



**UW-Stevens Point International Programs ~~ Britain Internship/Externship  
Semester I, Semester II or Summer Term  
APPLICATION PROCESS**

Thank you for applying for this program. You have made a wise choice. You will need to discuss this program with your academic advisor and the Department Faculty/Chair/Dean in charge of your Department's Internship/Externship, in order to obtain approval for participation in this internship program. A minimum GPA of 2.75 is required to apply; London staff gives preference to those with a 3.0 or above.

**APPLICATION DEADLINE:** February 1 for Fall internship; April 1 for Spring internship; February 15 for Summer internship.

**THE APPLICATION PROCESS - CHECK OFF STEPS AS YOU COMPLETE THEM**

<p>STEP 1 <input type="checkbox"/></p>	<p><b>APPLICATION FORMS</b> <b>SELF-ASSESSMENT FORM</b> <b>COURSE HISTORY PRINTOUT</b> <b>PASSPORT INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Students must complete and return <u>both</u> the <b>BRITAIN INTERNSHIP/EXTERNSHIP APPLICATION FORM</b> and the <b>IP SEMESTER PROGRAM APPLICATION FORM</b>.</li> <li>• You <b>MUST</b> obtain your academic advisor's signature and signature of the appropriate Department Intern Coordinator (Faculty/Chair/Dean) on the <b>BRITAIN INTERNSHIP/EXTERNSHIP APPLICATION</b>.</li> <li>• Complete the <b>STUDY ABROAD PARTICIPANT SELF-ASSESSMENT FORM</b> and return with your application.</li> <li>• UWSP students should return a <b>COURSE HISTORY</b> printout with their application (available at UWSP website – MY POINT/Academics/View Course History/ <a href="#">Print Course History</a>).</li> <li>• <b>Students with a passport should provide a clear copy of their passport signature page with their application.</b> Students without a passport should download a passport application using the following government website: <a href="http://travel.state.gov/passport">http://travel.state.gov/passport</a>. A passport is not required with your semester application. <b>Students must provide the IP office with a passport copy once the passport is available.</b></li> </ul>	<p><b>COVER LETTER</b></p> <p>The London staff is interested in your academic and personal intentions; plans for special projects; the kind of focus you have established for travel abroad and this assignment. We suggest that you include the following information in your <b>COVER LETTER</b> and specify:</p> <ul style="list-style-type: none"> <li>• <b>your ideal Internship;</b></li> <li>• <b>your special skills which will make you attractive to the internship agency – why should they “hire” you?;</b></li> <li>• <b>your long-term academic and vocational goals;</b></li> <li>• <b>any other information that you'd like your “Employer” to know about you.</b></li> </ul> <p><b><u>ONE PRINTED COPY OF YOUR COVER LETTER</u></b> should be submitted with your application. Your Cover Letter will be shared with your internship agency in London; letter should be addressed <b>ATTENTION: INTERNSHIP COORDINATOR</b>.</p>
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<p><b>STEP</b> 2 <input type="checkbox"/></p>	<p><b><u>RESUME</u></b></p> <p><b>Submit a detailed RÉSUMÉ with your application.</b> Computer skills are highly valued – be sure to detail your computer skills on your résumé.</p>	<p><b><u>ONE PRINTED COPY OF YOUR RÉSUMÉ</u></b> should be submitted with your application. Your résumé will be shared with your internship agency in London.</p> <p><u>You must save both your COVER LETTER and RÉSUMÉ document to a computer disk and submit this disk with your application materials.</u></p>
<p><b>STEP</b> 3 <input type="checkbox"/></p>	<p><b><u>3 LETTERS OF RECOMMENDATION</u></b></p> <p><b>3 LETTERS OF RECOMMENDATION</b> should be submitted with your application or mailed separately to our office. The IP office provides a standard recommendation form; however, a recommendation letter can be e-mailed to the IP office at <a href="mailto:intlprog@uwsp.edu">intlprog@uwsp.edu</a> or sent by fax to the IP office at (715) 346-3591.</p> <p>Standard recommendation forms can be downloaded from the IP website: <a href="http://www.uwsp.edu/studyabroad">www.uwsp.edu/studyabroad</a> - click on Application Process.</p>	<p>Semester program applicants must submit <b>ONE RECOMMENDATION FROM YOUR <u>ACADEMIC ADVISOR</u></b> and <b>ONE RECOMMENDATION FROM A <u>CURRENT PROFESSOR</u></b> and a third recommendation from someone who knows you well eg. employer, residence hall director.</p> <p><b><u>One recommendation</u></b> from your residence hall director, or employer, or someone who can attest to your group living record and interpersonal skills (i.e., camp counselor, campus organization leader).</p>
<p><b>STEP</b> 4 <input type="checkbox"/></p>	<p><b><u>PRE-ACCEPTANCE MEETING</u></b></p> <p>Attend a <b>PRE-ACCEPTANCE MEETING</b> led by the Director/Associate Director of International Programs at the UWSP campus. You will learn what to expect during your study abroad experience (and what International Programs expects of our students studying abroad) and determine if you have selected the ideal program.</p>	<p>The application process <b><u>includes attendance at a Pre-Acceptance Meeting.</u></b></p> <p>The IP office will e-mail a meeting notice to you once your application is received. <b>BE SURE YOUR E-MAIL ADDRESS ON YOUR APPLICATION IS CURRENT AS THIS WILL BE OUR PRIMARY METHOD OF COMMUNICATING WITH YOU AND PROVIDING YOU WITH MEETING NOTICES.</b></p> <p>There are 2 meeting date options offered each semester. Non-UWSP students should attempt to attend a Pre-Acceptance Meeting or contact the IP office to make other arrangements.</p>
<p><b>STEP</b> 5 <input type="checkbox"/></p>	<p><b><u>FINAL INTERVIEW</u></b></p> <p>Schedule your <b>FINAL INTERVIEW</b> on an interview sign-up sheet in the IP office. Non-UWSP students should contact the IP office to arrange a telephone interview by calling (715) 346-2717 or e-mailing: <a href="mailto:intlprog@uwsp.edu">intlprog@uwsp.edu</a>.</p>	<p><b>You must confirm with the IP office that all of your application materials have been received prior to scheduling your final interview.</b></p> <p>At the final interview, you will have the opportunity to ask detailed questions about your program and you will be informed about special program requirements and acceptance procedures.</p>
<p><b>STEP</b> 6 <input type="checkbox"/></p>	<p><b><u>ACCEPTANCE INTO THE PROGRAM</u></b></p>	<p>You should receive a letter regarding your acceptance within two weeks of your final interview. It is rare that an applicant is not accepted, after the Department Chair/Dean has signed off.</p>

