

STUDY ABROAD DIRECTIONS **Ecole Polytechnique Scholars Program**

APPLICATION DEADLINE: January 16

Turn all materials in to: Fellowships Advising and Study Abroad, Rm 319, Center for Student Services

Please follow these directions:

- **Only hard-copy applications will be accepted. Do not email any part of your application.**
- **Do not staple pages together, only use paperclips.**
- **Print only single-sided. NO double-sided documents will be accepted.**
- **Put your name in the upper right-hand corner of every page of the proposal.**
- **Put the page number in the lower right-hand corner of every page of the proposal.**

Your references can either be mailed in by the letter writer or hand carried by you in an envelope sealed by the reference writer and signed on the back of the seal. Use the official reference forms and have your reference writers attach a formal letter.

Note that you should consult the Ecole Polytechnique Scholars Program handout to obtain the specifics on the academic program and websites essential to doing the proposal. Please read this carefully.

Grade Point Requirement: A minimum 3.3 G.P.A. is the official GPA requirement for the Ecole Polytechnique Scholars Program.

Application Directions

Applicants must prepare the proposal and complete other paperwork according to the directions below and turn in all required materials including two references and an official transcript by the study abroad application deadline. Applicants are urged to begin to investigate course offerings by November at the latest as more often than not applicants will need to contact faculty at the host university or at Caltech and must allow time for a response.

All applicants must:

- 1. Prepare a proposal.** See directions below.
- 2. Submit a current copy of your official transcript.**
- 3. Submit two letters of reference and reference forms supporting your desire to study abroad at Ecole Polytechnique.** Please request letter writers to comment on your character and maturity for study abroad, academic qualifications and record, research experience, and how a term of study abroad might add to your personal growth and academic experience. **Please see link below to download these forms from the Ecole Polytechnique website.**

THE TWO REQUIRED LETTERS MUST BE FROM FACULTY OR PROFESSIONALS IN YOUR ACADEMIC FIELD OR A CLOSELY ALLIED FIELD.

First Required Letter: One letter must be from a member of the professorial faculty at Caltech or from a Caltech instructor (not a TA), or postdoc in your option or a closely related field who has taught you, officially advised you, or supervised your research. The letter may also be from a faculty member at another university or JPL. *Professorial faculty are those with the title of assistant, associate, or full professor.*

Second Required Letter: The second letter can be from a second Caltech professor or from a non-professorial Caltech faculty member, from an instructor, faculty/professionals from other universities who have advised you, taught you or supervised your research or work in a field related to your option. Also acceptable is a letter from a postdoc who has supervised your research or a graduate student who has been your T.A. or who has helped supervise research.

Optional Third Letter: Note that you may submit a third letter BUT ONLY if the third letter can tell the committee about some aspect of your experience that the first two letter writers have no knowledge of. **Note this is not required and students with three letters are not viewed more favorably than those with two letters!** A third letter should only be submitted if you feel your two required letters are from those who do not know you as well as the author of the third letter. Letters from your R.A., a Caltech administrator, dean, or instructor in the humanities or social sciences are acceptable. **Please do not submit letters from high school teachers or counselors, peers, employers, or family friends.**

4. **Complete the FASA Scholars Program Application Form and Caltech Degree Audit.** It is not necessary to have completed all core requirements before studying abroad, but essential ones such as the first-year math sequence should have been completed.
5. **Complete the following documents required by Ecole Polytechnique, available here:**
<http://www.admission.polytechnique.edu/home/exchange-programs/international-exchange-program/how-to-apply/> :
 - Application Form
 - Learning Agreement
 - Resume/Curriculum Vitae
 - Abstract of Courses
 - French Language Evaluation
 - Recommendation Forms and letters (2 – same as required by FASA)
 - A letter of statement in French or in English (same as essay mentioned below)

*****NOTE: Do not submit anything directly to Ecole Polytechnique. All application materials must come directly to the FASA Office by January 16.*****

Proposal Directions

Note that sample proposals may be reviewed in the Fellowships Advising & Study Abroad Office. Do not copy the format of these proposals as requirements and format can change each year. Be certain that your proposal includes the elements listed below.

