

THE INSTITUTE OF ECONOMIC AND POLITICAL STUDIES
I N S T E P

2009 – 2010 PROGRAMS

APPLICATION FOR ADMISSION

NAME (please type or print in ink) Home (Permanent) Address: Street _____ City _____ State _____ Zip Code _____ Telephone () _____ Nickname you prefer _____	U.S. Institution: _____ Your Campus Address: Street _____ City _____ State _____ Zip Code _____ Telephone () _____ Cell Phone () _____ Email Address: _____
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Major(s) _____ Class of _____ Cumulative GPA _____ /4.00

Current Class Status (Please Circle): FR SO JR SR

PERSONAL DATA

Date of Birth _____ (day) _____ (mo) _____ (yr) Citizenship _____

Name and Address of person to be contacted in an emergency:

Relationship _____

Name _____

Street _____

City _____

State _____ Zip Code _____

Home Telephone () _____

Work Telephone () _____

PROGRAM SELECTION

Please mark the Program(s) for which you would like to be considered by ranking them as your First Choice (#1), and your Second Choice (#2).

SUMMER SESSIONS:

- | | |
|---------------------------------------|--|
| _____ London Summer (NO Internship) | _____ Cambridge Summer (NO Internship) |
| _____ London Summer (With Internship) | _____ Cambridge Summer (With Internship) |

FALL SEMESTER PROGRAMS:

- | | |
|-------------------------------------|--|
| _____ London Fall (NO Internship) | _____ Cambridge Fall (NO Internship) |
| _____ London Fall (With Internship) | _____ Cambridge Fall (With Internship) |

SPRING SEMESTER PROGRAMS:

- | | |
|---------------------------------------|--|
| _____ London Spring (NO Internship) | _____ Cambridge Spring (NO Internship) |
| _____ London Spring (With Internship) | _____ Cambridge Spring (With Internship) |

If applying for a program that includes an internship, please complete the enclosed "Internship Proposal Form" and return it, along with a current resume, with your application. (See Internship Guidelines)

SELF DESCRIPTION

The following information is used primarily to help us with housing placement situations. This data is helpful to INSTEP and its staff responsible for academic advising and personal counseling. Be as concise as possible, but feel free to use separate sheets if necessary.

Describe your family.

Describe any job or volunteer experience.

Describe your personal interests (hobbies, sporting activities, etc.).

Have you traveled/studied abroad before? (please describe)

How did you first hear of INSTEP? Did anyone actively encourage you to seek INSTEP? Have you had any difficulty in obtaining further information about INSTEP from your home campus or INSTEP?

Family Information (If living separately please give information for both)

Parent/Guardian 1 _____	Parent/Guardian 2 _____
Street _____	Street _____
City _____	City _____
State _____ Zip Code _____	State _____ Zip Code _____
Home Telephone () _____	Home Telephone () _____
Work Telephone () _____	Work Telephone () _____
Occupation _____	Occupation _____
Email Address _____	Email Address _____

For some programs, a parent mailing containing fee information as well as information about your program may be sent out. Do you want your parents/guardians to receive this information? ___ yes ___ no.

APPLICATION FOR ADMISSION

ACADEMIC INFORMATION

While INSTEP is interested in your extracurricular activities, these actually have little bearing on your admission. The most important factor will be the grades you have achieved in the subject you intend to study abroad in combination with your overall GPA. However, this information will assist INSTEP in housing and internship placements.

Most study abroad applicants have at least sophomore status with a transcript showing at least two or three semesters completed coursework. Since the first two years in US institutions are often taken up by general or core requirements, you may have completed only a few courses in your major or intended major. It is important to list courses that you are currently taking and/or intend to take before going abroad as this information will assist INSTEP in assessing your qualifications for admission.

Name _____

Other College or University study (give dates)

Present Cumulative GPA _____

Last Semester's GPA _____

GPA in major _____

Major (or intended) _____

Minor (if any) _____

Courses currently taking and approximate grade:

Other courses you will take before going abroad (Next semester, summer, etc.)

AGREEMENTS

I hereby waive my right of access to my completed Application Form, Recommendation Form and other references in support of this application.

I have read the descriptions of the programs for which I am making application and certify that the statements I have made on this Application Form are correct and I accept the program arrangements as offered.

