students.

Have you ever been sanctioned by the University for a violation of the Student Code of Conduct on or off campus? _____ Yes _____ No

If yes, please explain:

DUE DATE: Thursday, February 10, 2000 by 4:30 p.m.

BUCKNELL UNIVERSITY
OFFICE OF INTERNATIONAL EDUCATION

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Name of Applicant _____

Degree Program _____

V. Academic Adviser's Approval:

(Separate approval is required from both advisers if the student has declared two majors.)

Please review the student's plans for off-campus study to ensure:

- 1) that the program(s) is academically appropriate;
- 2) that the semester(s) chosen for off-campus study is suitable given the requirements for the major; and
- 3) that the student will be able to meet all degree requirements (including W2 courses) even though off campus for one or two semesters. **Please note:** Bachelor of Arts students are to have fulfilled distribution requirements by the end of the sophomore year (i.e. four humanities, two social sciences, two lab sciences and a third approved course from the natural sciences/math division).

_____ I have reviewed with the student, if pursuing a B.A. degree, the need to complete all distribution requirements by the semester to be spent off campus and have advised him/her concerning options for so doing. (If unable to complete them, please explain below.)

_____ I have reviewed with the student his/her progress toward meeting the writing requirement and have advised him/her concerning options for completing it.

_____ I approve of this student's plans to study off campus.

_____ I approve with the following reservations and/or requirements:

Signature _____ Date _____

Name _____

Department _____

**Return or e-mail by Thursday, February 10, 2000 to: Barbara Rowe, Director
International Education
intled@bucknell.edu**

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Name of Applicant _____

APPLICANT'S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENT

I hereby freely and voluntarily waive my right to any information contained in this recommendation form and agree that it shall remain confidential.

Date Signature

VI. Professor's Recommendation

Please review the student's attached Statement of Purpose and comment **briefly** (on this form or via e-mail) on his or her academic strengths and motivations for studying off campus. To the extent possible, please assess the student's maturity, independence, and ability to adjust to off-campus study, particularly if for a foreign program. **If the student is applying to a program through IES (the Institute for the International Education of Students), this recommendation will be used for the program's application.** Thank you.

Signature _____ Date _____

Name _____ Department _____

**Return or e-mail by Thursday, February 10, 2000 to:
(If e-mailed, also return this form with student's
signature at top for our records.)**

**Barbara Rowe, Director
International Education
intled@bucknell.edu**