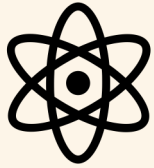# *Congrats* on your decision

# 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 OPPORTUNTITES*

- 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 demonstrates initiative and a diverse perspective on STEM, 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** :

- <u>What programs will work best for you academically?</u>

    - It's important to look at courses offered that align best for your degree completion and learning goals.

- 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

# <u>Other things to note</u>:

- Learning/test taking accommodations do not automatically transfer for study abroad and could be less generous than at Caltech. Check the partner university's disability service site or learning accommodation site. Documentation will be provided to obtain learning/test taking accommodation.

- 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

Important

# **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 has a 3.3 GPA minimum for Computer Science, need *very* strong reference letters. Experience shows that 3.9 is needed to be highly competitive for C.S. Minimum 3.5 GPA for Biological & for Biomedical Sciences – need background. Neuroscience requires a 3.7 GPA.

- **Cambridge: 3.7 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. Strong letters of reference are especially 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 another choice, as those are our most  selective programs due to space limits & at UCL admission limits for depts mentioned in GPA. (For example, applying to UCL and Edinburgh or Chicago and DTU, etc.)

- Cambridge has 10 places (6 Michaelmas/fall, 4 Lent/winter)

- Chicago has 2 places

- U. Copenhagen has 5 places

- DTU has 5-10 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 - *Fall 2022 grades required*

5. Course Degree Audit

6. 2-3 signed letters of Recommendation <u>AND</u> the Rating FORM (sent directly to the FASA email)

7. For EPT, student must complete a French language assessment with Prof. Orcel
   [https://fasa.caltech.edu/documents/20395/LX_-_PEI_-_Language_Certificate-1.pdf](https://fasa.caltech.edu/documents/20395/LX_-_PEI_-_Language_Certificate-1.pdf)

# **Formatting Requirements**

- Only emailed copies of the application will be accepted. Applications must be emailed to [SAapplications@caltech.edu](mailto:SAapplications@caltech.edu) before the 3pm deadline on January 25, 2023

- 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)

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

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: _____

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.

👍

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

# Caltech Scholars Programs
## Application Form for Study Abroad & Study Away
Due by 3pm, January 25

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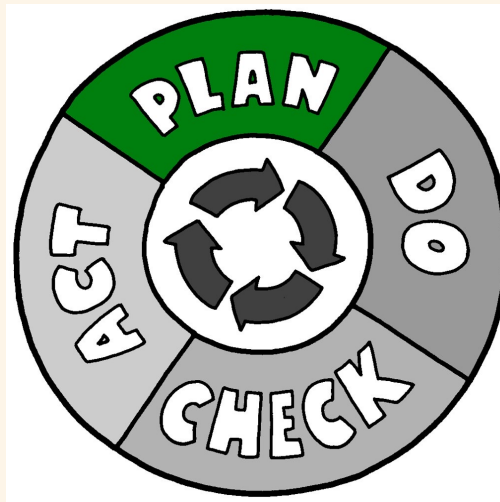**First Choice:** _____
**Second Choice:** _____
**Third Choice:** _____
**Fourth Choice:** _____
**Fifth Choice:** _____

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
9. **Date of Birth:** _____ **Age during term you will study abroad:** _____
10. **House Affiliation:** _____
11. **Citizenship:** ☐ U.S.  ☐ Permanent Resident  ☐ Int'l Student  Country of citizenship: _____
12. Do you currently hold a valid passport\*? ☐ Yes  ☐ No\*  Date of expiration: _____

*\*If you do not have a valid passport, apply for one ASAP.*

1

# 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:*

SA General Course Selection on Nov. 8 and Cambridge Nov. 11

# **<u>Required Courses Abroad</u>**

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

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

- Look through each university's course catalog 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.

# Who should write your letters of reference?

- 1st letter must 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 of any kind.

- 2nd letter must be from someone who has taught, advised, or supervised your research in your <span style="color:red">primary STEM</span> **option or closely related area**. Second ref can be from a professor, instructor, graduate TA, research supervisor, or Caltech advisor. <span style="color:red">**No employers! Employers cannot credibly comment on you as a student.**</span>

## (Reference writers, continued)

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

- <u>Optional 3rd</u> 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 from 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](mailto:SAreferences@caltech.edu). Paper copies or mailed copies will not be accepted.

# 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 <u>waive my access</u> 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.

### * 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

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.**

| | 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 _____

**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**

# **Current Caltech Transcript**
## **(can be unofficial – must show fall grades)**

*Note that students are advised to clear up any Extensions on their proposal in the final essay paragraph and explain any grade issues that they feel should be brought to the attention of CEPSA in the selection process, e.g., grade change /dispute or any fails or outlier grades.*

*-Make sure your grades and GPA are stable or rising. Recommended to also mention at the end of your essay if your transcript reflects any challenges or leaves.*

# Resources

- **Email questions or requests for appointments to [mkuroda@caltech.edu](mailto:mkuroda@caltech.edu) or [lstolper@caltech.edu](mailto:lstolper@caltech.edu) (specializes in Cambridge questions, but can answer all questions)**

- **Special Drop-In Hours** are **Tuesdays and Thursdays, 9-11am & 2-4pm** (Up until December 16th & except for Thanksgiving week, email for appt.) Room 319 or via Zoom upon request.

- FASA office library is open but we have a space limit so you must register to visit. [https://doodle.com/poll/qw2m8bivpwykgaqe?utm_source=poll&utm_medium=link](https://doodle.com/poll/qw2m8bivpwykgaqe?utm_source=poll&utm_medium=link)

- We have copies of previous essays and course lists for review in our office library

- We also scanned a couple of course list examples and posted them on the website. There are also 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/apply)

- **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** Pacific Time on:
**Wednesday, January 25, 2023**
For 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.

❖ After you have successfully submitted all items by the deadline, you will be contacted to schedule an interview if you are moving forward.

**Cheers!** *Any questions?*