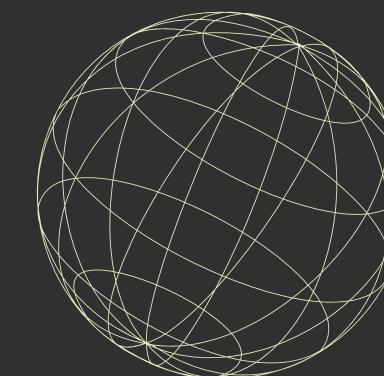# Congratulations on your decision to Study Abroad or Away!

2023 - 24

(WE THINK IT'S THE BEST DECISION YOU'VE EVER MADE.)

DEADLINE

- **January 25** - all references and applications must be submitted by 3 pm. NO late applications are accepted.
  - Remind your references a week in advance and then two days in advance of the deadline

- All reference forms and references need to be emailed from the reference writer to SAreferences@caltech.edu. Paper copies or mailed copies will not be accepted.

STEM Abroad & Away
Lifelong benefits of these opportunities.

Scientific research is a global endeavor.

Resume.

On a resume, study abroad & away experience is now nearly as indispensable as good computer skills or proficiency in English.

NSF GRFP Broader Impacts requirement.

When applying for the NSF Graduate Research Fellowship, students must show Broader Impacts. Studying abroad or away demonstrates initiative and a diverse perspective, which counts as a Broader Impact.

Building your skillset.

Students build cross-cultural skills and international experience required to participate fully in the modern, global, and collaborative academic community or industry/business.

Things to consider:

What programs work best for you academically?

Do not choose a location based on:

- location
- weather
- imagined prestige
- your parents insist on that location
- your friend is going to that location
- dreams of Hogwarts

Other things to note:

- Learning/test taking accommodations **do not** automatically transfer for study abroad programs and could be less generous than what is available at Caltech.

- Applicants need the resilience and coping skills to deal with a new study and living environment without the ease of access to Caltech services and level of support that they have at Caltech.

- Study abroad/away students must have effective time management skills, there are **no** extensions.

- Associated financial aid or supplemental costs—if you are on aid, you are given additional aid.

GPA Requirements

The Caltech Scholars Programs require a minimum 3.0 GPA for all programs except for:

- UCL (3.3*),
- École Polytechnique (3.3),
- Chicago (3.5), and
- Cambridge (3.6 overall/3.7 in Option**)

Other exceptions for GPAs:

*__UCL__: While UCL states 3.3 GPA minimum GPA to apply, we have not found students to be successful below a 3.9.

- Computer Science majors require a 3.9 GPA minimum and very strong reference letters, and
- Biological and for Biomedical Sciences majors requires a minimum 3.5 GPA.

**__Cambridge__: Strong letters of reference are especially pertinent when applying to Cambridge and faculty references preferred from faculty in your option.

- **3.6** and up in option classes/tripos classes.
- Math at Cambridge **3.8+**.
- Chemistry Part III – need **3.8 +**. (Chem Part III are master's level classes – need background.)

How many programs should I apply for?

If you are applying to Cambridge you must have a second choice.

- Cambridge has **10 slots**

  (6 Michaelmas/fall term, 4 Lent/winter term)
- University of Chicago has **2 to 3 slots**
- University of Copenhagen has **5 to 10 slots**
- Denmark Technical University has **5 to 10 slots**
- University of Edinburgh has **5 to 20 slots**
- University College London has **5 to 10 slots**
- University of Melbourne and École Ploytechnique have **no limit**

A Complete Application Includes:

1. The Application Checklist

2. Caltech Scholars Program Application Form

3. Proposal, *which includes essay, program fit, and proposed courses*

4. Unofficial Transcript – Fall 2023 grades required

5. Course Degree Audit – online at Regis

6. 2-3 signed letters of Recommendation AND the Rating Form (sent directly to the FASA email)

Study Abroad & Away Application Checklist

This checklist is also to guide you when compiling your application items.

Make sure your PDF application document is in this order.

Remember, <u>do not</u> check off the boxes in the bottom section.
You do need to write the name of your recommendation writers.

