Congrats on your decision to apply to Study Abroad or Away! (We think it’s the best decision you’ve ever made.)
STEM Abroad & Away
LIFELONG BENEFITS OF THESE OPPORTUNITIES

• Scientific research is a global endeavor.

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

• When applying for the NSF Graduate Research Fellowship, students must show Broader Impacts. Studying abroad or away means having initiative and a more diversifying perspective which counts as a Broader Impact.

• 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 will work best for you academically?

• DO NOT choose a program based on:
  – Location
  – Weather
  – Imagined Prestige
  – Your parents told you to go there
  – Your best friend is going there too
  – Dreams of Hogwarts
Other things to note:

• Learning/test taking accommodations do not automatically transfer for study abroad and are usually less generous than at Caltech

• Applicants need to have 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 need to have good time management skills because there are no extensions

• Financial aid or supplemental costs
GPA Requirements

The Caltech Scholars Programs require a minimum 3.0 GPA for all programs except for UCL (3.3*), Ecole Polytechnique (3.3), Chicago (3.5), and Cambridge (3.6 overall/3.7 in Option**)

Other Exceptions for GPAs

• *UCL requires a 3.9 GPA minimum, plus very strong reference letters, for Computer Science majors and a minimum 3.5 GPA for Biological & Biomedical Sciences.

• **Cambridge: 3.7 and up in option classes/tripos classes. Math at Cambridge 3.8+. Chemistry Part III – need 3.8+. These are master’s level classes – need background. Strong letters of reference are pertinent when applying to Cambridge.

• DTU occasionally accepts students with a 2.8, who have rising GPA & 3.0 or better grades in their option
How many programs should I apply for?

• If you are applying to Cambridge, UCL and/or Chicago, you should have a third choice, as those are our most popular programs.
• Cambridge has 10 places (6 Michaelmas, 4 Lent)
• Chicago has 2 places
• Copenhagen has 5 places
• Edinburgh has 5-20 places
• UCL has 5-10 places
• Melbourne and EPT has no limited number of places
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
5. Course Degree Audit
6. 2-3 Letters of Recommendation (sent directly to the FASA office)
This checklist is also to guide you when putting your application items together.

Make sure your PDF is in this order.

Remember, do not check off the boxes in the bottom section but you do need to write the name of your recommendation writers.

Study Abroad & Away Application Checklist

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.

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
Other, Specify ______________________

Recommendation #2 Referee name: ______________________  CIT Faculty  Grad TA

(Optional) Recommendation #3 Referee name: ______________________

Transcript (unofficial ok): ______________________

Course Degree Audit: ______________________

FASA notes: ______________________ Date Received (FASA will fill out): ______________________
Writable PDF of application is available on the FASA website.

Download it and easily type in your responses or print it out and legibly handwrite in black or blue ink.
Who should write your letters of reference?

• 1\text{st} letter must be from someone who has taught or supervised you in your \textbf{option or a closely related area, from a professor or instructor at Caltech}. Cannot be TA or peer of any kind.

• 2\text{nd} letter must be from someone who has taught, advised, or supervised your research in your primary STEM \textbf{option or closely related area}. Second ref be from a professor, instructor, graduate TA, research supervisor, or Caltech advisor. \textbf{No employers}!
• **NO** humanities or social science profs for letter 1 or 2, even if you have a 2\textsuperscript{nd} option in HSS.

• **Optional 3\textsuperscript{rd}** letter can be from someone else (but not a peer or relative) who knows you well and can show something the other two letters cannot. Can be a HSS prof, an employer, or coach.

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

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 as no one in the office to receive them.
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: ____________

Student's academic year: ___ Sophomore ___ Junior ___ Senior
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 references 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.

* This section to be completed by reference writer *

Information for recommender: This reference will be helpful in evaluating the applicant’s qualifications for participating in one of Caltech’s official study abroad programs. Please reference the applicant’s academic and personal qualifications as well as character. Students participating in a study abroad program will take courses in or highly related to their Caltech option. Note that this recommendation is not just for internal selection but will also be forwarded to the university abroad if the student is accepted into the Caltech Scholars Program. Please complete all portions of the form as requested and return the completed form to the reference section at the bottom of the form or via email.
include a signed letter. Incomplete evaluations cannot be considered. An electronic version of this form is available at http://fasa.caltech.edu. Letters may be sent to the FASA Office via campus mail, regular mail, or you may hand deliver it. If the reference is delivered by the student, it must be in a sealed envelope with your signature on the seal.

1.) In addition to this form, please attach a Letter of Recommendation 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.

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Outstanding</th>
<th>Unusual</th>
<th>Good</th>
<th>Above Average</th>
<th>Average or below</th>
<th>Inadequate opportunity to observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 5%</td>
<td>Next 5%</td>
<td>Next 10%</td>
<td>Next 15%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 __________________

Mailed copies or hard copies hand delivered to the office will not be accepted this year. Please email both pages of this complete form and your reference letter to SAreferences@caltech.edu
Note that students are advised to clear up any Extensions and to in their proposal explain any grade issues that they feel should be brought to the attention of CEPSA in the selection process.

-Make sure your grades and GPA are stable or rising. Recommended to mention it in your essay if your transcript reflects challenges or struggles.
Proposal

- Essay (1 page max, single spaced)

- Program fit: In a paragraph for each program you are applying for, describe how the courses you’ve selected (for each program) work with your degree requirements and academic goals.

- Proposed course list(s): requires understanding of each program’s rules
Proposed Course List

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

• You should 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— you may need to contact faculty at the host university, so allow time for a response.

• It is wise to start NOW! This is more complex than you think!

Tips on how to find classes at class choice workshops......
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.

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 take one 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, 2020.

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

- Put the *page number in the lower right* hand corner of every page of the application/proposal.

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

- PDF needs to be titled first name.last name (Bob.Smith)
Resources

- Email questions or requests for appointments to mkuroda@caltech.edu or lstolper@caltech.edu (specializes with Cambridge questions)
- **Special Drop-In Hours on Zoom** are **Tuesdays and Thursdays, 9-11am & 2-4pm** (Up until December 17th & except for Thanksgiving week, email for appt.)
- FASA office library is closed during the stay-at-home order but we have scanned copies of previous essays and course lists for your review on the **FASA website**: [http://fasa.caltech.edu/](http://fasa.caltech.edu/)
- We scanned a few recent essay and course list examples, as well as have many other resources to compose your application on our “Application Process” page of our website: [https://fasa.caltech.edu/studyabroad/apply](https://fasa.caltech.edu/studyabroad/)
- **FASA Facebook page:** [https://www.facebook.com/FASA.study.abroad/](https://www.facebook.com/FASA.study.abroad/)
All forms and items need to be turned to the correct email address:
SAapplications@caltech.edu
SAreferences@caltech.edu

by 3pm on:
Monday, January 25, 2020
(ALL PROGRAMS)

*Remember everything must be emailed in, no paper copies will be accepted

No extensions are allowed so make sure you adhere to the deadline if you want your application to be considered.
Cheers! Any questions?