



## International Programs Office

### Study Abroad Application Checklist

#### Application Deadlines:

- Semester/Year Abroad: September 30
- Freshman and late applicants: the 3rd Friday of February
- January Term applicants: the 3rd Friday of February

#### \*PLEASE SUBMIT IN THIS ORDER

☐ **1. Application Form** (pages 3-4): **THE APPLICATION FORM IS FILLABLE AND MUST BE TYPED**

- **Jan Term Applicants:** indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices. Applications for students not accepted into their 1<sup>st</sup> choice are automatically forwarded to their 2<sup>nd</sup> or 3<sup>rd</sup> choice, depending on enrollment.
- Note: Students under 18 must have a parent's signature.

☐ **2. Student Agreement Form** (pages 5-8)

- Must be signed – be sure to turn in all pages.
- Share with your parents

☐ **3. Release of Information Form** (page 9)

☐ **4. Essay** (see page 4 for essay prompt)

☐ **5. Transcript**

- Most recent transcript: **the minimum cumulative GPA at the time of application is required: a 2.75 for most programs, but some semester/year programs require a 3.0 or higher minimum.**
- Web Advisor copy is acceptable

☐ **6. Two Recommendation Forms** (pages 10 & 11) Give these to the appropriate persons who will then return them directly to the International Programs Office.

- Preference is to have recommendations from **2 faculty**. However, if that is not possible, then at least one recommendation must be from a faculty member and the other recommendation may be from an administrator (i.e. workstudy supervisor, coach, counsellor).
- **Semester/Year Abroad Applicants:**
  - **You cannot use your faculty advisor for a recommendation, since they complete the advisor clearance form.**
- **Jan Term Applicants:**
  - If you have participated in a prior Jan Term Off-Campus course, one of your recommendations must be from the professor who led that course.
  - Your recommendation cannot be from the professor leading the course you are applying for.

☐ **7. Semester/Year Abroad Applicants**

- Advisor Clearance Form (page 12)

☐ **8. Spanish Minors Only** (pages 13 - 16)

- Spanish minors must meet with your Spanish professor to complete the following two forms:
  - Faculty Evaluation
  - Preliminary Study Abroad Advising Form

☐ **9. Prepare for your Interview** (page 2)

- The faculty-student interviews are important in determining who will be selected to participate in these programs.

☐ **10. Make a copy of your entire application for your records**

☐ **11. Submit original, signed application to** (do not include this checklist):

International Programs Office  
Walker Hall, Suite 120  
McMinnville Campus

**Selection Criteria:**

Only students meeting the criteria for academic and social standing will be invited for an interview. Students will be notified by email when how to schedule an interview. Jan Term and Semester/Year Abroad programs are selective.

## Interview Preparation

At the minimum, students should come to the interview prepared to:

- be able to locate your program's country on a map.
- know the countries that border your program's country.
- know the country's history, leadership and current events.
- visit the website of the institution where you will be studying (links are on the IPO website).
- know why you want to study there and what you expect to learn from the experience.

Priority will be given to students who:

- demonstrate interest in the subject matter and goals of the course or program.
  - have the necessary academic requirements
  - follow IPO's recommendations, such as attending language tables, take COMM 230: Intercultural Communication: Global Perspectives and other courses in politics, culture, etc.
- have done background preparation for the course.
- show evidence of maturity and flexibility.
- illustrate the ability to live, study and work in a group.
- demonstrate that they will represent Linfield well while abroad.

Evidence related to the criteria will be obtained from your application, interview, transcript, and recommendation letters.

Admittance to the program or off-campus course is by recommendation of the instructor and final approval by the International Programs Office (following clearance by the Dean of Students).

## Jan Term Applicant Financial Information

**When applying, take into consideration the costs not included in the January Term Program Fee:**

- All students who are involved in off-campus courses are responsible for their own meals before departure and during and after the program, however a few group meals may be included in the program fee.
- Students should plan on spending an additional \$600-\$900 for meals and personal expenses, depending on location (this range was provided by past participants).
- For the Jan Term per credit fee and Jan Term housing holding fee, please refer to the current University catalog for these amounts.
- Airfare: Linfield will pay the cost of round-trip air transportation from Portland International Airport for eligible students' first study abroad experience. Please see the University catalog for details. For those not eligible, the estimated airfare costs are listed separately on the course description sheet.
- Passports and visa fees are the responsibility of each student. Linfield will help to facilitate the visa processes and students' accounts will be charged accordingly.