We encourage students to return all application materials **within one month of submitting an application.** **It is the student's responsibility to check on the status of his/her application.**

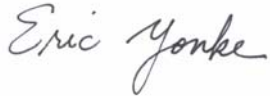
Included in this application packet is an information sheet on the financial aid process, and the payment and refund policy.

**Please review carefully.**

Please avail yourself of the wealth of information in our office (Room 108, Collins Classroom Center). We're here to help make your trip academically and personally rewarding. You can help us by:

- returning all application materials within one month of submitting an application and checking on the status of your application;
- reading our handouts carefully;
- returning all paperwork by the deadline given;
- following procedures outlined in our correspondence;
- notifying our office of address, phone number, cell phone and e-mail address changes;
- indicating the program you plan to attend and your student id number on all materials you give us.**

Best wishes, as you make this important decision.



Eric Yonke, Director  
International Programs

**UNIVERSITY OF WISCONSIN-STEVENS POINT INTERNATIONAL PROGRAMS**  
**Britain Internship/Externship Application Form**

**PLEASE PRINT CLEARLY**

Date of Application: \_\_\_\_\_ Term: \_\_\_Fall, 200\_\_\_ ~ \_\_\_Spring, 200\_\_\_ ~ Summer, 200\_\_\_

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
(Legal last, Legal first, Middle initial – no nicknames please)

Specific Internship/Externship: \_\_\_\_\_  
(i.e. Arts Management, Business and Economics, Communications, English, Health Promotion, Interior Architecture, Political Science, Sociology, etc.)

Specific area(s) of study/interest: \_\_\_\_\_

School status while studying abroad: Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_

Sex: Male [ ] Female [ ]

Permanent address:

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip) **(PLEASE LET US KNOW IF YOU MOVE!)** (\_\_\_\_\_) \_\_\_\_\_  
(Phone # - with area code)

Birthplace: (City, State, Country) \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month, Day, Year)

Passport #: \_\_\_\_\_ **(REPORT AS RECEIVED)**

Please attach a snapshot  
here

**PLEASE PROVIDE COPY OF YOUR PASSPORT SIGNATURE PAGE WITH YOUR APPLICATION OR WHEN AVAILABLE.**

Major(s): \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\*

Minor(s): \_\_\_\_\_ GPA in Major: \_\_\_\_\_

**\*\*\*A MINIMUM CUMULATIVE GPA OF 2.75 IS REQUIRED;** London staff gives preference to those with a **3.0 GPA or above.**

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**Name/ Signature of your Academic Advisor:**

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

**Signature of appropriate Department Intern Coordinator (Faculty/Chair or Dean):**

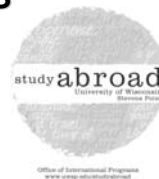
\_\_\_\_\_ Department: \_\_\_\_\_

**(Printed) Name of Signatory:** \_\_\_\_\_ Date: \_\_\_\_\_ Campus phone: \_\_\_\_\_

By signing this form, the Coordinator/Chair/Dean certifies that the applicant is fully qualified to participate in the Britain Internship/Externship program from the standpoint of their academic background. It also acknowledges that the signatory is confident that the applicant is capable of the rigors of an overseas assignment of this sort and understands the demands therewith.

