

CALIFORNIA STATE UNIVERSITY FULLERTON
College of Humanities & Social Sciences

LONDON SEMESTER
Spring 2010

APPLICATION PACKET CHECKLIST

*Applications are due now until **Oct. 26, 2009**
in the H&SS Dean's Office, H-211,
attn: Dr. Ray Young (657) 278-2628*

The completed packet should include the following:

- A completed AIFS spring application and a copy of deposit check if NOT paying by credit card. [Form A]
- One Faculty recommendation [Form B]
- One Emergency contact form [Form C]
- One page essay: "Why I want to go to London and how I plan to represent my country and my school"
- Four (4) passport sized photos with your name printed on back.
- A photo copy of the picture page of your passport (if available).
- Internship application, if applicable

California State University, Fullerton
London Program
Spring Semester 2010

Application Procedure

1. Complete the AIFS application form and take it, along with your school's required application packet, to Dr. Ray Young in the College of Humanities and Social Science Dean's office, H-211, on or before Monday, October 26, 2009.
2. A deposit of \$450 (plus \$50 for each optional tour, if applicable) is due with the application.
3. Attach a photocopy of the information page of your passport (the page with your picture). If you do not yet have a passport, please apply for one immediately, and mail a copy once you have received it.
4. The balance of fees should be sent before the dates indicated directly to: American Institute For Foreign Study, Partnership Programs, College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902-3788. Telephone: (800) 727-AIFS.

The AIFS program fees include the following:

Option A: Shared Homestay: \$8,775.00 Option B: Shared Apartment: \$9,825.00

- ⇒ Option A - accommodations in a twin-bedded room in a home in London including breakfast five days a week and access to cooking facilities
- ⇒ Option B - shared accommodations in an apartment – no meals are included

Both options include:

- ⇒ orientation program consisting of an orientation meeting with AIFS staff; student information packet including a comprehensive student handbook, local area information, etc.; a welcome reception and a half-day guided sightseeing tour of London;
- ⇒ classes in University of London facilities;
- ⇒ membership of the University of London Student Union. Includes access to low-cost cafeteria, student clubs and societies, and sports facilities at a reduced rate;
- ⇒ membership with borrowing rights at local public libraries;
- ⇒ British Life and Culture lecture series;
- ⇒ a London Transport travel pass giving unlimited use of the buses and underground trains. Homestay participants receive a multi-zone (usually zones 1-3) travel card, and participants choosing the apartment option receive a central zone (zones 1 & 2) travel card;
- ⇒ weekly cultural program of extra-curricular activities including day trips, theater performances, and sporting events, available at a heavily subsidized cost to students;
- ⇒ computer lab at the wireless-enabled AIFS student center with free access to e-mail and Internet facilities;
- ⇒ access to the AIFS Student Center and AIFS Student Services staff;
- ⇒ medical and program fee refund insurance policies;
- ⇒ \$50 non-refundable application fee.

Program fees do not include the following:

- ⇒ Round-trip transatlantic airfare between the U.S. and Europe and round-trip transfers between the airports overseas and the accommodations on specified program date(s) for \$595 (tour)/\$557 (non-tour);*
- ⇒ mandatory additional airline-imposed fuel surcharge of \$222 (subject to change);
- ⇒ \$250 refundable damage deposit;
- ⇒ tuition fees to your university;
- ⇒ optional five-day/four-night orientation tour of Europe for \$995;
- ⇒ optional four-day/three-night weekend trip to Scotland for \$595;
- ⇒ optional meal plan consisting of 17 meals for \$350;
- ⇒ textbooks;
- ⇒ meals;
- ⇒ passport and visa fees if applicable;
- ⇒ field trips or excursions required by your instructors;
- ⇒ personal expenses such as laundry;
- ⇒ optional personal effects coverage and medical insurance upgrade.

* AIFS offers round-trip transportation between Los Angeles and Europe including round-trip transfers between the airport and your program site, at a cost of \$595 (tour)/\$557 (non-tour), excluding a mandatory airline-imposed fuel surcharge of \$222 (subject to change) for which you will be billed separately. Please mark your application form if you wish to purchase the flight and you will be billed accordingly. A minimum of 10 students must take each AIFS flight for either to be offered.