REMEMBER:

- **Only hard-copy applications will be accepted. Do not email any part of your application.**
- **Do not staple pages together, only use paperclips.**
- **Print only single-sided. NO double-sided documents will be accepted.**
- **Put your name in the upper right hand corner of every page of the proposal.**
- **Put the page number in the lower right hand corner of every page of the proposal.**

Applicants failing to do this will have their proposals returned for corrections.

The proposal will include the following elements in this order:

Note that #5 only pertains to seniors doing a senior thesis.

1. **ESSAY:** Provide a brief personal narrative (up to a page single spaced) on the value of a term/semester abroad for you academically and personally. Be sure to include a rationale for going abroad. Note that we are not looking to be entertained. **These should be thoughtful statements and students selected to study abroad will have their statement reviewed by host university faculty. Note that all applicants selected by Caltech to study abroad must also be accepted by Ecole Polytechnique — this process happens after the Caltech selection process is completed. You will also need to provide a translation of this essay in French.**
2. **DEGREE AUDIT:** Print a Degree Audit from the registrar to show the courses you still need to graduate.
3. **PROGRAM FIT:** Briefly describe how Ecole Polytechnique fits in with your courses at Caltech.

4. **PROPOSED COURSE LIST:** In preference order, list each of the courses you wish to take according to the directions below. **You should look at the course guide online in English to be sure you are looking at the correct year. NOTE THAT YOU MUST USE THE CURRENT YEAR'S COURSE LIST, AS THE NEXT YEAR'S CLASS LIST IS NOT AVAILABLE UNTIL THE SUMMER MONTHS.** Students selected for study abroad sometimes have to make changes in their proposed class list, due to changes in the courses available, but will have help in doing so.

Specify the following in your course list, and follow example below:

- List the name of the program: Ecole Polytechnique.
- Provide the complete name and number of each class you propose to take. All courses should be at the 500 level. Also list the Department at Ecole Polytechnique.
- **List the number of ECTS units.**
- Specify whether the courses are intended to satisfy option or Institute requirements. Note exactly what type of credit and how many units you are seeking. All courses must be taken for option, Institute or general credit.
- By each course, note which Caltech faculty will evaluate it for credit upon your return to Caltech. **Note that each of the courses must have a Caltech faculty member review the course. You should list the professor at Caltech who teaches the equivalent or a similar course. It is not appropriate in most situations to list one faculty member as the evaluator for *all* courses.**
- Provide a complete description of the course content **by pasting in** the course description from the host university's web site. Please adjust the spacing. Be sure the description reflects what is taught in the term/semester in which you wish to take the course. You may need to consult with the instructor in cases where the description provides an overview of a course that has several parts, e.g. similar to CIT part, a, b, c to determine what is taught in the term/semester in which you wish to take the course.
EPT Course Catalog: <http://catalogue.polytechnique.fr/Files/Temp/pdf.pdf>

Ecole Polytechnique Proposed Course List

At the beginning of EPT Course List, please include:

Total ECTS

Total CIT Units:

Course by Correspondence/Units:

For each course, please list the following:

Name and number of course

Department

Number of ECTS

Caltech units

Caltech evaluator

Type of Caltech credit (option, general, etc.)

State CIT equivalent course, if applicable

Course description (paste in)

Note that the **Executive Officer for Humanities** should be listed as the **evaluator for all humanities courses**. The **Executive Officer for Social Sciences** (currently Colin Camerer) should be listed as the **evaluator for all social science courses**.

Also note well that at this point YOU DO NOT NEED THE EVALUATOR'S PERMISSION TO LIST THEM.

However, if you are selected for a program, you will have to ask each evaluator to complete the official Course Credit Agreement Form. **If you do have concerns about course equivalency when preparing the course list for your proposal, it is advisable to consult with the relevant Caltech professor or instructor.**

5. If the student is a senior during their term abroad and intends to complete an undergraduate thesis, then the faculty member responsible for supervising the thesis work should sign a statement or send the student an email agreeing to the fact that the thesis requirement may be satisfied by increased work during the other two terms, or by some other method. Submit the letter with your application. It is possible to work on non-experimental aspects of your thesis while abroad.

You will turn in all items to the Fellowships and Study Abroad Office by January 16. You will not be submitting anything directly to EPT.

Please remember that all items must be turned in as hardcopies, paper-clipped (not stapled) together, page numbers in the bottom right hand corner, with your name and program on the upper right-hand corner of every page.