**RETURN TO: UWSP International Programs, Room 108 Collins Classroom Center/2100 Main Street  
Stevens Point, WI 54481 (715) 346-2717 Fax (715) 346-3591, E-Mail: intlprog@uwsp.edu**

**UNIVERSITY OF WISCONSIN-STEVENS POINT INTERNATIONAL PROGRAMS  
SEMESTER PROGRAM APPLICATION**



Please type or print CLEARLY

Date of Application: \_\_\_\_\_

Semester in (country): \_\_\_\_\_

Semester I: Australia, Britain, Britain Internship, Ireland, Poland

Semester II: Australia, Britain, Britain Internship, France, Germany, Hungary, Ireland, New Zealand, Spain

Term: Fall 2008 \_\_\_\_\_ Fall 2009 \_\_\_\_\_ Fall 2010 \_\_\_\_\_ Fall 2011 \_\_\_\_\_  
Spring 2009 \_\_\_\_\_ Spring 2010 \_\_\_\_\_ Spring 2011 \_\_\_\_\_ Spring 2012 \_\_\_\_\_

**GPA REQUIREMENTS:** 3.0 - Ireland program; 2.75 to 3.0 - Britain Internship program; 2.5 and 2 years of college level language study or equivalent - France, Germany and Spain language programs; 2.25 - all other study abroad programs.  
Language Proficiency? \_\_\_\_\_ (Cite highest level course / term taken)

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
(Legal Last, Legal First, Middle Initial – no nicknames please) KEEP CURRENT WITH IP OFFICE

Social Security #: \_\_\_\_\_ Campus I.D. # \_\_\_\_\_ Sex: Male [ ] Female [ ]

Date of Birth: \_\_\_\_\_ (Month, Day, Year) Birthplace: (City, State, Country) \_\_\_\_\_

Citizenship (Country): \_\_\_\_\_ Passport #: \_\_\_\_\_ Expires/year: \_\_\_\_\_  
(Please provide us with a copy of the identification page of your passport with your application or once you receive your passport.)

Currently enrolled at: (Campus) \_\_\_\_\_ T-shirt Size: S, M, L, XL, XXL (Circle)

Academic status at time of application: Freshman\_\_\_ Sophomore\_\_\_ Junior\_\_\_ Senior\_\_\_ Graduate\_\_\_ Alumni\_\_\_ Other\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

**RESIDENCY STATUS:**

Wisconsin\_\_\_ \*Non-resident\_\_\_ \*Minnesota\_\_\_ \*Non-residents are responsible for a \$1000 non-resident tuition surcharge; amount determined on annual basis. Minnesota residents must file or transfer their reciprocity agreement to UWSP.

Campus address: \_\_\_\_\_  
(Street, City, State and Zip Code) - KEEP CURRENT WITH IP OFFICE

Campus Phone Number/s: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Cell phone) - KEEP CURRENT WITH IP OFFICE (Alternate campus phone number)

Home address: \_\_\_\_\_ ( ) \_\_\_\_\_  
(Street, City, State and Zip Code) - KEEP CURRENT WITH IP OFFICE (Home phone number)

Father's Name & Address: \_\_\_\_\_  
Day Phone #: ( ) \_\_\_\_\_ Night Phone # ( ) \_\_\_\_\_ Cell phone # ( ) \_\_\_\_\_

Mother's Name & Address: \_\_\_\_\_  
Day Phone #: ( ) \_\_\_\_\_ Night Phone # ( ) \_\_\_\_\_ Cell phone # ( ) \_\_\_\_\_

I give International Programs permission to contact my parents for emergency or disciplinary reasons. Yes / No

I give International Programs permission to request my student conduct record at my home campus. Yes / No

I give International Programs permission to share my contact information with program participants. Yes / No

\_\_\_\_\_  
Student Signature Date (Month, Day, Year)  
Your signature above guarantees that all information provided on this application is valid, accurate and complete.