**LINFIELD UNIVERSITY**  
**International/Off-Campus Programs Application**

This page and the next are fillable and must be typed; please complete, print and sign.

**GENERAL INFORMATION:**

Name (as it would appear on your passport) \_\_\_\_\_  
Last First Middle Initial

Semester Abroad Program: \_\_\_\_\_ Fall, 20 \_\_\_\_ or Spring, 20 \_\_\_\_  
Specify Location and University, if applicable

Jan Term Off-Campus Course title: \_\_\_\_\_  
First Choice Second Choice Third Choice

Linfield ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_ Citizenship \_\_\_\_\_

Unit # \_\_\_\_\_ Cell Phone \_\_\_\_\_ Linfield E-mail \_\_\_\_\_

Gender: Male Female Non-binary Current Campus: McMinnville Portland

**Do you anticipate being at the Portland campus next fall semester?** Yes No

**Parents' or Guardians' Names and Addresses**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

**EMERGENCY CONTACT** (if different from above): \_\_\_\_\_

Phone \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**ACADEMIC INFORMATION:**

Are you on tuition remission/exchange (applies to dependents of College employees): yes no

At the time of **participation**, you will be a: Sophomore Junior Senior

When did you enroll at Linfield? Spring Fall of which year: \_\_\_\_\_

Anticipated Major \_\_\_\_\_ Minor \_\_\_\_\_

Anticipated Graduation Date (Month/Year) \_\_\_\_\_ GPA \_\_\_\_\_

List all foreign languages studied

Language

Number of Years

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current foreign language course & number \_\_\_\_\_

Foreign language course you will take next spring (number and name) \_\_\_\_\_  
or next fall (number and name) \_\_\_\_\_

List all study abroad experiences:

_____	_____
_____	_____
_____	_____

**OTHER INFORMATION:**

Names of the two Linfield faculty and/or staff who are providing recommendations for you. \*\*

\_\_\_\_\_

Name

\_\_\_\_\_

Name

**Jan Term applicants only:**

If you are open to Gender Inclusive Housing during your January Term off-campus course, please select this box .

\*\*If you have participated in a previous January Term off-campus course, one of your recommendations must be completed by a professor that led that course, but recommendations CANNOT come for the faculty member leading the course/courses to which you are applying.

**REQUIRED APPLICATION ESSAY**

**Type a two-page, double spaced essay on a separate sheet of paper. Include your name, semester/year abroad program or Jan Term off-campus course title and the Jan Term year at the top of each page. Address these points cogently:**

*Begin by articulating who you are as a person. Illustrate how you have researched the program of study in terms of the location and culture, and how these fit with your academic, personal, and career goals. Once you have returned from your study abroad, what do you want to say that you have accomplished?*

**PROGRAM COMMITMENT:** These programs require extensive academic and logistical planning and preparation on the part of the faculty and the administration, as well as on the part of participating students.

By signing this form, you are indicating that YOU ARE COMMITTED TO SUCCESSFULLY COMPLETE the course/program requirements and to fully participate in all activities required of you before, during and after the program. The information provided in this application is true and complete to the best of my knowledge.

\_\_\_\_\_

**Student's Signature**

\_\_\_\_\_

**Date**

**For students under age 18:**

As parent or legal guardian of the above-named student, I approve his/her participation in the Linfield Semester Abroad program or January Term off-campus course to which he/she has applied.

\_\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_

Date

**LINFIELD UNIVERSITY**  
**INTERNATIONAL OFF-CAMPUS STUDY STUDENT AGREEMENT**

**PLEASE READ CAREFULLY AND MAKE A COPY FOR YOURSELF.**

Along with the opportunities and privileges offered in a Semester Abroad or January Term off-campus study, participation carries certain responsibilities. Please read this form **carefully** to inform yourself of your obligations and responsibilities as a candidate. **Make a copy for your personal records and return the original signed agreement with your application to the International Programs Office.** **Please also share your copy with your parents.**

**I. FINANCIAL**

**A. Transportation Subsidy** – In its commitment to enhancing access to international education, the University invests a substantial amount in these programs. The University feels that if the Linfield community is to benefit from this investment in you, **you must return to Linfield for at least one semester to share your experience on campus.** Should you withdraw or not return to Linfield for the required one semester (unless you graduate), you will be held responsible for the cost of transportation to and from your program site. Please refer to the Linfield Catalogue for full description of who is eligible for the transportation subsidy.