PAYMENT SCHEDULE FOR AIFS FEES

Option A – Shared Homestay

Spring semester	Fee	Due Date
Enrollment deposit	\$450.00	October 26, 2009
Balance of fees	<u>\$8,325.00</u>	November 25, 2009
Sub-total	\$8,775.00	
Damage Deposit (Mandatory/ Refundable)	\$250.00	November 25, 2009
Total	<u>\$9,025.00</u>	

Option B – Shared Apartment

Spring semester	Fee	Due Date
Enrollment deposit	\$450.00	October 26, 2009
Balance of fees	<u>\$9,375.00</u>	November 25, 2009
Sub-total	\$9,825.00	
Damage Deposit (Mandatory/ Refundable)	\$250.00	November 25, 2009
Total	<u>\$10,075.00</u>	

Optional

European tour deposit	\$50.00	October 26, 2009	Airfare (tour)	\$595.00	November 25, 2009
Scotland tour deposit	\$50.00	October 26, 2009	Airfare (non-tour)	\$557.00	November 25, 2009
Balance of European tour	\$945.00	November 25, 2009	Fuel Surch. (subject to change)	\$222.00	November 25, 2009
Balance of Scotland tour	\$545.00	November 25, 2009	Medical Insurance Upgrade	\$65.00	November 25, 2009
Meal Plan	\$350.00	November 25, 2009	Personal Effects Coverage	\$90.00	November 25, 2009

Checks should be made payable to "AIFS." You may also use American Express, MasterCard or Visa. See application form. All students must submit the \$450 deposit with the completed application. Financial Aid students are responsible for paying, by November 25, 2009, the airfare (\$595 tour/\$557 non-tour), fuel surcharge (\$222 [subject to change]), \$250 refundable damage deposit, a \$600 program reservation deposit, tour deposit(s) if applicable, and any remaining balance that will not be covered by aid.

Please note: A \$35 returned check fee will be charged on all checks returned by the bank for insufficient funds.

AIFS TRANSPORTATION PACKAGE

Participants have the option of purchasing a round-trip ticket for the flight arranged through AIFS. Participants choosing this option should note the following restrictions: Tickets purchased from AIFS are exclusively on scheduled airlines (not charters). They are not endorsable to another carrier. Flights are not necessarily direct or non-stop, and frequent flyer miles are not applicable. The AIFS Transportation Package includes round-trip ground transportation from the airport in Europe to your accommodations on the regularly scheduled program dates. AIFS will book flights on the dates indicated on this application only.

Participants wishing to purchase the Transportation Package must notify AIFS in writing by October 26, 2009. Participants wishing to cancel from the flight must notify AIFS in writing by Wednesday, November 25, 2009. Cancellation penalties will apply. Tickets are non-refundable after this date.

AIFS Airfare Regulations: Return must be to original U.S. departure point. Tickets are subject to airline availability. No refunds are available for any unused portion of ticket. Tickets cannot be rerouted, and stopovers are not permitted. Once in Europe participants may be able to change their return date, but only if that date is available and in the same class of service in which the ticket was booked. Only the ticketing agent can provide this information. Participants are subject to agency and airline-imposed change fees and space availability. Group round-trip ground transportation to and from the airport in Europe is on the regularly scheduled program dates only.

AIFS cannot guarantee that all passengers will be booked on the same flight.

AIFS will not make your flight arrangements for you unless you clearly indicate your travel preferences on your application. A minimum of 10 students must take each flight for either to be offered.