**APPLICANTS: BELOW IS A CHECKLIST OF ALL REQUIRED APPLICATION MATERIALS.** Applicants should return all materials within one month of submitting an application. Applicants should check off the items below that are being returned with the Semester Program application. **It is the applicant's responsibility to check on the status of his/her application and be sure all materials have been received in the International Programs office.**

- Britain Internship/Externship Application (with Coordinator's signature) & Semester Program Application returned
- Resume/Cover letter & copy to CD returned       Study Abroad Participant Self-Assessment form returned
- Course History printout returned (UWSP student)
- Official Transcript returned (Non-UWSP student)
- 3 Letters of Recommendation returned – (REQUIREMENT: one from Academic Advisor/one from current Professor)
  - \_\_\_\_\_ Letters of Recommendation returned with application
  - \_\_\_\_\_ Letters of Recommendation requested/will mail separately

**APPLICANTS MAY SCHEDULE FINAL INTERVIEW AFTER CONFIRMING WITH INTERNATIONAL PROGRAMS OFFICE THAT ALL APPLICATION MATERIALS LISTED ABOVE HAVE BEEN RECEIVED AND FOLLOWING ATTENDANCE AT A PRE-ACCEPTANCE MEETING.**

**FOR OFFICE USE ONLY:**

**FINAL INTERVIEW NOTES:**

- Applicant's level of research for study abroad program \_\_\_\_\_
- Applicant's level of preparation for study abroad program \_\_\_\_\_
- Conduct concerns \_\_\_\_\_
- Financial concerns \_\_\_\_\_
- Academic concerns \_\_\_\_\_

Student required to meet with Director of International Programs prior to acceptance:      Yes / No

ACCEPT ( ) Contingent on:

Remarks:

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

_____/_____/_____ DATE APPLICATION RECEIVED	_____/_____/_____ CONDUCT CHECK COMPLETED	
_____/_____/_____ NON-POINT STUDENT/APPLICATION COPY TO ADMISSIONS	_____/_____/_____ CONDUCT RECORD	YES / NO
_____/_____/_____ ACCEPTANCE LETTER SENT TO STUDENT	_____ PRE-ACCEPTANCE MTG	_____ BIBLIOGRAPHY
APPL FEE PAID ( ) YES	_____ INFORMATIONAL MTG	_____ PRE-DEPART QUESTIONS
( ) NO	_____ FINAL STATEMENT	_____ LUGGAGE TAGS
	_____ PAYMENT SCHEDULE	_____ PARTICIPANT MANUAL
		_____ GUEST MATRICULANT
		_____ MINNESOTA RECIPROCITY
		_____ IND. STUDY PACKET
		_____ WORKSHOP

**CONFIDENTIAL: STUDY ABROAD PARTICIPANT SELF ASSESSMENT FORM**

This is a vital form; it helps you see the issues that are important to being a good group member. In order for your APPLICATION to be complete, this form must be part of your file. The information provided will remain confidential and shared only with the staff of the International Programs Office, your group leader/s and, if requested, the appropriate staff at the program sites abroad.

Name \_\_\_\_\_ Program \_\_\_\_\_

**MOTIVATION AND INTENTIONS**

1. What experiences have prepared you for international travel and study? \_\_\_\_\_

2. Where did you hear about our program? *(check all sources that apply)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Past Participant  | <input type="checkbox"/> Your Campus International Programs/Education Office | <input type="checkbox"/> Academic Advisor       |
| <input type="checkbox"/> Resource Book   | <input type="checkbox"/> Class Presentation                                  | <input type="checkbox"/> Professor              |
| <input type="checkbox"/> Parents   | <input type="checkbox"/> Displays on Campus                                  | <input type="checkbox"/> Current Program Leader |
| <input type="checkbox"/> Advertisement   | <input type="checkbox"/> E-Mail from IP                                      | <input type="checkbox"/> WWW (Site: _____)      |
| <input type="checkbox"/> SMOD (Student Message of the Day)                       | <input type="checkbox"/> Freshman Orientation                                | <input type="checkbox"/> Wrote for info         |
| <input type="checkbox"/> Previously participated in IP program. Which one: _____ |  |   |

3. What drew you to our program? **(Please rank: 1 = most compelling)** Cost: \_\_\_\_\_ Location \_\_\_\_\_  
Academic Program \_\_\_\_\_ Entry/Exit Tours: \_\_\_\_\_ Experience: \_\_\_\_\_ Other: \_\_\_\_\_

4. Can you afford the trip, given financial aid and anticipated help from your family? \_\_\_\_\_

**COMPATIBILITY, GROUP RESPONSIBILITY, AND ADAPTABILITY**

**A. Alcohol, Tobacco and Drugs**

The most common conduct issue that our groups face involve the misuse of alcohol. If you are the legal drinking age in the locations you visit, we do not prohibit drinking alcohol. We will, however, separate you from the group if you misuse alcohol. Please respond:

- Do you drink alcohol? \_\_\_\_\_ If so, how often do you drink alcohol? \_\_\_\_\_
- How often do you drink to intoxication? \_\_\_\_\_
- Has anyone said your personality changes when you drink alcohol, or complained about your drinking? \_\_\_\_\_
- Have your alcohol habits ever created problems for you? \_\_\_\_\_
- Is it ever difficult for you to limit your alcohol intake to no more than two drinks per occasion? \_\_\_\_\_
- Have you ever been referred for an alcohol assessment? \_\_\_\_\_
- If drug use (including marijuana) has been an issue, please explain in light of the issues raised in the above questions:  
\_\_\_\_\_

Although we discourage smoking and never allow it in bedrooms, we do not have control of the rules of smoking abroad. Not all countries have anti-smoking regulations like the US. Some (Italy and Ireland) have national smoking bans which apply to ALL public places.