**NOTES:**

1. *Students on Tuition Remission or Tuition Exchange are required to pay full transportation costs.*
2. *(Jan Term only) Students who will complete all required coursework for graduation by the end of the fall semester prior to the January Term are not eligible to participate in a January Term off-campus course.*

**B. Meals** - All students who are involved in Jan Term off-campus courses are responsible for their own meals before departure, during and after the program.

**C. Payments and Withdrawal**

1. Any student who withdraws or is dismissed for cause after April 1 for Semester/Year Abroad, or after May 1 for Jan Term, will have their account charged a \$500 penalty along with any expenses Linfield has incurred on their behalf.
2. Any student who **returns home** before completing the Jan Term course or Semester Abroad program will be held responsible for the cost of the round-trip transportation and all other course or program fees.

**D. Airfare** - All students in the program must travel as a group since the University is able to obtain a group rate and will allow us to plan for travel logistics upon departure, arrival and return. Students who are not eligible to receive the airfare subsidy from the University will be charged accordingly on their accounts. By signing this agreement, you are agreeing to travel as a member of the group with other students in the program and have the University arrange the itinerary, regardless of who pays for the airfare.

**E. Passports and Visas** - Passports and visa fees are the responsibility of each student. Linfield will help to facilitate the visa application process and students' accounts will be charged accordingly. **Semester abroad participants for fall and spring programs must submit valid copies of their passport to the International Programs Office no later than April 1 following orientation or the student's participation will be in jeopardy. Jan Term participants must submit valid copies of his or her passport to the International Programs Office no later than May 1 prior to their Jan Term program or the student's participation will be in jeopardy.**

**II. SEMESTER ABROAD/JAN TERM OFF-CAMPUS COURSE PARTICIPATION**

Students may not participate in a Semester Abroad program and a January Term course in the same academic year without special permission from the International Programs Office.

### III. ATTENDANCE AT MEETINGS, ORIENTATIONS, AND CLASS SESSIONS

Participation in an orientation program is necessary for all Jan Term off-campus and Semester Abroad participants. All of the sessions are extremely important, and **attendance is compulsory**. Excused absences will be granted only under special circumstances, and absences must be cleared with the sponsoring faculty member and International Programs Office **in advance**.

**Jan Term:** The sessions will take place each year during fall semester and the first days of January Term before departure. Students who cannot set aside approximately 5 hours in the spring and 10 hours of time in the fall and who cannot attend several days of class on campus in January should not apply for off-campus study.

**Semester Abroad:** All Semester Abroad participants will participate in IDST 031 – Intercultural Communication: Departure and Reentry - a one-credit course that carries preparation and reentry activities and expectations. These will be spelled out in a syllabus that you will receive following your acceptance into the program. Students who cannot set aside approximately 20-30 hours of time during spring semester, including an orientation weekend in the spring, should not apply for the program. The weekend sessions are from 4:00 pm-6:00 pm on a Friday, and 8:30 am-5:00 pm on a Saturday. Sessions for reentry workshops and meetings will be announced. For the Spring Semester Abroad programs, there will be an additional **mandatory** pre-departure orientation during the preceding fall semester.

### IV. FINAL ACCEPTANCE

Final acceptance into the program is contingent upon successful completion of the orientation sessions and successful academic performance in the semester(s) and terms prior to departure. Additionally, you will be asked to complete a Personal and Medical Data Form, and your participation is contingent upon the University's ability to reasonably accommodate your medical needs at the overseas or off-campus domestic sites. Finally, your signature below gives permission to the International Programs Office staff to have access to your Linfield record in order to assess your eligibility to participate in an off-campus course.

### V. QUESTIONNAIRES/EVALUATIONS/PHOTOS

In the interest of improving the program from year to year on the basis of student feedback, the University requires each participant in off-campus study to fill out a detailed questionnaire/evaluation upon his/her return. I authorize Linfield University and its affiliates to use my picture(s) or my likeness in materials that will be used for promotion of international programs, demonstration of international activities, teaching, and recognition of academic achievement without compensation to myself.