Study Abroad & Away Application Checklist

Interview Date: _____

Interview Time: _____

Name of Student: _____

☐ Sophomore ☐ Junior

Option: _____

Second Option: _____

Minor: _____

*****This application is my own original work. I have not received professional assistance in writing or proofreading my essays.*

SIGN HERE ➡ *Signature:* _____ *Date:* _____

Program(s):

☐ Cambridge, Michaelmas - Fall Term
☐ Cambridge, Lent - Winter Term
☐ Chicago, Fall Term
☐ DTU, Fall Term
☐ Ecole Polytechnique, Fall Term
☐ UCPH, Fall Term
☐ UCL, Fall Term
☐ Edinburgh, Fall Term
☐ Melbourne, Fall Term

First Choice: _____
Second Choice: _____
Third Choice: _____
Fourth Choice: _____
Fifth Choice: _____

Put competed application in the order below (Write the name of your recommender, **do not** check them off):

☐   Study Abroad/Away Checklist (this form, completed by applicant)

☐   Program Application

☐   Proposal (essay, program fit, and proposed courses)

☐   Recommendation #1 Referee name: _____ ☐CIT Faculty

☐   Recommendation #2 Referee name: _____ ☐CIT Faculty ☐Grad TA
     Other, Specify_____

☐   (Optional) Recommendation #3 Referee name: _____

☐   Transcript (unofficial ok): _____

☐   Course Degree Audit: _____

Caltech Scholars Program Application Form

A writable PDF of application is available on the FASA website.

Download and complete this form, either typing or handwrite (<u>legibly, in black ink</u>) your responses.

Name: _____
Option(s):_____
☐ Sophomore   ☐ Junior

Caltech Scholars Programs
Application Form for Study Abroad & Study Away
<u>Due by 3pm, January 25</u>

Submit application and proposal to SAapplications@caltech.edu / Submit references SAreferences@caltech.edu
Please follow these directions:

- All application materials must be submitted as one continuous PDF to SAapplications@caltech.edu
- Assemble your application in the order listed on the Study Abroad App. Checklist
- Title your application document First name.Last name (Sara.Smith)
- Put your name in the upper right hand corner of every page of the <u>proposal.</u>
- Put the page number in the lower right hand corner of every page of the <u>proposal</u>. Start your proposal as page 4 (or page 5 if applying for EPT).
- Minimum 3.0 GPA to apply for Study Abroad/Away-check GPA requirements below to ensure you meet the GPA minimum for each program you are applying to.

What program(s) are you applying for? Check all that apply.

☐ Cambridge, Michaelmas (Fall) Term, *minimum 3.6 overall GPA to apply, 3.7 GPA in Option*
☐ Cambridge, Lent (Winter) Term *minimum 3.6 overall GPA to apply, 3.7 GPA in Option*
☐ DTU, Fall Term, *minimum 3.0 GPA to apply*
☐ UCPH, Fall Term, *minimum 3.0 GPA to apply*
☐ Ecole Polytechnique, Fall Term, *minimum 3.3 GPA to apply*
☐ Edinburgh, Fall *Term, minimum 3.0 GPA to apply*
☐ Melbourne, Fall *Term, minimum 3.0 GPA to apply*
☐ University of Chicago Program Fall Term, *minimum 3.5 GPA to apply*
☐ UCL, Fall Term, *minimum 3.3* GPA to apply (Biological and Biomedical Sciences min. 3.5, Comp. Sci. Suggested 3.9) UCL only accepts ME, CS, Biological Sciences, Biomed, Molecular, Neuroscience(3.7), Chemistry (ChemEng can go in Chem), & Earth Sciences. No EE, Math, Applied Math, or Physics.*

Please list programs by preference. *If applying for Cambridge Michaelmas and Lent, list them separately. If applying to any Cambridge &/or UCL Programs, must have another alternative:*

First Choice: _____
Second Choice: _____
Third Choice: _____
Fourth Choice: _____
Fifth Choice: _____

1. **Student's Full Name:** _____ **Nickname** _____
2. **Pronouns (optional) :** _____
3. **Caltech email address:** _____ Preferred ☐
4. **Alternate email address:** _____ Preferred ☐
5. **Caltech UID:** _____
6. **MailBox number:** _____ **Cell Phone:** _____
7. **Family Residence Address:** _____
8. **Current Class Year:** ☐ Sophomore   ☐ Junior

Who should write your letters of reference?