8. Do you smoke? \_\_\_\_\_ If yes, can you refrain when it disturbs others? \_\_\_\_\_  
If no, can you tolerate smokers? \_\_\_\_\_

**B. Conduct and Rules**

The International Programs Office does send names of all applicants to the appropriate Student Conduct Offices.

- Have you ever been referred to a university Office of Student Conduct? \_\_\_\_\_  
If so, for what reason/s: \_\_\_\_\_
- Do you wish to share any legal problems you might have had? Please know that for some Visas and Internships abroad, police records will be required. If yes, explain further: \_\_\_\_\_  
\_\_\_\_\_

**OVER and CONTINUE**

- 2. What is your attitude toward rules and authority? (Check as many as apply.)
  - Dislike them, but recognize their necessity.
  - Don't have much trouble with them.
  - Want to make up my own mind about what I should do.
  - Other: \_\_\_\_\_
  
- 3. Do you hold convictions or beliefs that may restrict your ability to accept group decisions (i.e religious convictions which would preclude you participating in Saturday or Sunday activities)? If so, explain:
   
\_\_\_\_\_
  
- 4. Are you able to make compromises and adjustments in your lifestyle to accommodate others? \_\_\_\_\_
- 5. How well do you adapt to uncomfortable situations? New situations? \_\_\_\_\_
- 6. What social activities do you most enjoy? \_\_\_\_\_

**PHYSICAL CONDITION**

Study abroad can be demanding both physically and mentally. In order to deal with emergency situations that might arise as a result of pre-existing medical conditions, it is important for the group leader/s and on-site coordinators to know if you are taking prescription medications.

- 1. **Do you have a chronic or recurring health condition which your program leader should be aware of? If yes, explain:** \_\_\_\_\_
- 2. Do you take regular medication? \_\_\_\_\_
   
If yes, what are they, and for what condition/s? \_\_\_\_\_
   
If yes, what would happen if you stopped taking your medication? \_\_\_\_\_
- 3. Can you adapt to unfamiliar sleeping situations? \_\_\_\_\_
- 4. Do you require a special diet or living conditions? \_\_\_\_\_
   
If yes, explain further: \_\_\_\_\_
- 5. Do you have any physical disabilities which might hinder your ability to participate in any or all planned group activities?
   
If yes, explain further: \_\_\_\_\_
- 6. Can you walk distances of 1-3 miles at a fast pace? \_\_\_\_\_
   
Many of our programs require you to carry all your belongings while on entry and exit tours. These trips often travel by train and other public transportation. Other trips travel by rented bus, but lodgings can be up to a mile away from parking lots, and as no items can be left on coaches overnight, participants must carry their bags to the hostels.
- 7. Can you handle your bags (backpacks or otherwise) for over a mile? \_\_\_\_\_
- 8. Does this concern you and, if so, why? \_\_\_\_\_

**Do you have other concerns about the program which you'd like to share? (Use additional page if more space is needed.)**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your signature above guarantees that all information provided on this application is valid, accurate and complete.**

**This form must be completed, signed, and returned with the semester program application:** to the UWSP International Programs Office, 108 Collins Classroom Center, 2100 Main Street, Stevens Point, WI 54481



University of Wisconsin-Stevens Point

Academic Affairs
International Programs

Stevens Point WI 54481-3897 USA
715-346-2717; Fax 715-346-3591
E-mail: intlprog@uwsp.edu
www.uwsp.edu/studyabroad

COPY AS NEEDED

INTERNATIONAL PROGRAMS PERSONAL RECOMMENDATION FORM

APPLICANT: Fill out this top section completely--print or type only. After completing the confidentiality waiver election and the top part of this form, give this form to the individual(s) providing your recommendation. Semester program applicants must submit one recommendation from an academic advisor and one recommendation from a current professor and a third reference from someone who knows you well eg. employer, residence hall director. Summer, Winterim, and Spring Break applicants must submit one recommendation form from either an academic advisor or a current professor.

I waive [ ] do not waive [ ] any right I may have to read or obtain copies of this recommendation which I am requesting from the below mentioned individual.

