

SUNY POTSDAM
JAMAICA FIELD SERVICE ABROAD PROGRAM
APPLICATION INSTRUCTIONS

Checklist of required application forms:

- Application (see page 2-3)
- Study Statement – submit a two-page, double spaced statement describing some or all of the following:
 - Why do you want to participate in this experience?
 - What your goals are for this program?
 - How this experience will assist you academically and in your future career?
 - How you are preparing yourself for this program?
- Confidential Academic Reference Form, Academic Reference #1 (see page 4)
- Confidential Academic Reference Form, Academic Reference #2 (see page 5)

Non-SUNY Potsdam students must also submit the items below – scanned copies are acceptable – email to: international@potdam.edu

- Judicial Review Form for Study Abroad (see page 6-7)
- Official Transcript(s) from all colleges/universities attended
- Non-Matriculated Student Application – download at: <http://www.potsdam.edu/academics/ExtEd/nonmatric/index.cfm> (scroll down to “Apply Online”)

“Special” SUNY Potsdam Campus Instructions:

- Be sure your home campus study abroad office is aware of your plans to study abroad and bring the original 2-page application to your study abroad adviser for his/her signature at the bottom of page 2.
- Make a copy of all your application package documents for your records prior to mailing the originals.

Please return ALL of the required forms listed above to:

SUNY Potsdam
Office of International Education
107 Loughheed Center for Applied Learning
44 Pierrepont Avenue
Potsdam NY 13676-2294

Email: international@potdam.edu

Fax: 315-267-2811

Emergency Contact Information:

Name & Address of Parent/Guardian (if under 21):

_____			(_____)_____
Name			Home Phone
_____			(_____)_____
Address	City/State	Zip Code	Cell and/or Daytime Phone
Email: _____			

Emergency Contact Information (who should we contact in case of an emergency):

_____			(_____)_____
Name			Home Phone
_____			(_____)_____
Address	City/State	Zip Code	Cell and/or Daytime Phone
Email: _____			

Student signature: _____ **Date:** _____

Home Campus Study Abroad Office Signature – I am aware that this student is applying to the Jamaica Field Service Abroad Program through SUNY Potsdam.

Your Name (please print) _____

Title/Dept. _____ SUNY Campus _____

Signature _____ Date _____

Your Name _____

Program Location Abroad _____

Administering SUNY Campus _____

Address of International Education Office at Administering SUNY Campus _____

To the Student

This **academic reference** should be given to a professor who knows you well and is able to judge your academic qualifications for study abroad. A letter of recommendation on letterhead is also acceptable.

As this letter is confidential, it should be sent directly to the Administering SUNY Campus by the person writing the letter. You must provide a stamped, addressed envelope for this purpose. You may submit this letter yourself if it has been placed in a sealed envelope and has been signed over the seal by the person writing the reference.

I waive my right to access this reference completed by _____ Yes No

Name of Reference

Student's Signature: _____ Date: _____

To the Reference

Please return this form to the International Education Office at above address.

The student named above is applying for the designated State University of New York overseas academic program. We would appreciate your assessment of the applicant's attributes with which you are familiar. You may also attach a letter of recommendation.

How long and in what capacity have you known the student? _____

Academic attributes

	Excellent	Very Good	Good	Fair	Poor	No Evaluation
Competence in major or specialization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic interest and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for independent study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-academic attributes

	Excellent	Very Good	Good	Fair	Poor	No Evaluation
Level of maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to new or unstructured circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence and self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please state frankly your opinion of this candidate's ability to suitably represent both their home campus and the USA in a study abroad program, weighing both strong and weak points. Please use the space below or the reverse side of this page. You may also add or attach a letter of recommendation.

Your Name (please print) _____ Title, Department: _____

Signature: _____ Date: _____ Institution: _____

Your Name _____

Program Location Abroad _____

Administering SUNY Campus _____

Address of International Education Office at Administering SUNY Campus _____

To the Student

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As this letter is confidential, it should be sent directly to the Administering SUNY Campus by the person writing the letter. You must provide a stamped, addressed envelope for this purpose. You may submit this letter yourself if it has been placed in a sealed envelope and has been signed over the seal by the person writing the reference.

I waive my right to access this reference completed by _____ Yes No

Name of Reference

Student's Signature: _____ Date: _____

To the Reference

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Capacity for independent study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Self-confidence and self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please state frankly your opinion of this candidate's ability to suitably represent both their home campus and the USA in a study abroad program, weighing both strong and weak points. Please use the space below or the reverse side of this page. You may also add or attach a letter of recommendation.

Your Name (please print) _____ Title, Department: _____

Signature: _____ Date: _____ Institution: _____

II. To Be Completed by the Judicial Affairs Officer

Student's Last Name

Student's First Name

1. _____ The student named above and on the reverse side of this form has not received a judicial sanction (probation or higher) on our campus.
2. _____ The student named above and on the reverse side of this form has received a judicial sanction (probation or higher) on our campus.

Effective Dates: _____

Level of Sanction: _____

Violation: _____

Printed Name of Individual Authorized to Complete This Form

Signature

Title

Date

Please return this form directly to:

**SUNY Potsdam, Office of International Education & Programs,
107 Crumb Library, 44 Pierrepont Ave., Potsdam, NY 13676**

Fax: 1 (315) 267 2811