- **1st letter** <u>must</u> be from someone who has taught or supervised you in your **option or a closely related area** (i.e., from a professor or instructor at Caltech). Cannot be TA or peer.

- **2nd letter** <u>must</u> be from someone who has taught, advised, or supervised your research in your primary STEM option **or closely related area**. Second ref can be from a professor, instructor, graduate TA, research supervisor, or Caltech advisor. **No employers!**

(reference writers, cont'd)

- <u>NO</u> humanities or social science profs for letter 1 or 2, even if you have a 2nd option in HSS.

- An **<u>optional 3rd letter</u>** can be from someone else (but not a peer or relative) who knows you well, such as an HSS prof, coach, or employer who knows you well and can show something the other two letters cannot.

Letter writers must complete the reference form (available in writable PDF on our website) and they also **<u>must submit a typed and signed letter</u>**.

All reference forms and references need to be emailed from the reference writer to **SAreferences@caltech.edu**. Paper copies or mailed copies will not be accepted.

A quick view of the Caltech Scholars Programs Reference form (writable PDF), found on the FASA website.

Caltech Scholars Programs Reference Form

Official Reference Form for Study Abroad/Away Applicants
Please return by January 25
Send completed reference form and reference letter to
SAreferences@caltech.edu

* This section to be completed by student *

Name of Applicant: _____ Option: _____

☐ Sophomore ☐ Junior   Please check if transfer or 3-2 student: ☐ Transfer ☐ 3-2

Program(s): Check all that apply

☐ Cambridge University (Michaelmas - Fall Term)   ☐ University College London (Fall Term)

☐ Cambridge University (Lent - Winter Term)   ☐ University of Edinburgh (Fall Term)

☐ University of Copenhagen (UCPH) or ☐ DTU (Fall Term) ☐ University of Melbourne (Fall Term)

☐ Ecole Polytechnique (Fall Term)   ☐ University of Chicago Study Away (Fall Term)

☐ **This is a CONFIDENTIAL evaluation. I hereby waive my access to this evaluation as per the Family Education Rights and Privacy Act of 1974.**

Applicant's signature: _____ Date: _____

Information for applicant: Students are required to submit two references. The **first reference** must be from a Caltech professor, instructor, professor or postdoc research supervisor, or the applicant's academic advisor. All first referees must be in the student's primary STEM option. The **second reference** can be from a Caltech professor, instructor, academic advisor, grad TA, university-based research supervisor at Caltech or at another university or national laboratory in the student's primary STEM option or a highly related area. Note the focus of the reference is on your academic ability in the classroom and not on research.

An optional third reference can be submitted only if this referee can discuss academic attributes not covered by the first or second referee and could come from any individual noted above or from an HSS professor, RA, employer, coaches, etc. Note well that the focus of all letters must be the academic ability of the applicant for study abroad and the applicant's preparation to succeed at their host university.

Name of the reference writer: _____ Reference letter # _____

☐ CIT STEM Professor/Instructor/Advisor ☐ Other Faculty _____ ☐ Other, specify _____

Letters may be sent to the FASA Office via campus mail, regular mail, or hand delivered by the letter writer. If the reference is delivered by the student, it must be in a sealed envelope with the letter writer's signature on the seal. Open letters delivered by the student will not be accepted.

A writable PDF of application is available on the FASA website.

Download and complete this form, either typing or handwrite (legibly, in black ink) your responses.