Name of Applicant \_\_\_\_\_ Applicant's Signature \_\_\_\_\_
Email address: \_\_\_\_\_ Applicant's ID # (if applicable) \_\_\_\_\_
Program Applied for \_\_\_\_\_ Semester I [ ] II [ ] Year 20\_\_\_\_/20\_\_\_\_\_

TO THE REFERENCE: If accepted, the applicant will study/travel/live abroad on a UWSP sponsored program. International Programs feels an obligation to select students who will recognize and accept their responsibilities and who will be willing and able to contribute to, as well as benefit from this experience. We are particularly interested in the applicant's character and personality. If comments are required, please make them on the reverse side of this form. Explanation would be crucial in cases where a characteristic is rated as "poor".

Name of Reference \_\_\_\_\_ Position \_\_\_\_\_

If you prefer, you may disregard this form and write out your entire evaluation in letter form or email a few paragraphs to intlprog@uwsp.edu.

Excellent = 1, Good = 2, Average = 3, Poor = 4, Unknown = 5

- 1. Ability to perform independently at a high academic standard. 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
2. Ability to follow through on commitments. 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
3. Ability to adjust to and cope with new situations (food, discomforts, etc.) 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
4. Ability to express her/himself articulately 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
5. Ability to take initiative 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
6. Sense of responsibility 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
7. Ability to contribute to a group 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
8. Capacity to carry through anything undertaken 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]

- 9. Ability to take direction cheerfully 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
- 10. Consideration for and interest in others and their views 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
- 11. Common sense and good judgment 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
- 12. Emotional stability 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
- 13. Intellectual curiosity and imagination 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]
- 14. Sense of humor 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]

**To be completed by Foreign Language Professor, if student is participating on France, Germany, Spain or Mexico language intensive program.**

15. Rate this individual's ability to interact fluently in the target language.
- 1 [ ]            2 [ ]            3 [ ]            4 [ ]  
**Excellent = 1    Good = 2            Average = 3    Poor = 4**

What stands out in your mind as the applicant's strongest and weakest points?

To what extent is the applicant capable of functioning independently in her/his discipline while abroad?

Alcohol can create major difficulties for the student as well as the community of students traveling together. Do you know if this applicant has ever had problems with alcohol or other drugs? Please explain.

In what capacity have you known the applicant: \_\_\_\_\_  
i.e. Academic Advisor, Professor, High School Teacher, Coach, Employer, Pastor, Hall Director

WHEN? 20\_\_\_\_\_ to 20\_\_\_\_\_

Would you wish to take the applicant as a member of a group for which you were responsible?  
Yes.\_\_\_\_ No \_\_\_\_

COMMENTS:

Signature of Reference \_\_\_\_\_ Date \_\_\_\_\_

**RETURN TO: UWSP International Programs Office, Room 108 Collins Classroom Center  
2100 Main Street, Stevens Point, WI 54481  
Email: [intlprog@uwsp.edu](mailto:intlprog@uwsp.edu) Website: [www.uwsp.edu/studyabroad](http://www.uwsp.edu/studyabroad)**



## University of Wisconsin-Stevens Point

Academic Affairs  
International Programs

Stevens Point WI 54481-3897 USA  
715-346-2717; Fax 715-346-3591  
E-mail: [intprog@uwsp.edu](mailto:intprog@uwsp.edu)  
[www.uwsp.edu/studyabroad](http://www.uwsp.edu/studyabroad)

### HOW TO APPLY IN PERSON FOR A PASSPORT

You'll need to apply in person if you are applying for a U.S. passport for the **first time**, if your expired U.S. passport is **not in your possession**; if your **previous U.S. passport has expired and was issued more than 15 years ago**; if your previous U.S. passport was issued when you **were under age 16**; or if your currently valid U.S. passport has been **lost or stolen**. Acceptance facilities include federal, state and probate courts, post offices, some public libraries and a number of county and municipal offices. Visit <http://travel.state.gov/passport> for current passport information and to **DOWNLOAD AN APPLICATION**.

The Stevens Point post office at 1320 Main Street, Stevens Point, WI (715) 344-8433, provides a complete passport application service including a passport photo session **by appointment only (Monday through Friday from 9:00 a.m. to noon)**. The Portage County Clerk of Courts office, second floor of the City-County Building, 1516 Church Street, Stevens Point WI (715) 346-1364, will accept completed passport applications.