### VI. BEHAVIORAL RESPONSIBILITIES

I am aware of expected behavioral responsibilities while participating in a Semester Abroad/January Term off-campus course. As a guest in other parts of the U.S. or in foreign countries, I agree to conduct myself at all times in a manner that does not infringe upon the customs and mores of the places in which the program is being conducted. I further agree to conduct myself at all times in a demeanor that does not infringe upon the rights and safety of other participants in the program. I agree to adhere to all policies and procedures outlined in Linfield University's *Student Handbook*. I acknowledge that any inappropriate behavior that could lead to possible disruption of the program, is cause for dismissal from the program without refund of any kind and without academic credit.

### VII. CHANGES TO ACADEMIC AND SOCIAL STANDING AFTER BEING ACCEPTED

The offer of admission to the course or program will be rescinded if there are changes to the academic or social standing of the candidate that violate minimum requirements.

### VIII. RELEASE AGREEMENT AND ASSUMPTION OF RISK

I am aware that the above-named program in which I wish to enroll and the activities related thereto involve certain risks and hazards, including without limitation, the risks and hazards of travel, including travel in foreign countries and lands; subjection to the rules, laws and procedures, legal or

otherwise, of such other countries and lands; and the risks and hazards inherent in unstable political, economic or military climates; therefore,

In consideration of my acceptance and enrollment in the above-named program, I agree as follows:

1. I do hereby ASSUME ALL RISKS associated with said course and related activities, and I do hereby RELEASE, INDEMNIFY, and HOLD HARMLESS LINFIELD UNIVERSITY and its agents, contractors, employees, volunteers, officers, directors and Trustees (hereinafter collectively called "Releasees") from any and all losses, damages, claims, demands, actions or suits of any nature whatsoever, whether for personal injury, death or property damage, expressly including any and all civil, regulatory or administrative claims, which may arise out of my participation in said program and related activities, including injury or damage which may result in whole or in part from the negligence of Releasees.
2. I, the undersigned, understand and agree that the following travel policy governs my study abroad participation: **in consideration of the fact that travel commitments have to be made early in order to obtain group seating and discounts, Linfield must make group bookings, with non-refundable, non-transferable and non-exchangeable tickets, for all its study abroad students. In addition, the University feels that it is much safer for students to travel as a group. Hence, students on any Linfield study abroad program (semester/year or Jan term) are expected to travel together on the dates specified on their Linfield-purchased air ticket, both for outbound and inbound trips. The airlines have also been very strict in not allowing deviations on the dates of travel. Please be aware that students who act on their own to make changes to their Linfield-purchased tickets, in violation of this policy, may face financial penalties imposed by the airlines on their tickets. Any other financial penalty incurred by Linfield or by the rest of the group as a result of one or more students making an itinerary change will be transferred to that student's account at the University.** Further, I understand that should I deviate from the itinerary approved by Linfield University for this program of study, I shall indemnify and hold harmless Linfield University, its officers, directors, employees, governing board members, agents, representatives or related entities from any and all claims, demands, and causes of action and all expenses incidental thereto (including reasonable attorney's fees), based upon or arising out of any personal injury (including death) and property loss or damage caused by or resulting from any acts or omissions by Linfield University, its officers, directors, employees, governing board members, agents, representatives, related entities or any acts or omissions caused by the undersigned during enrollment or participation in any portion of the program.

I further agree in the regard that Linfield University has permitted me to deviate from the exact itinerary of the program approved by the University for the sole purpose of traveling on my own. I understand that this personal and private travel, separate from the Linfield group activity, is solely my responsibility and is undertaken at my expense, including the arrangement for any re-ticketing and any associated penalties and /or charges that may arise.

I understand that I need to arrive at and depart from the program site according to the approved itinerary provided to me, regardless of the personal travel I will be planning to undertake.

3. I do hereby certify that I have fully acquainted myself with and understand the nature and requirements of this program and related activities and that I am fully capable, physically and otherwise, of participating therein without any restrictions, reservations or limitations whatsoever.
4. I am aware that medical insurance coverage, if any, is extremely limited for anyone injured while engaging in any "extreme sports" (any kind of dangerous athletic endeavor such as bungee jumping, cliff diving, zip-line riding, etc., more broadly defined to include any activity which is not part of the University's current athletic program). Accordingly, I am aware that Linfield does not condone such activities and strongly discourages anyone from engaging in

any form of extreme sports while participating in a Linfield-administered program abroad. I also agree that the release and hold harmless of Linfield University stated in paragraph 1 above applies to my participation in any extreme sports.

