

Bishop Summer Study Abroad Fellowship

Description and Application Directions

Application Deadline: **3pm, March 1, 2024**

Turn all materials to SAapplications@caltech.edu

Please follow these directions when preparing your application:

- All application materials must be submitted as one continuous PDF
- Assemble your application in the order of the Bishop Checklist (available on the FASA website)
- Title your application document First name Last name (Sara Smith)
- 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.
- Email all materials to the Fellowships Advising & Study Abroad Office: SAapplications@caltech.edu
- Reference forms and letters need to be emailed directly from the recommender, submitted to SAreferences@caltech.edu.

The Amasa Bishop Fellowship funds students to study abroad during the summer months in an **organized** study abroad program for two up to ten weeks. Programs should be run by reputable universities, non-profit or private-sector organizations. No independent, self-designed study or research is eligible nor does this fellowship fund internships. The Amasa Bishop Fellowship was established by the Bishop family in honor of Dr. Amasa Bishop, who graduated from Caltech with a B.S. in physics in 1943. Dr. Bishop served as Chief of the U.S. Atomic Energy Commission's Controlled Thermonuclear Branch and went on to become the Atomic Energy Commission's European Scientific representative. This fellowship honors Dr. Bishop's understanding of the need for scientists and engineers to gain exposure to international issues and cultures.

Previous awardees have spent two weeks studying the language and culture in the changing technological landscape of Japan, six weeks studying French language and culture, and three weeks in Mexico studying Spanish and Mexican weaving. More examples of the types of study supported by the Bishop Fellowship are available in the FASA Library and can be reviewed during regular office hours.

Applicant Requirements:

- 1 Current Freshmen, Sophomores, or Juniors with a 2.8 and above GPA may apply and must be enrolled at Caltech for the winter and spring term of the current academic year. **Some study abroad programs may have higher GPA requirements.**
- 2 Applicants must be in good standing – no disciplinary problems or ongoing issues. Applicants may not be on leave from Caltech for any part of the current year or the fall term following the summer abroad.
- 3 U.S. citizens, permanent residents and international students may apply. Note applicants cannot study in a country in which they hold citizenship or are a permanent resident.
- 4 Students must be at least 18 years old at time of application.
- 5 Only individuals may apply (no pairs).
- 6 Applicants must obtain a visa to the country the program is located if a visa is required for short term summer study. **The Bishop does not pay for visa fees. Applicants should note any required visa in their program information and ALSO the length of time prior to the program that the visa can be applied for.** For example, a Schengen visa can be applied for 3 months prior to the start of the program. Due to the high demand for such visas by those who require a Schengen to travel into the Schengen Zone, the visa should be applied for the full 3 months prior to the start of the program. Also, note that all EU countries are now requiring citizens of previous visa exempt countries to obtain a European Travel and Authorization System permit (ETIAS): https://travel-europe.europa.eu/etias/what-etias_en. The ETIAS is obtained electronically. There is a €7 fee and the ETIAS is approved within a few hours of applying if approved and is good for three years. Therefore, this should be applied for as soon as an applicant is awarded a Bishop if studying in an EU country and is a former visa exempt country citizen. If the application is refused, there can be considerable processing time to correct errors, and this is done manually. **If a required visa or entry permit must be obtained prior to any tuition fees or other costs related to the Bishop being paid. If the visa or entry permit is not obtained, the fellowship is forfeit.**

- 7 Students apply for funding for a summer study abroad program of their own choosing.
- 8 This fellowship will fund study in an approved program for 2 to 10 weeks. Applicants should propose a budget not to exceed \$8,000. The budget must include airfare, fees, housing, and all other costs. If proposing a trip for 5 weeks or longer, this is intended to be the major focus of the applicant's summer. This fellowship can be done before or after a summer research position or summer job. One to two fellowships will be available each summer.
- 9 Airfare must be directly from LAX or a US home residence or US workplace to the study location and return to LAX or the US home residence. No stopovers or add-ons to visit family or to conduct other personal or business activities are allowed. If a student is already abroad, then the airfare will be from LAX or from the abroad location, whichever is less expensive. See additional information on airfare rules on page 3.
- 10 Note well that the Bishop Fellowship is taxable in these situations:

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U.S. Residents: No tax will be withheld and that includes no withholding of SS or FICA nor will the award be reported on any tax form. However, the recipient will receive a memorandum stating that they may need to claim (report) their personal taxes. The memo advises the recipient to check with a tax advisor.