PROGRAM DATES

Sunday, January 10, 2010	AIFS flight departs U.S. for Paris for students on the optional European tour.
Monday, January 11, 2010	Arrive in Paris. Start of the optional European tour.
Thursday, January 14, 2010	AIFS flight departs U.S. for London for students not on the optional European tour.
Friday, January 15, 2010	AIFS flight arrives in London. Residences open at noon for all students. Optional European tour ends. Program begins.
Saturday, January 16, 2010	Orientation for all students and faculty, including sightseeing tour of London.
Monday, January 18, 2010	Start of classes.
Thursday, March 4, 2010 to Sunday, March 7, 2010	Optional weekend trip to Scotland.
Friday, March 5, 2010 to Friday, March 12, 2010	Mid-semester break.
Monday, March 15, 2010	Classes resume, and internships begin.
Friday, April 2, 2010 to Monday, April 5, 2010	Easter Break.
Friday, April 30, 2010	End of program. Residences close at noon for all students. AIFS flight departs London for U.S.

PART E – HEALTH AND HOUSING INFORMATION

Please complete the following questionnaire carefully. Your housing assignment will be made based on the information that you provide. All requests are taken into consideration. **There will be a \$50 change fee imposed on each change in housing options. Payment is due at the time the request is made.**

Name _____ School _____ Semester _____

Please complete one section only, either the Shared Homestay OR Shared Apartment option.

SHARED HOMESTAY

Please complete the following questions to assist the London staff in finding a suitable host family for you.

Father's name _____ Occupation _____

Mother's name _____ Occupation _____

Ages of brothers and sisters _____

Major _____ Year _____

Jobs done in the past _____

Do you smoke? Yes No Do you object to a roommate who smokes? Yes No

Would members of the host family who smoke elsewhere in the house/apartment bother you? Yes No

Roommate preference (if known) (1) _____ (2) _____

Would you prefer to live in a household with children or without? With Without

Would you object to being placed with a single-person host? Yes No

Do you have any allergies to household pets? Yes No

If there are any more details about yourself that you think would help your host to get to know you better, please state below:

SHARED APARTMENT

Please note that specific housing preferences cannot be guaranteed.

Please note that single rooms are very limited and are allocated according to special needs, e.g. medical, age-related

Do you smoke? Yes No Do you object to a roommate who smokes? Yes No

What time do you get up in the morning? _____ What time do you normally go to bed? _____

Do you consider yourself a quiet person? Yes No Where do you prefer to study? room library elsewhere

Are you receiving any special medical treatment? Yes No If yes, specify: _____

Do you have any physical condition that prevents you from climbing stairs? If yes, specify: _____

Roommate preference (if known) (1) _____ (2) _____

Do you have any special reason for requesting a single room? If so, please specify: _____

Do you consider yourself a tidy person? Yes No

What type of music do you prefer? _____ Do you normally listen to music in your room? Yes No

PART F – ADDITIONAL INFORMATION

Studying in another country requires considerable adaptability. This is part of both the challenge and the reward. Your willingness to answer these questions will assist the AIFS staff in providing you with a housing situation that is most likely to meet your needs. Please note that specific requests cannot be guaranteed.

Do you have any special dietary needs?* If yes, please describe _____

Do you consider yourself a conservative or liberal person? Conservative Liberal

Do you have any allergies or chronic ailments? Yes No If yes, please describe _____

Are you presently under treatment for any mental or emotional matters? Yes No If yes, please describe _____

Are you presently taking any prescription medication on a regular basis? Yes No If yes, please list and state purpose _____

Studying abroad requires a great deal of physical mobility. Do you feel you are able to perform the essential functions of studying abroad with or without any special requirements?* If you do have special requirements, describe the requirement you would need and how this would enable you to participate.

**AIFS cannot guarantee to accommodate special requirements and requests.*

Agreement and Release Form

I, the undersigned, an Applicant for an overseas study program of the American Institute For Foreign Study, Inc. (the "Institute"), acknowledge that I have read and accept the terms and conditions set forth in the AIFS application/brochure, which are incorporated in this agreement. This agreement is a legally binding contract. I acknowledge and accept the terms of the refund policy as outlined below:

If a participant withdraws in writing

On or before October 30, 2009

She/he receives

All fees paid less \$150 plus any non-refundable deposits paid either by the student or by AIFS on the student's behalf.

After October 30, 2009, but on or before November 25, 2009

All fees paid less \$450 plus any non-refundable deposits paid either by the student or by AIFS on the student's behalf.