5. This agreement shall be construed in accordance with the laws of the State of Oregon, and venue for any dispute related hereto shall lie exclusively in the Circuit Court for the State of Oregon in McMinnville, Yamhill County, Oregon.
6. I have carefully read this Agreement and have signed it of my own free will. I am aware that THIS IS A RELEASE OF LIABILITY AND IS A BINDING CONTRACT between Linfield University and myself, and agree that it shall likewise be binding upon my heirs, executors, administrators and assigns.

I have read and understood the above and agree to the conditions and responsibilities related to participation in Semester Abroad and January Term off-campus study. I declare that all the information I have provided on all pages of **my** application is true and accurate to the best of my knowledge. I understand that misrepresentations or incorrect information provided on this application can result in discipline, **and**/or revocation of my eligibility to study abroad.

---

**Print full name**

---

**Signature**

**Semester Abroad/Off-Campus Jan Term Course** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE NOTE:** If the student participant is under the age of 18, the signature of a parent or guardian is required below:

Name of Parent or Guardian, printed: \_\_\_\_\_

Signature of Parent of Guardian \_\_\_\_\_ Date \_\_\_\_\_



# Consent for Release of Information

## Student Identification

Last Name (as it appears or will appear on your passport)	First Name (as it appears or will appear on your passport)	Middle Name (as it appears or will appear on your passport)
Linfield Identity Number	Passport Number (if available)	Linfield Unit Number
Phone Number	Passport Expiration Date	Date of Birth

*In accordance with the Family Rights and Privacy Act (FERPA) of 1974, Linfield University must have written consent to release a student's records to any source outside the University, the exception being directory information. If you have any questions regarding this form or FERPA, please contact the Registrar's Office.*

- I give my permission to the International Programs Office to communicate with my parents or guardians for administrative, health, safety and academic reasons during the period of my January Term travel course or Semester/Year Abroad program, beginning with the application process.
- I further give my consent for the International Programs Office to release relevant information to other persons in the case of an emergency during the period of my January Term travel course or Semester/Year Abroad.
- I authorize the International Programs Office to obtain and release information with any other Linfield University office or Linfield University personnel that may be pertinent to my successful participation and completion of this off-campus program.
- I give the Accounting Office permission to talk with my parent(s) and/or guardian(s) regarding accounting matters relating to my January Term or Semester Abroad program.

Family contact information:

Parent's/Guardian's Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

This consent for release will remain in effect from the date indicated below until I submit written notification rescinding it.

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

LINFIELD UNIVERSITY SEMESTER ABROAD/JAN TERM OFF-CAMPUS STUDY  
CONFIDENTIAL RECOMMENDATION

**Students: Please complete this section.**

NAME OF STUDENT: [print] \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(by signing this form, I have waived my right to see or have a copy of this recommendation)

PROGRAM: SEMESTER ABROAD [country]: \_\_\_\_\_

JANUARY TERM [course title]: \_\_\_\_\_

**Faculty/Administrator: Please complete this section.** Please note these are not sanctions, but a tool to assess the student's abilities, identify outstanding students and those likely to need more support and preparation. *The candidate has waived their right to a copy of this recommendation.*

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please rate this candidate with respect to the following factors, according to this 0-5 scale:

- 0 = I am unable to judge/ don't know
- 1= I foresee some risks; student does not meet minimum expectations
- 2= below average, but room for improvement
- 3= average/ meets minimum expectations
- 4= will most likely succeed
- 5= truly outstanding

- \_\_\_ shows **maturity** and readiness to undertake this program of study.
- \_\_\_ has a **positive attitude** and demonstrates **motivation and interest** in this program.
- \_\_\_ will **represent Linfield** and themselves well while abroad.
- \_\_\_ demonstrates a high sense of **responsibility** in meeting deadlines, completing assignments, attending class, and being punctual.
- \_\_\_ shows ability to work and interact well with others; **shows and receives respect**.
- \_\_\_ is well-mannered, cooperative, **flexible** in their dealings with me.

In summary, please select one of the following:

- \_\_\_ The candidate will succeed with no additional support.
- \_\_\_ The candidate will need some support in order to succeed.
- \_\_\_ The candidate is not ready and will need a lot of support.

