

STUDY ABROAD & STUDY AWAY APPLICATION DIRECTIONS FOR ALL PROGRAMS

DEADLINE FOR ALL APPLICATION MATERIALS, INC. REFERENCES, TRANSCRIPTS, ETC.: 3pm, January 25

Email all materials to the Fellowships Advising & Study Abroad Office:

SAapplications@caltech.edu

And have references email their recommendation forms and letters to:

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 of the Study Abroad/Away Checklist
- Title your application document First name.Last name (Sara.Smith)
- Use the email template for the body of your email when submitting all of your documents.
- 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/Away App. Checklist
- Applicants must have a 3.0 GPA minimum for Edinburgh, DTU, UCPH, & Melbourne
- Minimum GPA of 3.6 for Cambridge; at least 3.3 GPA for UCL* and Ecole Polytechnique
 - ⇒ *UCL exceptions include 3.5 Biological & Biomedical Sciences /3.9 strongly suggested for Computer Science
- There is a 3.5 minimum GPA for the University of Chicago study away program
- Cambridge applicants must apply to alternative program(s), not just Michaelmas and Lent terms.
- Alternative program(s) are also strongly suggested for UCL and Chicago.

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 Study Abroad/Away Checklist & Application Form.**
- 2. Complete Proposal.** See directions below.
- 3. Submit a current copy of their transcript and course degree audit. Unofficial transcript is acceptable. See GPA requirements in General Info Handout.**

Submit two Study Abroad or Study Away Reference Forms and official, signed letters of reference supporting your desire to participate in study abroad or study away. Please request letter writers to comment on your academic qualifications and record, research experience, character and maturity for study abroad/away, and how a term away/abroad might add to your personal growth and academic experience. References should be:

- 1st reference must be from a Caltech professor, instructor (not grad student), academic advisor or research supervisor (university or national laboratory) in your **primary STEM option**. Employer references are not allowed.
 - 2nd reference can be as above, or from a university other than Caltech, or from a graduate TA in your option or highly related field. Again, not employer references.
 - 3rd optional reference (only submit if the reference can comment on some aspect of your academic background not covered by referee 1 or 2, e.g., an HSS professor, your RA or area rep.
 - Note the focus of the references is academic, but your letter writers should comment on your motivation and personal preparation for study abroad. To obtain the strongest references, it is best to provide your referees with information about your academic and personal motivation for study abroad or away and to provide them with a copy of your transcript and resume.
 - Please tell your references that pending acceptance into the Caltech Study Abroad or Study Away Program, these letters will be sent to the partnered host universities. The letters should be typed and signed. See directions on Reference Form for how letters should be delivered to the FASA office.
4. More information on letters of reference: **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 or postdoc instructor (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 their previous university. *Professorial faculty includes those with the title of assistant, associate, or full professor.*

Second Required Letter: The second letter can be from another professor or instructor from Caltech or any university who has taught the applicant in a class related to their **STEM** option, who supervised them in their **STEM** option, or from an advisor in their **STEM** option. It can be from 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 **STEM** 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 that relates to the applicants **STEM** option. Letters from undergraduate TA's, from employers, or from any HSS faculty will not be accepted as a required letter. Even if an applicant has a second option under HSS, the required letters must be from someone who has observed the applicant in a **STEM** capacity.

Optional Third Letter: Note that students may submit a third letter 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, especially academic. ***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, an employer, 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 and away 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. NOT AVAILABLE DURING PANDEMIC.

*****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 or away. 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.

SECONDARY ESSAY FOR UCHICAGO: If a student is applying to the University of Chicago in addition to an international abroad program, the applicant must write two essays. In the second essay, you must also provide another brief personal narrative (at least 1/2 page and up to one page single spaced) on the academic and personal value of a term away for you. Make sure to include your rationale for going away from Caltech for a term and how the experience would be uniquely beneficial for you. Remember that students selected to study away will have their statement reviewed by the University for Chicago faculty, so be mindful of what you write.