After November 25, 2009

No refund, and student is responsible for entire program fee.

All requests for refund must be made in writing, signed, and addressed or faxed to: **Registrar, AIFS, Partnership Programs, College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902; fax number (203) 399-5597. Unsigned withdrawal statements will not be processed.**

I unconditionally release the Institute from any claims for damage, injury, loss, or expense of any nature resulting from events beyond its control, including without limitation: Acts of God, war, strikes, crime, terrorism, sickness or quarantine, government restrictions or regulations. This release also applies to any losses arising from the use of any vehicle or from the selection of, or from any act or omission by any host family, bus or car rental agency, steamship, airline, railroad, taxi or tour service/organizer, hotel service, hotel, restaurant, school, university/college, or other firm, agency, company or individual, unless the loss is caused by the gross negligence of the Institute.

I understand that I am responsible for exercising caution and common sense at all times to avoid injuries, and that the Institute cannot provide supervision or support during periods of independent travel.

I agree that if I become ill or incapacitated, the Institute or its emergency assistance company may take such actions as it considers necessary under the circumstances, including securing medical treatment for me and transporting me to the United States. I release the Institute from any liability relating to this medical care. I also authorize the Institute to take whatever action it deems to be necessary and in my best interest (including transporting me out of the host country or back to the United States, at my own expense) in the event of political unrest or any other unforeseen event or condition. If the Institute incurs on my behalf any costs not covered by its general liability insurance, I agree to make immediate repayment upon my return.*

I will comply with the Institute's rules, standards and instructions, and understand that failure to do so may result in being sent home at my expense, with no refund. I understand that my participation may be terminated if I am expelled from school or otherwise disciplined by school or civil authorities, or if the Institute, in its sole discretion, determines that my conduct is incompatible with the interests, harmony, comfort or welfare of the other students. I agree to indemnify the Institute if I do anything that causes the Institute to sustain financial loss or liability.

I understand that the Institute provides insurance coverage for my benefit while in the program, including limited health, accident, accidental death, personal effects and tuition refund insurance. I acknowledge that it is my responsibility to understand the limitations of this coverage and agree that the Institute is not responsible for any uninsured losses.

I understand that the Institute reserves the right to make changes, cancellations or substitutions in cases of changed conditions or emergency, or based upon the interest of the group. I understand if I am terminated from the program, there will be no refund of AIFS fees.

I understand that obtaining a passport and any other required travel documents is my sole responsibility, and I agree to hold the Institute harmless in the event that I am unable to obtain the necessary documents for participation in the program and to indemnify the Institute for any costs to it that result from my failure to obtain the required documentation.

I understand that if I am not a U.S. citizen, a visa may be required for entry to the countries I plan to visit (or travel through) while a participant on this program. I further understand that it is my sole responsibility to determine my visa requirements and obtain the appropriate visa(s), and I agree to hold the Institute harmless in the event that I am unable to obtain the necessary documents and visas for participation in the program and to indemnify the Institute for any costs to it that result from my failure to obtain the required documentation.

I understand that from time to time the Institute's publicity material may include statements by its participants and/or their photographs, and I consent to such use of my comments and photographic likeness.

This agreement will be effective when my application is accepted by the Institute and shall be governed by the laws of the State of Connecticut. This agreement cannot be modified except in writing by the Institute.

I agree that any dispute with the Institute that is not settled informally will be submitted to binding arbitration, to be conducted in substantial accordance with the rules of the American Arbitration Association. The location of the arbitration and identity of the arbitrator will be decided by mutual agreement, with the costs to be shared equally between the parties, and the decision of the arbitrator shall be final. By signing this agreement, I understand that I am giving up my right to have any claim against the Institute decided in Court before a judge or jury.

References in this agreement to "the Institute" shall include the American Institute For Foreign Study, Inc., and all of its agents, employees, affiliated companies, campus directors, chaperones, group leaders, teachers, host school and school officials.

If I am using financial aid to pay for all or part of my AIFS program fees, and if that aid is canceled or reduced by my institution or lending agency after I have embarked on the AIFS program, I am immediately responsible for full payment of all fees. Failure to make payment will result in my administrative withdrawal from the program.