#### STEP 1. PROVIDE APPLICATION FOR PASSPORT, FORM DS-11

**NOTE: DO NOT SIGN** the passport application until the Passport Acceptance Agent instructs you to do so.  
**VERY IMPORTANT - STUDENTS: USE YOUR PERMANENT/PARENTS' ADDRESS ON YOUR APPLICATION.**

#### STEP 2. PRESENT PROOF OF U.S. CITIZENSHIP

**All documentation submitted as evidence of U.S. Citizenship will be returned with the issued passport.** You may prove U.S. Citizenship with any one of the following:

**Previous U.S. Passport** (mutilated or damaged passports are not acceptable as evidence of U.S. citizenship); **OR** **Certified birth certificate** issued by the city, county or state. **NOTE:** A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. **Obtain your birth certificate at the Register of Deeds office in the county in which you were born.**

#### STEP 3. PRESENT PROOF OF IDENTITY

You may prove your identity with any one of these, if you are recognizable:

- **Current, valid Driver's license or Government ID** (city, state or federal) or **Military ID**; **OR**
- **Previous U.S. passport** (mutilated, altered, or damaged passports are not acceptable); **OR**
- **Naturalization Certificate** **NOTE: Your Social Security Card does NOT prove your identity.**

**FOR MINORS UNDER THE AGE OF 14:** Child **MUST** appear in person. Both parents/legal guardians must present evidence of identity when they apply for a minor under the age of 14. **FOR MINORS AGE 14 to 17:** Child **MUST** appear in person. If child does not have identification, parent must present identification and co-sign the application.

#### STEP 4. PROVIDE TWO PASSPORT PHOTOS

- **2x2 inches in size, identical and in color** (taken within the past 6 months, showing current appearance)
- **Full face, front view with a plain white or off-white background**
- **Taken in normal street attire** (Uniforms should not be worn in photographs except religious attire. If typically worn, glasses or wigs should be worn in photo. Do **not** wear headgear that obscures the hairline.)

Two (2) passport photos are required with your passport application. **In addition, students must provide IP office with additional passport photos:** Australia (3), Britain & Britain Interns (1), Poland (3), Ireland (7), Marburg (3), Mexico (1), France (11), Spain (6), New Zealand (3), and Hungary (4). **Passport photos can be taken on UWSP campus by calling 346-3985.** Students unable to have photos taken at UWSP must make arrangements on their own. **Student's name and program name should be printed on the back of each passport photo.**

## STEP 5. PREPARE SEPARATE PAYMENT FOR THE PASSPORT APPLICATION FEE AND EXECUTION FEE

**Age 16 and older:** The passport application fee is \$75. The execution fee is \$25. The total is \$100.\*

**Under Age 16:** The passport application fee is \$60. The execution fee is \$25. The total is \$85.

\*The passport application fee includes the \$12.00 Security Surcharge, which became effective March 8, 2005.

**Pay the passport application fee (\$75.00) to the "U.S. Department of State"** payable by major credit card, debit or check cards and checks (personal, certified, cashiers', travelers'), money orders and bank drafts. **Check with the Acceptance facility for type of payment accepted.** **Pay the execution fee (\$25.00) to the Acceptance facility where you apply.**

### HOW LONG WILL IT TAKE TO PROCESS A PASSPORT APPLICATION?

**Currently, it is taking approximately 2 months to process a passport application.** Processing times can vary depending on workload and occasional unforeseen circumstances such as natural disasters. **During peak travel times, such as the summer travel season, customers are encouraged to expedite their applications.**

**To check on the status of your application, visit <http://travel.state.gov/passport>.** It can take up to 7 days to track your passport application on-line. **To check the status of your application on-line you will need:**

- Your last name, including suffixes without punctuations except the hyphen, (e.g. : Jones III, Jackson-Smith);
- Your date of birth in the following format: MM/DD/YYYY;
- Your last four digits of your Social Security Number.

### EXPEDITING YOUR PASSPORT- IF TRAVELING IN LESS THAN 2 MONTHS OR DURING PEAK TRAVEL TIMES

- **Cost, in addition to regular application fees, is \$60 per application plus overnight delivery costs.**
- **Two-way overnight delivery is strongly suggested.**
- If you mail in - clearly mark **EXPEDITED** on the envelope.
- Anyone may request expedited service for any type of application (e.g., first-time applications, renewals, amendments of existing passports, etc.)
- Passport applications sent together or at the same time do not necessarily remain together.
- Passports will be mailed separately. **Allow 3 weeks delivery time.**
- **Check the <http://travel.state.gov/passport> website for current information regarding processing times.**

**If you need a passport in less than 2 weeks, contact the National Passport Information Center (1-877-487-2778).**

### SHOULD YOU APPLY FOR A PASSPORT RENEWAL BY MAIL?

**YES, if you...** already have a passport that is not damaged; **and** you received it within the past 15 years; **and** were at least age 16 when it was issued; **and** your name has not changed (or you can legally document your name change).

### IF YOUR NAME HAS CHANGED SINCE YOUR PASSPORT WAS ISSUED:

- Enclose a **certified copy of the legal document specifying your name change** (e.g. marriage certificate, divorce decree, adoption decree, or court order).
- No photocopies accepted.