Note that all applicants selected by Caltech to study abroad or away 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 university program.**
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/AWAY UNIVERSITY, AS THE NEXT YEAR'S CLASS LIST IS NOT AVAILABLE UNTIL THE SUMMER MONTHS.** Students selected for study abroad or study away sometimes have to make changes in their proposed class list, due to changes in the courses available, but will have help in doing so. When listing classes, list admitting department and option credit classes first.
4. **If the student is a senior during their term abroad/away 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 away or 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 3.6 and stable or rising, GPA required.

List 4 or 5 courses from the 3rd or 4th 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, but these are only offered in Lent Term.

For DTU: You must take 3 to 4 courses at DTU plus the Danish Language course at UCPH. The Danish Language class is 7.5 ECTS, which is equal to 9 CIT units. A Danish culture course at UCPH is optional. **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. Total DTU ECTS should be ~ 35 including Danish language.

For UCPH: No more than 35 ECTS total. You must take two 7.5 science classes in the first block, and one 7.5 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 UCPH list of courses taught in English: See the program handout for more information. **Any upper level class (3rd or 4th year) can be taught in English. This is a university rule at both UCPH and DTU.** 3.0 GPA minimum.

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 a Caltech French instructor to evaluate your reading, writing, and speaking ability. Additional Ecole Polytechnique application required. Students will list French Language as a required 5th class for 3 HSS units.

For Edinburgh: You will be in the COLLEGE OF SCIENCES AND ENGINEERING (CSE), admitted to the department most equivalent to your option. 3.0 GPA minimum to apply. Please note:

- *Students take a minimum of 4 classes*
- *2 classes (18 Caltech equivalent units) must be taken in the Edinburgh admitting option equivalent department*
- *Both 10 & 20 Edinburgh credit classes equal 9 Caltech units except when the student needs credit for a 12 Caltech unit equivalent class.*
- *Students must take a minimum of 60 EDIN credits and at least 4 classes. They can take up to a maximum of 80 total EDIN units (maximum of 5 classes).*
- *40 EDIN credits can be taken in the College of Arts, Humanities and Social Science (CHSS) provided they have at least 40 units in the CSE (College of Sciences and Engineering) and do not exceed 5 classes or 80 credits. A 20 credit class can be taken in CHSS if the student has at least credits in the CSE and 3 classes.*
- *Students can take 2 to 40 units in the Biomedical Sciences track in the College of Medicine as long as they have 40 units in the College of Science and Engineering, do not exceed the 80 unit maximum and 5 class maximum for all colleges.*

For Melbourne: You take 4 classes, at 12.5 credits each. Half of them must be in your option. Melbourne is the only program where you can apply in your HSS option. You will have to take half of your classes in this option. 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. Please note that visiting students are only allowed to take level 1 Economics courses and cannot be admitted into Economics.

You must list 60 UCL credits total, most UCL classes are 15 UCL units each. 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.

Exceptions: Biological Sciences and Biomedical Sciences require min. 3.5 GPA. GPA of 3.9 for Computer Science strongly suggested since admission is highly restricted. **You must verify that your admitting department allows fall term only students.**

For UChicago: *Students can only take 4 classes while on study away at the University of Chicago. No exceptions. This program requires you to take 2 courses (18 Caltech units) related to your primary option. Up to 2 classes can be taken in any subject (science, engineering, humanities, social sciences) provided a student meets prerequisites. Note well: use the current year's fall course list when selecting classes and only search for fall quarter classes.*

University of Chicago course search engine:

https://coursesearch.uchicago.edu/psc/prdquest/EMPLOYEE/HRMS/c/UC_STUDENT_RECORDS_FL.UC_CLASS_SEARCH_FL.GBL

University of Chicago professional schools:

If certain requirements are met, juniors or seniors may register for one class in the following professional schools at the University of Chicago:

- Booth School of Business
- The Law School
- School of Social Service Administration
- Irving B. Harris Graduate School of Public Policy Studies.

NOTE WELL: With the exception of the Booth School of Business courses, after acceptance to Study Away at U. Chicago, the student must petition the U. Chicago's Dean of Students for approval to register for a professional school course. This means that Caltech students need to list alternate classes in the College (undergraduate program) if they want to take a class any of the schools listed above since a petition is required after acceptance and once fall 2020 classes are posted. You can only take ONE class of the 4 in one of the graduate schools.

No classes can be taken at the U. Chicago Medical School.

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