Non-Resident Alien: Depending on the recipient's home country, Caltech may be required to withhold 14% Federal Income Tax. If a treaty is in place with the recipient's home country, no tax will be withheld.

What the Bishop Fellowship Covers:

Roundtrip airfare (please see below for airfare rules), all tuition fees and living expenses as proposed in the student's budget request (see application procedures below), up to the maximum amounts specified \$8,000. The Bishop Fellowship covers all approved costs after an awardee(s) is selected. No expenses are ever reimbursed or refunded to students including ones made in advance, i.e., any application fees, program deposits, or other registration costs.

Within this budget, applicants can request funds for travel within the country of their study program. The awarding of such additional funds is at the discretion of the selection committee. Travel can be done after the study program for up to five days total not including departure day. Travel cannot exceed five days and must be within the chosen country of the study program. The five days do not include formal trips arranged by the study abroad program or weekend trips during the period of study sponsored by the program. In lieu of or in combination with funds for travel after, students can request funds for independent weekend trips that are not part of the official program.

We do not guarantee funds for travel. You may propose weekend trips or up to 5 days of travel after your program ends, but it may or may not be awarded. All applicants must return to Caltech the day before the institute begins instruction.

A complete and detailed budget that breaks down the cost of the program into components such as tuition, fees, meals covered, additional meal costs, estimated round-trip travel, and books is required. See detailed application information below.

Note that Bishop funds cannot be used to pay elective personal costs such as cell phone upgrades or charges, to purchase equipment such as cameras, travel guides, etc. Bishop funds do not cover costs associated with the following: visas, passports, vaccines, health insurance, souvenirs, etc. Airport transfer transportation funds may be granted if funds allow. Some programs offer transportation to and from for a fee. Applicants may include this, but if the price is out of line with a dedicated airport to city bus, train, taxi or similar service,

it may not be granted. Check prices on airport to program transfer not through the program. The programs tend to make a profit on such services.

Also note that travel after the program funded by the Bishop should be done independently (i.e., students cannot meet up with friends or family to travel together, students cannot have a girlfriend or boyfriend join them for travel, etc.). All travel funded by the Bishop Fellowship should be for the purpose of self-education. Students are expected to return to Caltech by the day prior to the start of institute instruction if such travel occurs at the end of the program.

Flights to and from Bishop program will be funded based on the following rules, please make sure you follow these rules when putting your budget proposal together:

- No stop over's during flights (LA to NYC to stay with family for 2 days then on to Bishop program). Layovers where you don't leave the airport are allowed.
- If working or living in the US, the full round-trip cost of your airfare will be covered from a major airport, e.g., LAX, SFO, JFK)
- If flying from US home or US work location to Bishop program, then flying back to LAX the full airfare will be covered.
- If living or working abroad for the summer flights will be covered up to what it would cost to leave from LAX or the lesser cost.
 - For example, if you are working in Paris and your Bishop program is in Japan.
 - Paris to Japan cost \$2000
 - LA to Japan cost \$1000
 - You would only be awarded \$1000 even though you are flying from Paris to Japan. You would have to pay the Paris to LA leg of the airfare.
- If flying directly home or to your job location that is NOT a round trip flight after your Bishop program, you will be awarded the round-trip fare from your starting location or the lesser amount. Flights back to Caltech will not be funded if you are flying to your home/job after your program has ended, e.g., no additional airfare to LAX will be paid.

Application Procedures

1. **Application Part I and Part II** (available outside the FASA and online) must be completed as well as submitting the proposal and the detailed budget proposal form. These sections require the applicant to provide the name of the program, country and city of study, sponsoring organization/university, start and stop dates, fees, site of study, host university, type of living accommodations, eating arrangement, etc.
2. Students must submit the **Detailed Budget Proposal Form**, Application Part II.
 - Submit a separate, itemized budget lines for airfare, program tuition, room, food, living expenses (such as laundry), local travel, etc.
 - Note that travel after the program (max of 5 days) should be detailed and an itinerary submitted with a specific budget provided in the proposal. Funds for travel after Bishop are not guaranteed but may be awarded by the Bishop Committee.
 - You must breakdown the program cost into components such as meals, tuition, fees, excursions, etc. by location giving a total and daily cost. If this information is not listed on the program's web site, then reach out to them or email them to obtain it. Specify each expense. Do not supply just a summary figure. Round all your totals to the nearest \$10 (\$213.47 should be \$220). You will **provide a grand total for your** budget request.
 - It is important to obtain cost information or estimates for the coming summer – do not base your budget on the previous summer's costs. Contact your prospective program to obtain the costs for this summer.
 - Airfare can be estimated based on an online search. Please provide an average of three airfares, i.e., not only the lowest airfare you find, because such fares may not be available come time of purchase. Take your airfares to the point prior to booking when estimating fares to make certain that taxes are included in the estimate.