I understand that if I accept a place on a program, I am subject to the published rules and regulations of INSTEP with regard both to personal conduct and academic performance. I realize that failure to comply with these rules and regulations may result in my dismissal from the program and/or loss of academic credit.

I authorize the appropriate officials at INSTEP to forward an official grade report for the work I undertake at INSTEP to the appropriate official(s) at my home college/university.

Applicant's Signature (required)

Date

APPLICATION FOR ADMISSION

CHECKLIST

- Please observe the published requirements of your home institution to attend an INSTEP program. You must provide all the information required by your home institution as well as the following.
 - Transcript:** you must submit college transcripts for all college and university work you have completed to date.
 - Recommendation Form:** this should be requested from a faculty member who can comment on your academic work and who teaches in the subject area you intend to study overseas.
 - Application for Admission Form:** check to be sure you have completed each section on the four pages of this form, **sign page three** and submit with:
 - 2 Passport Size Photographs** - roughly 2x2 inches, black and white or color - front view, head and shoulders. Please sign each photo on the back in case they get separated from your application.
 - Passport:** you must have a valid passport to participate on any of our programs. Apply for one or be sure your existing passport will be valid for the entire period you plan to be overseas.
 - Internship Proposal Form:** if you are applying for an internship - semester, summer or supplemental - you must submit this additional form along with a current resume.
Note: These must be submitted to TRANSIT at least 8 (eight) weeks prior to the beginning of the program to be considered.
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MEDICAL INFORMATION

To enjoy a successful period of study abroad, it is important to be in good health. We do not require a physician's report as a condition of program acceptance, but we strongly recommend that you have medical and dental check-ups before you go overseas.

If you have a specific medical condition or health concern, you should report this to us on the Student Medical Information Form you will receive as a part of your acceptance packet. The submission of this form is optional, but your study abroad experience can be compromised if you do not alert us to your health needs.

INSURANCE

INSTEP provides comprehensive insurance coverage for all students effective during the program dates for the relevant program and only while the student is outside the United States. Information and coverage details of the plan can be found on the INSTEP website.

PLEASE SUBMIT (OR REQUEST SUBMISSION OF) ALL DOCUMENTS TO:

The Transatlantic Institute for Study Abroad (TRANSIT)

Attn: Steve Seaworth

10755 Scripps Poway Parkway #492

San Diego, CA 92131

970.988.0808 Phone

Email: Steve@instep-programs.net

NAME: _____ HOME INSTITUTION: _____

MAJOR: _____ Major GPA: _____/4.00

MINOR: _____ Cumulative GPA: _____/4.00

TERM FALL _____
(mark one) SPRING _____
 SUMMER _____

THE INTERNSHIPS:

Please mark your first and second choice of placement as follows: **#1** and **#2** from the options available:

- LONDON** _____ Law (criminal and civil)
 _____ Politics (research organizations and lobby groups)
 _____ Business
 _____ Communications/Media
- CAMBRIDGE** _____ Economic/Business Research
 _____ Applied Economics

Please review our individual publications, which describe the programs available. All internships share the following:

- Internship placements are combined with academic coursework.
 - Each internship has an academic component; interns are required to complete an extended research project directly related to the program.
 - Students are supervised by both academic advisors and field supervisors throughout the program.
 - Students are assessed and awarded credit for the internship on the basis of their on-site performance and the academic research project.
 - Note that an internship placement involves three full days of work per week in addition to the coursework.
- All internships are subject to a successful interview with both INSTEP and the firm or consultancy.

This Internship Proposal Form is a supplement to the general Application for Admission which must be completed as well. Before completing this form, you should discuss your proposed plans with both your academic advisor and the study abroad advisor at your home institution. Please be as specific and focused as possible in completing this form so that we will be able to meet your needs in finding a suitable placement. One of the unique features of INSTEP internships is that they are individually arranged on the basis of your proposal.

Important: PLEASE TYPE THE QUESTIONS ON THE BACK OF THIS FORM AND YOUR ANSWERS TO THEM ON A SEPARATE SHEET OF PAPER. The EXACT answers that you submit will be shown to professionals at your potential field placement location who will make judgments about your capabilities from both the appearance and content of your responses. We strongly suggest that you make a draft of your responses before filling out the form; type or word process the entries, and proofread them carefully. Also, to accompany this form, please include a current resume to be distributed to the potential internship placements.