For other comments or areas of concern, please use the back of this form or email ipo@linfield.edu.

Your name: \_\_\_\_\_ Department: \_\_\_\_\_  
                    please print

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

Please return this form **confidentially** to the International Programs Office, Walker 120, Unit A472 by **September 29 for Semester Abroad or the third Friday of February for Jan Term and Semester Abroad applicants applying during spring semester.**

LINFIELD UNIVERSITY SEMESTER ABROAD/JAN TERM OFF-CAMPUS STUDY  
CONFIDENTIAL RECOMMENDATION

**Students: Please complete this section.**

NAME OF STUDENT: [print] \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(by signing this form, I have waived my right to see or have a copy of this recommendation)

PROGRAM: SEMESTER ABROAD [country]: \_\_\_\_\_

JANUARY TERM [course title]: \_\_\_\_\_

**Faculty/Administrator: Please complete this section.** Please note these are not sanctions, but a tool to assess the student's abilities, identify outstanding students and those likely to need more support and preparation. *The candidate has waived their right to a copy of this recommendation.*

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please rate this candidate with respect to the following factors, according to this 0-5 scale:

- 0 = I am unable to judge/ don't know
- 1= I foresee some risks; student does not meet minimum expectations
- 2= below average, but room for improvement
- 3= average/ meets minimum expectations
- 4= will most likely succeed
- 5= truly outstanding

- \_\_\_ shows **maturity** and readiness to undertake this program of study.
- \_\_\_ has a **positive attitude** and demonstrates **motivation and interest** in this program.
- \_\_\_ will **represent Linfield** and themselves well while abroad.
- \_\_\_ demonstrates a high sense of **responsibility** in meeting deadlines, completing assignments, attending class, and being punctual.
- \_\_\_ shows ability to work and interact well with others; **shows and receives respect**.
- \_\_\_ is well-mannered, cooperative, **flexible** in their dealings with me.

In summary, please select one of the following:

- \_\_\_ The candidate will succeed with no additional support.
- \_\_\_ The candidate will need some support in order to succeed.
- \_\_\_ The candidate is not ready and will need a lot of support.

For other comments or areas of concern, please use the back of this form or email ipo@linfield.edu.

Your name: \_\_\_\_\_ Department: \_\_\_\_\_  
                    please print

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

Please return this form **confidentially** to the International Programs Office, Walker 120, Unit A472 by **September 29 for Semester Abroad or the third Friday of February for Jan Term and Semester Abroad applicants applying during spring semester.**

**NOT REQUIRED  
FOR JAN TERM**

**ADVISOR CLEARANCE/RECOMMENDATION FORM**

This form is for Semester / Year Abroad Programs only.

(If you have 2 majors, please print a copy of this form for each advisor).



**Students: Please complete this section [please print]**

Name of Student: \_\_\_\_\_

Semester Abroad Applying for: \_\_\_\_\_ Fall / Spring 20\_\_

*Specify Location*

Major(s) Declared: \_\_\_\_\_ Minor(s) Declared: \_\_\_\_\_

**Note:** If you have not yet declared a major, then have your current advisor complete this form. Questions about declaring a major or changing advisors should be directed to Office of Academic Advising (Melrose 010; x 2250).



Check all that apply: ***I have***

- \_\_\_\_\_ declared a major.\*
- \_\_\_\_\_ have an advisor in my major.
- \_\_\_\_\_ reviewed my progress toward my major(s) [and minor (s), if applicable] with my advisor.
- \_\_\_\_\_ reviewed my progress toward the Linfield Curriculum and other graduation requirements.
- \_\_\_\_\_ discussed and know the courses I need to take during the semester following my time abroad.
- \_\_\_\_\_ **Students studying abroad during the last semester of their senior year should consult with the Registrar regarding their graduation plans. If this applies to you, check if you have done it.**

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

*(By signing this form, I have waived my right to see or have a copy of this clearance and recommendation form)*



**Faculty Advisor: Please complete this section; review and confirm the above.**

How long have you been this applicant's advisor? \_\_\_\_\_ I can confirm the above: \_\_\_YES \_\_\_NO



On a scale of 1-5 (five being the *highest*, zero if you are not able to judge), how would you rate this candidate with respect to the following factors:

- \_\_\_\_\_ shows maturity, positive attitude, and readiness to undertake this proposed program of study.
- \_\_\_\_\_ is responsible meeting deadlines, attending classes, and being punctual.
- \_\_\_\_\_ will represent Linfield and themselves well while abroad.
- \_\_\_\_\_ is well-mannered, cooperative, flexible in their dealings with me and others in the department.