- Students must show in their budgets the exchange rate at the time of submission, as well as a quote of the highest, lowest and average exchange rates over the past 12 months. Students should be aware that a fluctuating exchange rate can significantly affect their travel plans!
3. Applicants must write **an essay** describing why they are seeking this experience. The applicant's goals should reflect the ideals of Dr. Bishop and reflect in some way his interests in the importance of global interaction and experience, the environment, and his love of science. An article on Dr. Bishop is also available in our office.

Applicants should also describe their proposed program of study, the number of weeks of the program's duration and what they hope to gain from the summer intellectually and personally. Applicants should comment on how the program will enhance or positively impact their academic and/or career goals.

4. **YOU MUST ALSO SUBMIT A COPY OF THE PROGRAM BROCHURE OR THE WEB PAGE THAT PROVIDES INFORMATION ON THE PROGRAM AND A GOOD DESCRIPTION OF WHAT THE PROGRAM ENTAILS AS WELL AS PROGRAM COSTS.** Please limit the info to your program to 4 pages of pertinent info, please remove unwanted or filler pages.

You can search directly online by country/city, summer study of what you are interested in. Again you need a cultural component if the program does teach a foreign language, You can also start your search through established programs such as those run by the Council for International Exchange <https://www.ciee.org/go-abroad/college-study-abroad/programs>, the Institute for International Education whose website allows you to see a range of programs <https://iiepassport.org>, or Languages Abroad <https://www.languagesabroad.com>, which has programs starting throughout the summer of varying lengths, to search for study abroad programs. You can also find information on student and budget travel on the FASA website: <http://www.fasa.caltech.edu> — select General Travel Information. If current information and prices are not available yet on a program's website, then use information from the previous summer with an estimate (**obtained from the program's administrators by emailing them**). Applicants are advised to call programs if they cannot find information online or obtain it via email.

Note well that some language schools can be suspect. If not attached to a university or an established vendor, or listed in the IIE passport site, you need to carefully research the program. Also, while some programs are aimed at college age students, other language programs cater to different age groups. You are not required to be in a college student aimed program, but such programs can make it easier to make friends in the college age cohort.

5. **A current transcript** from Caltech and any other university at which the applicant has been a full-time student must be submitted. Any leave of absence or gap in the transcript should be explained.
6. **Two letters of reference accompanied with the reference form** are required from Caltech faculty, lecturers, instructors, graduate TA's, postdocs, or administrators. Reference forms are available on the wall outside the FASA office and on the FASA website. Peer references or references from family or friends are not allowed. Refences must be submitted by email, address is on the reference form.
7. Proposals must be applicant's own work and words, not copies of other itineraries, unless properly citing other sources.

Program Requirements:

1. Applicants may only apply for formal programs – no independent study is allowed. The Bishop Fellowship can only be used for classroom based or structured learning study abroad programs sponsored by bona fide universities, language schools, or non-profit education agencies such as CIEE, IES, or EF. Just search by these acronyms and summer study abroad.
2. Programs must be academic – no internships, work, or volunteer programs. The program must have formal

classroom teaching. Programs cannot be related to religious or personal enlightenment experiences.