1.) In addition to this form, please attach a <u>Letter of Recommendation</u> commenting on the student's qualifications, both personal and academic, for study abroad. *This reference will be read by faculty at the study abroad university as well as the Caltech selection committee. Please be sure to sign your letter.*

2.) How long have you known the applicant? _____ In what capacity? _____

3.) How does the applicant compare with the better Caltech undergraduates you have taught? Please complete the evaluation chart below. Check the box that best indicates your opinion of the applicant's qualifications. Please compare the applicant with other Caltech undergraduates at a comparable level of education and research experience.

	Exceptional	Outstanding	Unusual	Good	Above Average	Average or below	Inadequate opportunity to observe
	Top 5%	Next 5%	Next 10%	Next 15%	Next 15%		
1. Mastery of basic knowledge in student's option							
2. Familiarity with and ability to use laboratory techniques							
3. Ability to express self orally and in writing							
4. Originality and imagination in academic work							
5. Capacity for conscientious, hard work							
6. Potential for future growth in science and engineering							
7. Ability to get things done independently							
8. Adaptability to new situations							
9. Reliability							
10. Impression applicant will make abroad academically and socially							

5) From my knowledge of this applicant, I am willing to give my:
☐ **Full Endorsement**   ☐ **Qualified Endorsement**

Name (please print) _____

Department _____

Title /Position _____

University (if not Caltech) _____

Signature _____ Date _____

Current Caltech Transcript
(Can be unofficial -- must show Fall 2023 term grades)

Note that students are advised to clear up any extensions by their interview date in February and to note in their proposal any explanation of grade issues that they feel should be brought to the attention of CEPSA in the selection process.

- Grades and cumulative GPA should be stable or rising.
- Mention in your essay if your transcript reflects any challenges or struggles.

Proposal

- **Essay** *(1 page max, 12 pt font, single spaced)* One essay required, regardless of how many programs you are applying for.

- **Program fit**: In a paragraph for each program you are applying for, describe how the courses you've selected (**for each program**) allow you to meet your option, HSS, and Institute requirements and academic goals.

- **Proposed course list(s)**: requires understanding of each program's classes and requirements.

Course List - Follow Directions

- In program preference order and for **EACH** program you are applying to, list each of the courses you wish to take.

- Consult the handout on each program to ensure that you fully understand the program requirements.

- Note that creating each proposed course list is the most time-consuming part of the application because you need to understand each program's course catalog.

- It is wise to start **NOW**—this is more complex than you think!

Attend the course choice workshops to demystify choosing classes:
SA General Course Selection on **November 15th** & Cambridge **November 17th.**

Course Credit

- Students can get general credit, equivalent credit, option credit, or HSS (additional, advanced, or writing intensive). No need for professor approval until *after* you are selected for a program.

- Look through the Equivalent Course Guide, sample proposals, surveys, and sample course lists on our website.

- Look through each university's courses online.

Course Credit (cont'd)

- If needed, confer with CIT professors to determine equivalency issues (if it is not clear that a course will fulfill a specific option requirement).

- You can if essential, take on *Course by Correspondence* with the approval of the Caltech professor.

Formatting Requirements:

- Only emailed copies of the application will be accepted. Applications must be emailed to SAapplications@caltech.edu **before the 3pm deadline on January 25, 2024**.

- Ensure your **name is in the upper right corner** of every page of the application/proposal.

- Ensure the **page number is in the lower right corner** of every page of the application/proposal.

- Assemble in the order outlined in the directions and make it one continuous PDF.

- PDF filename format: "first name.last name" (e.g. "Ima.Student")

Resources

- Walk-In hours are Tuesdays (9-11am) and Thursdays (2-4pm), December 5 – January 23 (excluding Dec 26 – Jan 2).

- Visit the FASA library to view course list and proposal examples.

- The FASA website links to several course list examples. There are additional resources to compose your application on our "Application Process" page of our website.
  - FASA website: http://fasa.caltech.edu/
  - FASA Facebook page: https://www.facebook.com/FASA.study.abroad/

All forms and items must be sent to the correct email address:
SAapplications@caltech.edu
SAreferences@caltech.edu

By **3pm** on:
Wednesday, January 25, 2024
.(ALL PROGRAMS)

Everything must be emailed in, no paper copies will be accepted. No extensions are allowed.

Questions?