

# **STUDY ABROAD APPLICATION DIRECTIONS FOR ALL PROGRAMS**

**APPLICATION DEADLINE: 3pm, January 25**

***Turn all materials in to:***

***Fellowships Advising & Study Abroad Office, 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.
- Type your name in the upper right hand corner of every page of the proposal.
- Type the page number in the lower right hand corner of every page of the proposal.
- Assemble your application in the order listed on the Study Abroad App. Checklist
- Applicants must have a 3.0 GPA minimum for Edinburgh, DTU, KU, & Melbourne
- Minimum GPA of 3.4 for Cambridge; at least 3.3 GPA for UCL and Ecole Polytechnique

*Note that you should consult the information handout on each program to obtain the specifics on the academic program and websites essential to preparing the proposal. Please read these carefully.*

## **Application Directions**

Applicants must prepare the proposal and complete other paperwork according to the directions below and as detailed in each program's handout. All required materials, including two references and an unofficial transcript, must be turned in to FASA by January 25. Applicants are urged to begin to investigate course offerings by December at the latest.

**All applicants must:**

- 1. Complete Application Form.**
- 2. Prepared Proposal.** See directions below.
- 3. Submit a current Degree Audit.**
- 4. Submit a current copy of their transcript. Unofficial is acceptable. See GPA requirements in General Info Handout.**
- 5. Submit two Study Abroad Reference Forms and official, signed letters of reference supporting your desire to participate in study abroad.** Please request letter writers to comment on your academic qualifications and record, research experience, character and maturity for study abroad, and how a term abroad might add to your personal growth and academic experience. It is best to choose someone who knows you well enough to remark on these things. If you do not have an obvious choice for your recommenders, consider making an appointment with one of your professors or a T.A. to talk with them and explain why you would like to study abroad. Please also let them know that pending acceptance into the Caltech Study Abroad Program, these letters will be sent to the universities abroad. The letters should be typed and signed. See directions on Reference Form for how letters should be delivered to the FASA Office.

**THE TWO REQUIRED LETTERS MUST BE FROM FACULTY, POSTDOCS OR PROFESSIONALS IN YOUR ACADEMIC FIELD OR A CLOSELY ALLIED FIELD (see below).**

**First Required Letter:** One letter must be from a member of the professorial faculty at Caltech or from a Caltech/JPL instructor or postdoc (not a TA) in the student's option or a closely related field who has taught the student, officially advised the student, or supervised the student's research. In the case of transfer students or 3/2 students, this letter may also be from a faculty member at another university. *Professorial faculty includes those with the title of assistant, associate, or full professor.*

**Second Required Letter:** The second letter can be from another Caltech professor or from someone who has supervised the applicant in some capacity: a non-professorial Caltech faculty member, an instructor, faculty/professionals from other universities who have advised the student, taught the student or supervised the applicant's research or work in a field related to their option. Also acceptable is a letter from a postdoc who has supervised the student's research or a graduate student who has been a TA or who has helped supervise research. Letters from undergraduate TA's will not be accepted.

**Optional Third Letter:** Note that students 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 people 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 for the third letter only. **Please do not submit letters from high school teachers or counselors, peers, or family friends.**

**Proposal Directions**

Note that proposals from previous study abroad participants 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.

***\*\*\*IMPORTANT: Number all pages and put your name on each page. Print single sided only and paperclip — do not staple your application materials\*\*\****

**The proposal will include (in order) the following elements:**

1. **ESSAY:** Provide a brief personal narrative (at least 1/2 page and up to one 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 members of the selection committee 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 the host university/Cambridge college — this process happens after the Caltech selection process is completed.**
2. **PROGRAM FIT:** Briefly describe how each program you are applying for fits in with your course of study at Caltech. If you are applying for several programs with a range of course types, provide this information in the order of your program preference with **#1 being your most preferred study abroad university.**

3. **PROPOSED COURSE LIST:** For each program, and in order of preference, list each of the courses you wish to take according to the directions below and in the handout *Proposed Course List Guidelines*. **You should consult the handout on each program to ensure that you fully understand the program requirements. NOTE THAT YOU MUST USE THE CURRENT YEAR'S COURSE LIST AT THE STUDY ABROAD UNIVERSITY, 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.
  
4. **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 or email with your application. It is possible to work on non-experimental aspects of your thesis while abroad.