This completed form, along with a completed Application for Admission, must be returned to TRANSIT no later than 8 (eight) weeks prior to the beginning of the program to be considered.

INSTEP can not guarantee internship placements. All are contingent on a satisfactory Internship Proposal, successful interviews with the INSTEP staff in either London or Cambridge as well as with the firm or consultancy in question. If a suitable internship placement is not available or if a prospective intern is not accepts for an available place, INSTEP will arrange for that student to take a full load of coursework during the INSTEP program.

INTERNSHIP PROPOSAL

Please type or word process the following questions (A-F) and your answers to them on a separate sheet of paper which will be sent for consideration to a potential placement.

- A. Describe (in general) the type of field placement you would like to undertake.
Please give a second choice in a different category/area (see reverse side).
- B. What kind of daily responsibilities would you like to have, and what skills can you offer?
- C. Indicate any related work experience, professional or voluntary, and any relevant computer skills.
- D. What kind of academic preparation have you had for this placement?
(List relevant courses and grades)
- E. If requesting a political internship, what political affiliation, if any, do you most closely identify with?
 Republican
 Democrat
 Independent
 None
 Other (please specify) _____
- F. What are your long term career goals?

THE ACADEMIC PROJECT COMPONENT

The academic project is an extended research paper in an area related to your field placement. You will meet with your internship coordinator regularly to discuss the specific focus of your paper as well as to discuss the progress of your field work.

I understand that my specific field placement and the scope of my academic project will be subject to modification following interviews and discussions with staff in Great Britain. I also understand that credit will be granted only after satisfactory completion of the fieldwork, academic project and the coursework.

Student's Signature

Please Print Name

Date

To be completed by an official at your home college/university responsible for approving participation in an overseas internship program.

This student has applied for an internship with the Institute of Economic and Political Studies. The internship programs are described on the reverse side of this form. This form is one of the required parts of the student's Application for Admission. Your signature indicates your approval of the program and recognizes that upon successful completion of the internship and all its components the student will receive academic credit.

Approved by: _____
Signature of official Title Date

To the student: After your participation has been approved, please return this form and resume to:
TRANSIT, Attn: Steve Seaworth, 10755 Scripps Poway Parkway #492, San Diego, CA 92131

To the Student:

Please complete and sign this section before asking your referee to complete and forward this form.

Because INSTEP admissions is generally departmentally based, we recommend that you have this form completed by someone who has taught you in the subject which you plan to concentrate while you are abroad.

We realize that you may have completed only a few courses in your area of concentration and that these have been taken in large classes where the teacher had little opportunity to know you well. It is better to discuss your program with one of these faculty members and have him/her complete this form than to have it prepared by someone who knows you better but teaches in a discipline you do not intend to pursue abroad.

Authorization to Provide Information:

I hereby waive my right of access to the information on this form and ask that it be completed and forward to TRANSIT as listed below.

Signature _____ Date _____

Name _____
(first) (middle) (last)

Soc. Sec. # _____

Local Phone # _____

Major _____

Year (circle): FR SO JR SR

Study Abroad Program Proposal:

I plan to study on one of the following INSTEP programs abroad:

First Choice _____

Alternative _____

I am applying for an internship and will be seeking transfer credit for the internship and associated academic project.

TO THE FACULTY MEMBER COMPLETING THIS FORM

This form is an integral part of the student's application to study abroad through the Institute of Economic and Political Studies. INSTEP is a study abroad organization regularly serving students from accredited colleges and universities nationwide.

To help ensure favorable consideration of this student's application to one of our programs, we would appreciate your completing the opposite page of this form and forwarding it to The Transatlantic Institute for Study Abroad (TRANSIT), Attn: Steve Seaworth, 10755 Scripps Poway Parkway #492, San Diego, CA 92131. Email: Steve@instep-programs.net.

Because admission to our programs is competitive and selective, there is an important time value in having the student's application completed as quickly as possible.