**PLEASE PROVIDE THE UWSP INTERNATIONAL PROGRAMS OFFICE WITH A SIGNED COPY OF YOUR PASSPORT AS SOON AS IT IS RECEIVED. DO NOT DELAY IN APPLYING FOR YOUR PASSPORT !**

**University of Wisconsin-Stevens Point - International Programs**

Phone: (715) 346-2717 - Email: [intlprog@uwsp.edu](mailto:intlprog@uwsp.edu) - Website: [www.uwsp.edu/studyabroad](http://www.uwsp.edu/studyabroad)



**University of Wisconsin-Stevens Point**

Academic Affairs  
International Programs

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715-346-2717; Fax 715-346-3591  
E-mail: [intprog@uwsp.edu](mailto:intprog@uwsp.edu)  
[www.uwsp.edu/studyabroad](http://www.uwsp.edu/studyabroad)

## **FINANCIAL AID INFORMATION**

### **UW-STEVENS POINT INTERNATIONAL PROGRAMS**

Students may be able to receive additional loans (available under the Stafford Loan program or an alternative loan program through private lenders—banks, savings and loan associations, or credit unions) to help finance their study abroad.

Although part time student work opportunities (such as the College Work Study program) are not particularly applicable to overseas travel, some modest possibilities exist for an internship. Inquire in the International Programs Office if you have interest in one of these positions.

If you have financial aid questions, contact the Financial Aid Office, 105 Student Services Center; phone: (715) 346-4771. **CHECK WITH THEM ABOUT YOUR STATUS.** International Programs cannot keep up with changing financial aid regulations.

#### **WHERE TO APPLY:**

If you plan to receive your degree from UW-Stevens Point:

Apply for financial aid through the UWSP Financial Aid Office. After you receive your award letter, accept it and request a re-evaluation to include your additional semester abroad costs. All arrangements and follow-ups are **YOUR** responsibility.

If you will not receive a degree from UW-Stevens Point, you have two options:

- 1) Return to your home campus, and contact the Financial Aid Office there. Ask them to aid you on a consortium agreement basis whereby they will provide aid for your study at UWSP in expectation that your coursework will transfer to the home campus. If your home campus is unwilling to do this, you will have to consider the next option.
- 2) Change your home campus. Some students from other campuses find it desirable to enroll at UW-Stevens Point as transfer students. They are then eligible for financial assistance through the UWSP Financial Aid Office, both for the semester abroad and thereafter. If you wish to do this, apply for admission as a regular transfer student, and apply also for financial aid as a regularly enrolled UWSP student. After you receive your award letter, contact the Financial Aid Office to see if additional financial assistance is possible.

**NOTE:** Allow plenty of time for your aid application to be processed. It can take from 4 – 6 weeks to completely process your financial aid application depending upon the time of year, type of aid, and completeness of forms submitted. Your efforts, and those of school officials, lenders, state agencies, and the federal Pell Grant Administration must all be coordinated. **PLAN AHEAD, APPLY EARLY, AND REMEMBER ALL APPLYING AND FOLLOW-UP MUST BE DONE BY YOU.**

## ***PAYMENT***

**Please read this sheet carefully:** within limits, our office can be flexible. Your payment schedule, which indicates suggested dates and amounts, is not a contract, since time of acceptance varies. Rather, it suggests ways to meet your financial obligations in a timely fashion.

### **Students on Financial Aid**

Financial Aid funds come too late for necessary prepayments: deposits on housing; airline tickets, visas, etc. Hence, we must ask for a substantial early payment which you will have to meet.

We will have to make arrangements for you to sign your aid check(s) so that the Bursar can apply it to the amount you owe us. Do not delay in any of the financial aid procedures! Your financial aid funds will arrive after your departure. Refunds will not be issued until your bill is paid in full.

### **Other Students**

If you are not receiving Financial Aid, we require to have payment complete before departure. In exceptional cases, we may approve a *Deferred Payment Plan*.

Feel free to talk to Linda Garski (Business/Office Manager) about your financial arrangements. We must ask that all agreements be in writing, so there are no misunderstandings.

## **REFUNDS**

1. Withdrawal before departure. Note: **Your initial deposit is non-refundable.** If you transfer to another semester your deposit can transfer to that semester.
  - A. If you withdraw prior to ten weeks before departure, only the initial deposit is nonrefundable.
  - B. If you withdraw ten to four weeks before departure, we will assess penalties associated with transportation (airline/train) and housing bookings as well as any other incurred expenditures.
  - C. If you withdraw less than four weeks before departure, we will assess penalties associated with transportation (airline/train/coach) and housing bookings, instructional costs, and any other incurred expenditures.
2. Withdrawal after departure. In those rare cases where you must return from overseas, check with your leader and the Director of International Programs for procedures. **No refund is available.**
3. We are unable to give refunds for portions of the trip you may chose to miss.
4. Students have asked for our assistance in collecting on unused airline tickets. These matters are between you and the airline. Do check terms before you plan to turn in a ticket, for refunds are usually modest. (We buy at group rates, refunds are based on regular fares.)