



## TC3 Study Abroad Trip Application and Criteria

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Your Name (Last, First, Middle)

Program Location Abroad

Administering SUNY Campus

### All study abroad students must submit the following:

- Application & Trip Criteria
- Essay – details in this document
- Academic Reference
- Payment Disclosure Form
- Health and Physician's Travel Approval Form
- Agreement/Release Form
- Photocopy of your passport's information page

We are looking for a number of qualities that we believe students must possess in order to have a successful experience away from TC3 and return home with much to offer the entire community. These qualities are measured based on your entire application.

What are we looking for?

**Academic achievement.** Minimum G.P. A. of (TBD by faculty leaders) Transcripts are evaluated for overall academic excellence. For this particular short term study abroad, preference will be given to students who have completed 30 credits. Others will be considered based on space availability.

**Qualities of character and social skills.** Travel abroad in a group setting demands patience, flexibility, good humor, good will, and an ability to tolerate uncertainty. We are looking for students who can roll with the punches, who are not brittle, and who can laugh at themselves and the hard times when they occur. Above all, we are looking for students who exhibit a high degree of responsibility, as well as sensitivity to others. Often the success of an off-campus program depends as much upon how students get along with each other as they do with their foreign hosts. We need good "ambassadors" to represent the college and fellow travelers.

**Motivation and curiosity.** Your ability to get something out of an off-campus experience depends entirely upon what you put into it. We are looking for students who are genuinely curious about the world around them and have demonstrated initiative in acting upon this curiosity.

**Self-knowledge.** No matter where students go to study off-campus, the primary journey is usually an internal one. *Students should know explicitly why they desire to go.*

**Advance preparation.** We are interested in students whose claimed desire to have "always wanted" to study abroad has actually resulted in their finding out something about the history, culture, and politics of the country in which they seek to study. You should know what other students have experienced too. You will be responsible for reading and writing assignments related to this. *Students must participate in all pre-departure class activities to be well prepared for the academic responsibilities associated with study abroad. There will be 10 class meetings prior to departure for this purpose. (This is a study abroad, not a vacation abroad)*

## **PARTICIPANT ELIGIBILITY & ENROLLMENT**

- a) Current TC3 Students can apply to participate in this study abroad program. All applicants must be at least 18 years old at the time of travel. A GPA of (TBD by faculty trip leaders) is necessary to enroll.
- b) Participants cannot have any academic or disciplinary holds on their record upon submitting an application and must not have any at the time of travel. Student may not be on any kind of college probation or just returning from any suspension. Student must not have history of disciplinary issues. Students must remain in good standing.
- c) Students must include one\* reference from instructors and have health\* and counseling clearance to travel. Students who do not have these will not be permitted to travel.
- d) Student must be eligible for and have in their possession a current passport by the first day of class trip. (This is not included in the program fee...Passports must be procured on your own.)
- e) Applicants should have the maturity, academic background and achievement, and motivation necessary for success in study abroad program, prior to enrolling. All participants will complete an application form and short essay which will be reviewed by a committee of at least three which include the program leader/s. The Program may also have a waiting list in the event that a student cancels.
- f) If a student has not completed a prerequisite course for a study abroad program, he or she enrolls at his or her own risk. This risk implies that the student will, regardless of pre-requisites, be held accountable for all material in the current course. Overrides for prerequisites must be discussed prior and signed.
- g) Students must read and understand the course syllabi and participate in all pre-departure activities. Anyone who does not participate in class prior to departure will not travel abroad.
- h) Student agrees to sign Agreement/Release Form prior to departure.

**\*References:** For some trips, two references may be required. Check with the faculty trip leader.

**\*\*Health Clearance Forms:** Students need to get a complete physical evaluation and the doctor will have to confirm that student is fit and able to fully participate in all physical activities as described in the course itinerary. This may include hiking, extensive walking on uneven surfaces, and other events. Accommodations for disabilities should not be expected because the laws of other countries differ from the U.S. in this area. Student must have the emotional stability to travel abroad and be up-to-date on all of your vaccinations. Understandably, no country wants a foreigner bringing in diseases. Doctor should fill out forms after a physical and send them to the school Health Services Office for review with Program Leaders. It is important not to procrastinate on these! Doctors are always busy, and it could be a while before they get confirm an appointment.



## TC3 Study Abroad Essay

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### STUDY ABROAD APPLICATION ESSAY

We would like to know what your motivation and reasons are for traveling abroad. In two short essays please share with us what motivates you to participate. Below are the specifics for this assignment. Please use proper form, double space, Arial 12 point font. It is due \_\_\_\_\_

In reading these papers, we will look for clear and skillful writing and critical self- reflection. Be sure your goals are stated clearly and that you marry the attributes of the experience with your specific career and educational objectives. Do not rush through the assignment.

#### Required Essay Question: (Minimum of 300 words):

1. Describe how participation in this program will contribute to your academic goals. Specifically, how will this study abroad program build upon your education to date and connect to your studies when you return to campus? When you reflect on your experience, once complete, what do you wish to say you have accomplished and learned by participating? What value does this trip have to you? Please describe how the academic focus of this trip relates to your demonstrated program interests.

#### Optional Essay Question:

2. What does it mean to you to be an ambassador of TC3?

### Scholarship Application Release

*By signing below, I indicate that I have completed a FAFSA form and wish for my application form, essay and references to be used to apply for a TC3 Foundation Study Abroad Scholarship. I give permission for the entire contents to be reviewed by the scholarship committee. I agree to abide by the conditions of the TC3 Foundation guidelines for any scholarship I may receive. I agree that if I withdraw from the college or fail to meet the stated criteria of the scholarship at the time it is awarded, I will forfeit or repay all or a portion of any scholarship, according to the College's refund policy. I understand that any scholarship monies awarded may be credited against the balance of any of my bills at the college. The TC3 Foundation and TC3 have my permission to use quotes from my application and/or essay with donors in press releases and other Foundation or College materials.*

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Signature of applicant

Date



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### *Steps for applying*

1. Gain full understanding of this program and the TC3 eligibility requirements before submitting this application by discussing this with faculty trip leader and your academic advisor.
2. Submit this application to \_\_\_\_\_, during the semester prior to when you want to do the program. **(The faculty leaders for each trip will give you the due date.)**
3. Meet with Faculty Trip Leader, Financial Aid Officer, Global Office Study Abroad Coordinator.

NAME \_\_\_\_\_ TC3 ID# \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

CELL PHONE \_\_\_\_\_

ACADEMIC MAJOR \_\_\_\_\_

ACADEMIC ADVISOR \_\_\_\_\_

U. S. CITIZEN? \_\_\_\_\_ IF NO, VISA TYPE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**NAME OF A TC3 PROFESSOR OR STAFF MEMBER WHO CAN BE CONTACTED TO PROVIDE A REFERENCE FOR YOU (In addition to the written confidential reference form, we may ask to speak to your reference.)**

\_\_\_\_\_  
*I have read the program information in the course outline, and have listened to the scope of the trip. I authorize the TC3 Program Leaders to examine my TC3 record to verify my eligibility for this program. I understand the rules of this program and agree to comply with them.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ Date: \_\_\_\_\_