We seek your evaluation of the student's academic ability as well as his/her social maturity and emotional strengths in terms of undertaking a period of study abroad. We are particularly interested in your assessment of the student's academic motivation and any special attributes relevant to foreign study. It would also be helpful for you to note any weaknesses which might impede the student's success abroad.

We appreciate your taking the time to assist this student and hope that you will call the INSTEP coordinator if you have any questions about this student's application or about any of our study abroad programs, services or overseas affiliates.

I N S T E P

**APPLICATION FOR ADMISSION
ACADEMIC RECOMMENDATION FORM**

Name _____

Title/Dept. _____

College/Univ. _____

Address _____

Signature _____

Telephone () _____

Date _____

Please see opposite side of this form for forwarding instructions. Thank You!

INSTEP

APPLICATION FOR ADMISSION

PROGRAM APPROVAL FORM

To the Student:

In planning study abroad, you **must** make arrangements for the transfer of credit you expect to earn. This form helps you facilitate that process and comply with the regulations of your home institution.

Complete and sign the top section of this form, then give it to the official responsible for approving your participation in an INSTEP program abroad. Ask him or her to complete and forward this form to our office.

You must sign the authorization statement below to ensure that your final program transcript is forwarded to your home institution.

Name _____
(first) (mi) (last)

SSN _____

Local Telephone _____

Year (circle) Fr So Jr Sr

I plan to study in one of the following INSTEP programs abroad:

First Choice (circle): London/Cambridge

Term of Study: _____

Second Choice (circle): London/Cambridge

Term of Study: _____

- I am applying for an internship and will be seeking transfer credit for the internship and associated academic project.

Authorization to Release Information

I hereby waive my right of access to the information on this form and ask that it be completed and forwarded to the Transatlantic Institute for Study Abroad (TRANSIT) on behalf of INSTEP.

Signature _____

Date _____

Authorization to Provide Transcripts

I authorize the appropriate official(s) of my host program abroad to forward official transcripts or grade reports of work completed overseas to the Tulane University Registrar, and I authorize the Tulane University Registrar to forward an official transcript for this work to the appropriate official(s) at my home institution.

Signature _____

Date _____

To the Study Abroad Advisor, Dean, Registrar, or other Official

This form is required as part of the student's application to study abroad through the Institute of Economic and Political Studies (INSTEP).

Your student's application cannot be considered until we receive this form from you; please submit this form promptly to help ensure a timely decision. **Please note that our programs have rolling admissions and may fill before the published deadline.**

Please complete and sign both sides of this form. Feel free to call our office with any questions.

Name _____

Title _____

Institution _____

Address _____

City _____ State ____ Zip _____

Telephone _____

Email _____

Signature _____

After the student completes the program, the Tulane University Registrar will provide an official transcript for credit transfer.

The transcript will show the institution attended together with the appropriate grades and semester hours of credit earned in all courses undertaken.

If the student has taken an internship, the transcript will also show the internship discipline, the name of the host organization, and the title of the academic project required in conjunction with the practical placement.

Please indicate where the transcript should be sent:

Name _____

Title _____

Institution _____

Address _____

City _____ State ____ Zip _____

Student _____ Home Institution _____

The above student is applying for a full-time program of undergraduate study abroad at the Institute of Economic and Political Studies (INSTEP) with the expectation that the American equivalent of the semester hours of credit earned abroad will be transferred toward the degree in progress at home. We require that all applicants be degree-seeking undergraduate students currently enrolled and in good standing at an accredited North American college or university.

1. To your knowledge, has this student been involved in any serious disciplinary action while attending your institution? YES NO If Yes, please explain.

2. Is this student a full time undergraduate in good standing at your institution? YES NO If no, explain.

3. Has this student even been on academic probation? YES NO If yes, explain.

4. Does this student have your approval to study abroad at his/her nominated program?
YES YES With Reservations NO If yes with reservations or no, explain.

5. Please add any comments you might care to make concerning this student's eligibility and/or qualifications to study abroad.

Name _____ Signature _____

Title _____ Institution _____

Please forward this completed form directly to:
Questions? Call 970.988.0808
or email steve@instep-programs.net

TRANSIT
Attention: Steve Seaworth
10755 Scripps Poway Parkway #492
San Diego, CA 92131