

## APPLICATION INSTRUCTIONS

We are pleased that you are applying for an overseas program which is sponsored and administered by the College of Staten Island of The City University of New York (CUNY). Some of these programs are offered in conjunction with the College Consortium for International Studies (CCIS), one of the oldest and largest international education consortia, which links approximately 140 fully accredited U.S. colleges and universities in a partnership dedicated to advancing international/intercultural perspectives in higher education.

Please read these application instructions carefully. The attached Overseas Study Application form is to be used for all programs: winter intersession (January), summer, semester, or academic year. A completed application consists of four parts.

**1. The Two-Page Overseas Study Application:** Students registering directly through the College of Staten Island (CSI) must send the application and all supporting material to the CSI Center for International Service. Students registering through another CCIS member institution must return the application to that school's study abroad office. Please type or write clearly using a black ball point pen.

**2. The Applicant's Statement of Purpose:** See Number 12 on Page 2 of the application for a description.

**3. The Confidential Reference Form:** Three references are required for semester programs and one reference is required for short term programs (summer and winter intersession-January). **If you are a student**, forms should be given to two professors who know you well, who are able to judge your academic qualifications, and who can comment on your ability to gain from this study abroad experience. For semester program applicants, the third recommendation must be from a person who knows you well, like an employer or adviser, and who is NOT a professor or another student or member of your family. **If you are a teacher**, your form(s) should be given to your supervisor(s).

**4. IMPORTANT: AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPT IS REQUIRED AS PART OF YOUR APPLICATION.** If you have less than 25 credits, have your high school record sent. Whether you send a high school record or a college transcript, please ask that the name of the program to which you are applying be noted on the transmittal document. (If a transcript is not readily available, you should forward the application and reference forms to CSI right away, with the transcript forwarded immediately thereafter.) Please note that all applicants must have completed at least one semester of college-level work prior to their semester abroad. **For teachers**, a copy of your teaching certificate or license may be submitted in lieu of a transcript.

Students are accepted based on their G.P.A. at the time of the application. HOWEVER, A 2.5 G.P.A. MUST BE MAINTAINED PRIOR TO DEPARTURE in order to participate in an overseas program.

A separate application is required for each program to which you want to apply. All applications for a given program are reviewed, and all applicants are notified by the administering campus as quickly as possible concerning the action taken on their respective applications. Those accepted in the program receive information concerning travel arrangements, orientations, payment schedules, passports, visas, health insurance, and other essential details. **All participants must register and pay tuition at their**

**home college if it is a CCIS member. Students who are not enrolled at CCIS member institutions normally register and pay tuition at the school administering the program--that is the College of Staten Island for the programs in Barbados, China, Denmark, Ecuador, Greece, and Italy.**

Be sure that your completed application reaches the College of Staten Island as early as possible (at least by the deadline date set for that particular program).

**APPLICATION DEADLINES:**

<b>China Programs:</b>	Fall Semester (Nanjing)	May 15
	Spring Semester (Nanjing)	November 15
	Summer Session (Shanghai)	May 15
<b>Ecuador Programs:</b>	Fall Semester	May 15
	Spring Semester	November 1
	Summer Session (Guayaquil)	May 15
	Summer Session (Quito)	April 1
<b>Greece Programs:</b>	Fall Semester	May 15
	Spring Semester	November 1
<b>Florence Programs:</b>	Fall Semester	May 1
	Spring Semester	September 15
<b>Florence and Venice Programs:</b>	Summer Session I (June)	February 15
	Summer Session II/III (July/August)	March 15
<b>Rome and Venice Programs:</b>	Fall Semester	May 1
	Spring Semester	October 1
<b>Rome Program:</b>	Summer Session	March 15
<b>Denmark Program:</b>	Fall Semester	April 1
	Spring Semester	October 1
	Summer Session	February 15

**\*\* Please Note:**

If time does not permit, you are NOT required to send all forms in one mailing. Please send in the application form and your Statement of Purpose first, even if you do not yet have all other items, so that we know you are planning to participate in the program. This is especially important if you are a financial aid student. Please do not wait to send all documents at the last minute.

If you are registering directly through the College of Staten Island, send your application to: **The Center for International Service, College of Staten Island, Building 2A, Room 206, 2800 Victory Boulevard, Staten Island, NY 10314, Telephone: (718) 982-2100.**