3. The study program must be in one country only.
4. The Bishop Award program cannot be done during a Caltech SURF or summer internship.
5. Bishop recipients cannot simultaneously hold a Bishop Award and another award funding summer study or travel.
6. Students may propose travel for a maximum of 5 days after the program ends. Students may request funds for weekend travel arranged by the program or day trips within the program city, which will not count towards the 5-day after trip maximum. This travel must be independent, i.e., not with friends and cannot include stays with friends or relatives who live in the travel country or have a residence there.
7. Note that any Bishop funded travel must be done in the country in which you choose to study.
8. All funds must be requested (cash advance for food, flight reimbursements, the up to 5 days of travel after the end of the study program) **AT LEAST 4 WEEKS before you depart on your trip**. You will **NOT** be allowed to request money after returning and will forfeit the awarded funds if not requested **AT LEAST 4 WEEKS** before your departure date.
9. The proposed program must provide housing organized by the program. Housing can be in dormitories, home stays, apartments, or hotels **BUT** the program must offer these options. Programs that simply list housing options that you have to arrange are not allowed. Housing arranged by the student will not be allowed. Homestays must be organized through the official program. No housing with relatives or friends.
10. The proposed program must have at least four hours of daily academic activities, e.g., classes, fieldtrips, lectures, etc., including at least 50% language instruction. Program must have at least 10 weekdays of instruction, not counting the arrival and departure days.
11. Language study must be a component of the program in countries in which English is not one of the official languages. Exceptions will be made for archaeology related programs. Also, some field programs or science/technology programs are permitted if a cultural and language component is part of the program. Students may study in an English-speaking country, but the program must have a strong cultural component to their program, e.g., be taking classes in literature, politics, history, etc., of that country. **NO** internships or volunteer experiences are allowed!
12. Language study must be offered and administered by a program – not self-arranged tutoring. Daily language study is preferred, but if a student is taking several other classes, a minimum of eight hours of instruction per week is required. If language study is the focus, at least four daily hours of active instruction are required.
13. Students may not solicit or obtain funding from any other funding source to fund any aspect of their activities abroad as a Bishop Fellowship awardee. Students may not use personal funds to contribute to tuition, any other program costs, apart from activities or day/weekend trips offered officially by the program and not proposed in their budget. Students may provide a maximum of \$500 to cover personal expenses, but those funds cannot be used for additional travel. Air miles may be used to upgrade or purchase travel, but in such cases, there should be no request for airfare in the Bishop proposal. Students may not combine the Bishop with funds from another grant or fellowship, e.g., the Studenski, Housner Fund, etc.
14. A program cannot conflict with the end of Caltech's third term, including finals. Programs must end in time for the student to return to Caltech one day prior to the official start of Caltech fall instruction. Students may not apply to programs that require a language placement test to be admitted. Nor are they allowed to apply to programs in which they engage in any aspect of the program before the start of their Bishop. This includes orientations, pre-departure modules, a class during Caltech's term, or applying to the program before the Bishop decisions are made.
15. Note that students cannot do internships that are equivalent to work experience and work in for-profit organizations. Some programs offer a field or applied component that is more akin to a structured learning experience should submit a complete hard copy description to FASA as part of their application and clearly describe what the field or experience entails and clearly indicate why this aspect of the proposed program is academic in nature and not a work experience.
16. The program may be in any country of the world including English-speaking countries. Only countries with level 1 or 2 on the travel advisories page by the Department of State are allowed. For a list of countries and their current advisory level, go to:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

17. Destination country must not require a quarantine upon arrival of more than 3 days.
18. The study program, aside from the language/cultural requirements, may have study in areas such as economics, public policy, environment, science or engineering, architecture, photography, fine arts, anthropology, sociology, psychology, or history. Courses in science, engineering, or mathematics are allowed provided they are secondary to the cultural component of the proposed study program.
19. While students are not required to take classes for credit, they are required to fulfill all work and assessments of the program.
20. In programs that offer credit, the student should confer with the Caltech Registrar's Office to find out how to transfer such credit, which will need the approval of the student's option rep to fulfill a Caltech requirement.
21. At the end of the program, students are required to submit a transcript, certificate or official letter sent from the program to the FASA office showing that they have satisfactorily completed the program.
22. Bishop Fellowship awardees are required to be in regular email contact (weekly) with the Study Abroad Office during the academic component of the fellowship. A weekly update is sent to the FASA director.
23. At the completion of the trip and within two weeks of the end of the study program, a report must be submitted detailing the experience that includes a detailed budget, description of the program, and activities. It is the responsibility of the awardee to report what they did and what they learned from his or her time abroad. Examples of such reports can be found in the Fellowships and Study Abroad Library.
24. Awardees will also be required to either participate in the Bishop Information Session the following year or write an article for the *California Tech* upon their return.
25. As stated, any independent travel proposed and awarded must be solo travel. Students are not allowed to join friends and travel with them with fellowship funds or personal funds.

1/10/2024