Are there any areas of concern in which the candidate needs to demonstrate improvement?  
*(Use the back of this form to comment)*

\_\_\_\_\_  
Name of Advisor (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Since this form doubles as a recommendation, please do not also complete a separate recommendation form for this student.**

## COMPLETE FOR SPANISH MINOR PROGRAMS ONLY

### LINFIELD UNIVERSITY INITIAL RECOMMENDATION

By signing this form, I have waived my right to see or have a copy of this evaluation.

\_\_\_\_\_  
Student's name, printed

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

**III. FACULTY EVALUATION.** To be completed by Spanish professor consulted before applying to study abroad. Please return this form **confidentially** to the International Programs Office, Walker 120, UnitA472 **by October 1 for Semester Abroad or the third Friday of February for Jan Term and spring Semester Abroad applicants.**

#### Overall Evaluation

- 1) \_\_\_\_ Student seems to have adequate knowledge of program and seems to be a good fit
- 2) \_\_\_\_ Student demonstrates sufficient proficiency for this program
- 3) \_\_\_\_ Student does not seem to have adequate knowledge of program
- 4) \_\_\_\_ Student might not be a good fit for program
- 5) \_\_\_\_ Student cannot demonstrate sufficient proficiency at this time
- 6) \_\_\_\_ Will revisit candidacy at a later time

Summary of Student's Proficiency level at time of interview:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty:

\_\_\_\_\_  
Name, printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Preliminary Study Abroad ADVISING for the Spanish Minor

Date: \_\_\_\_\_

Note: Language students, please fill in the appropriate sections, and make sure that you get in touch with your current or latest Spanish professor for **an advising session** to complete the rest of this form. Submit form with full application packet. (Do read it in its entirety to know what to expect at this meeting.)

### Requirements for the Spanish minor:

22 credits in courses numbered 202 or above, including MLSP 280. Up to 12 credits earned through the program in Ecuador and others available may be applied towards the minor. Please check catalog or consult with advisors for Latin American Studies minor requirements.

### I. PERSONAL INFORMATION

Last name	First Name	Middle Initial
Email	Phone number	GPA (in Spanish courses) _____
Academic Advisor		
Major or intended major		

Applicable courses taken or planning to take before going abroad:

Course title & number	Instructor	Credits	Grade	Semester
MLSP 280-Preparation for study abroad		2		Spring

### II. STUDY ABROAD PROGRAM

Program you have explored or are exploring: \_\_\_\_\_

a) Reasons for interest in this program:

---

---

---

b) Information you have gathered from returnees or from other sources:

---

---

---

Study abroad site chosen after advising \_\_\_\_\_ term attending \_\_\_\_\_

Original: Student

Spanish Faculty's Copy

STUDENTS MUST CONSULT WITH SPANISH ADVISOR IN LINFIELD TO CONFIRM FINAL COURSE SELECTION AT STUDY ABROAD SITE TO ENSURE ALL COURSES CHOSEN COUNT TOWARDS THE MINOR

List of applicable courses to be taken abroad	Credits	Reviewer's initials
Total number of credits to be earned for the minor:		
Pending number of credits to be completed upon return:		

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of GLCS faculty

\_\_\_\_\_  
Date

Original: Student

Spanish Faculty's Copy

**III. FACULTY EVALUATION.** To be completed by Spanish professor consulted before applying to study abroad.

Overall Evaluation

- 1) \_\_\_\_ Student seems to have adequate knowledge of program and seems to be a good fit
- 2) \_\_\_\_ Student demonstrates sufficient proficiency for this program
- 3) \_\_\_\_ Student does not seem to have adequate knowledge of program
- 4) \_\_\_\_ Student might not be a good fit for program
- 5) \_\_\_\_ Student cannot demonstrate sufficient proficiency at this time
- 6) \_\_\_\_ Will revisit candidacy at a later time

Summary of Student's Proficiency level at time of interview:

---

---

---

Special comments:

---

---

---

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original: Student

Spanish Faculty's Copy