## **Vital Information for Programs:**

*All programs require you to take 2 courses (18 Caltech units) related to your option. Refer to program handouts for more specific information.*

**For Cambridge:** You will be admitted into a TRIPOS and if in the Natural Sciences (NatSci) Tripos, a specific SUBJECT. **You will select classes ONLY in that tripos/subject.** If there are no time conflicts, you may take classes from different parts (Part Ia, Part Ib, Part II, Part III, etc.). In some cases students may be allowed to take a class from Part I, e.g., a class equivalent to CHEM21a is taught in Chemistry Part I. Minimum of a 3.4, strong or rising, GPA to apply.

List 4 or 5 courses from the 3<sup>rd</sup> or 4<sup>th</sup> year of your tripos, being careful to avoid time conflicts. Remember you can only take classes in one tripos. If you are within the NatSci Tripos, you can only take classes in one subject within that tripos. In the NatSci Tripos, students can take only one or two of the Interdisciplinary Classes. Economics is only available for students whose option is Economics or BEM.

**For DTU:** You must take 4 courses at DTU plus the Danish Language course at KU. The Danish Language class is 7.5 ECTS, which is equal to 9 CIT units. **All DTU courses are equal to 9 CIT units, unless equivalent to a specific 10-12 CIT course. Be aware of the DTU block schedule to avoid time conflicts.** 3.0 GPA minimum, however 2.8 GPA possible if student can show ability to do 3.0 work in their option.

**For KU:** You must take 2 science classes in the first block, and 1 science course in the second block, plus Danish Language *and* Danish Culture or, in place of Danish Culture, you may select a 7.5 ECTS humanities class taught in English. This list of humanities courses changes from year to year. Consult the KU list of courses taught in English: See the program handout for more information. **Any upper level class (3<sup>rd</sup> or 4<sup>th</sup> year) can be taught in English. This is a university rule at both KU and DTU.** 3.0 GPA minimum, however 2.8 GPA possible if student can show ability to do 3.0 work in their option.

Note Economics or BEM students may be able to take one of their courses at the Copenhagen Business School. The Economics Department at KU is very similar in terms of type of class taught and rigor to Caltech's.

**For Ecole Polytechnique:** You will take four courses in your Programme d'Approfondissement (PA). Must have minimum 3.3 GPA and have intermediate level of proficiency in French language. Students will need to have a formal evaluation with Mdme. Orcel to evaluate your reading, writing, and speaking ability. Additional Ecole Polytechnique application required.

**For Edinburgh:** You will be in the COLLEGE OF SCIENCES AND ENGINEERING and must take 4-5 classes for a minimum of 60 and a maximum of 80 Edinburgh credits. Note that for science, math or engineering students, a MAXIMUM of 20 credits may be taken in the College of Humanities and Social Science (usually 1 class). Economics and BEM students may take a maximum of 40 Edinburgh credits in the Edinburgh Economics Department — no other courses may be taken in the College of Humanities and Social Science. For all students, at least 2 courses must be taken in the student's option or related field. For example, a Physics major who has to fulfill ACM95a could do so and have that count as being in his/her field. Note that the Geography Department at Edinburgh, which is in the College of Science and Engineering, has a number of interesting social geography courses. *Must have at least 3.0 GPA to apply.*

**For Melbourne:** You take 4 classes, at 12.5 credits each. Half of them must be in your option or a closely related field. You may also propose a research for credit as one of the 4 classes, but it is up to you to organize it. **Students must list 10 classes (subjects) for the application.** Minimum 3.0 GPA required to apply.

**For UCL:** You will have an ADMITTING DEPARTMENT (usually the department of your Caltech option) in which you must take at least 50% of your coursework. Two additional classes can be taken in the Admitting Department or another subject including the humanities and social sciences. Economics cannot be listed as a primary admitting department, but if listed as a secondary admitting dept., students must still take 50% of coursework in the primary A.D., and an additional 25% in the Economics Department, e.g. 2 classes in Math, 1 class in Economics and 1 class in Art History.

You must list 2 UCL credits or 30 ECTS units total. Most UCL classes are .5 UCL units or 7.5 ECTS per semester. For fall classes that have a second semester part, students need to confirm what topics are covered in the fall. Minimum of 3.3 GPA to apply to this program. **Also note:** For those requesting to take the fall half of a full year course, you should contact the instructor or Affiliate Tutor to determine what topics are covered in the fall semester. Be aware that the online description usually lists all topics covered during the year and may not list topics in the order they are taught. **You must verify that your admitting department allows fall term only students.**

**More information on each program can be found in the specific university handouts.**