Signature of Applicant

Date

Printed Name

*A special substitute paragraph is available to members of the Christian Science faith.

CALIFORNIA STATE UNIVERSITY FULLERTON
College of Humanities & Social Sciences

STUDY ABROAD PROGRAM
FACULTY RECOMMENDATION FORM

Do not submit recommendations from friends, employers, university staff or administrators

Applicant

Applicant's Name: _____
Country applying for: _____ Semester/Year: _____

Faculty Member

- How well do you know applicant? (Check the most appropriate response.)
 - Extensive contact as advisor or in small classes
 - Well acquainted in classroom environment
 - Limited contact in classroom environment
- In comparison with other students whom you have known at comparable stages of their careers, please rate the applicant in these areas. (Circle the most appropriate response.)

	Top 2%	Top 10%	Top 25%	Top 50%	Not Recommended
Academic Ability.....	4	3	2	1	0
Maturity.....	4	3	2	1	0
Cooperation & Adaptability....	4	3	2	1	0
Initiative & Motivation.....	4	3	2	1	0

- Remarks:** Based on your knowledge of the applicant, please comment on his/her ability to participate in and profit from this H&SS Study Abroad program.

Signature: _____ Printed Name: _____ Date: _____

Position: _____ Department: _____

This form must be submitted with application to: Dr. Ray Young, H&SS Dean's Office, H-211, (657) 278-2628

CALIFORNIA STATE UNIVERSITY FULLERTON
College of Humanities & Social Sciences

STUDY ABROAD PROGRAM
EMERGENCY CONTACT AND MEDICAL RELEASE FORM

Student

Name: _____ Program/Year: _____

Primary Contact:

Secondary Contact:

Name: _____ Name: _____

Relation: _____ Relation: _____

Daytime Phone: () _____ Daytime Phone: () _____

Evening Phone: () _____ Evening Phone: () _____

Please list all:

Allergies: _____

Current Medications: _____

Medical Conditions (special diets, treatments, etc.) _____

Do you have health insurance? Yes No

Name of Health Care Provider: _____

I hereby grant the University permission to contact the above named individuals whenever the University, at its sole discretion, determines it is necessary to do so.

Student signature _____ ***Date:*** _____



CALIFORNIA STATE UNIVERSITY
INTERNSHIP APPLICATION FORM
SPRING 2010

Please note that if you are undertaking an internship, you must apply for a prior entry clearance visa in advance of your coming to the UK – a separate handout on prior entry visas will be emailed to students on receipt of their AIFS internship application form. Please refrain from making a prior entry visa application until you have received this information from AIFS.

PERSONAL DETAILS

Name: _____

Address: _____

Telephone: _____ Cell Phone: _____

Email: _____

Please include your email address (the one you check most frequently) as this allows us to answer any questions you may have regarding your internship prior to your arrival in London. Please write clearly.

All applications must be submitted via email to ssheehan@aifs.co.uk (with cover letter and resume attached). The closing date for applications is MONDAY 26TH OCTOBER 2009. Unfortunately applications received after this date cannot be accepted.

ACADEMIC INFORMATION

Major: _____ Class Standing: SO JR SR

Anticipated graduation date: _____ GPA: _____

INTERNSHIP INFORMATION

What kind of internship placement are you interested in and why? Please list your choices in order of preference.

1. _____

2. _____

3. _____

Do you have any experience in your chosen field? (If not, what skills do you have that you feel can be applied to this area).

Internship days have been assigned (Tuesdays, Wednesdays and Thursdays). Remember that Friday is generally left free for daytrips and independent travel.

If we are unable to arrange something for you in this field, would you be willing to try other areas of work and what would they be?

Applications (with cover letter and resume attached) need to be sent via email to ssheehan@aifs.co.uk. Closing date for applications is MONDAY 26TH OCTOBER 2009. Late applications cannot be accepted.



AMERICAN INSTITUTE FOR FOREIGN STUDY GUIDELINES FOR WRITING COVER LETTERS AND RESUMES

Cover letters will accompany your resume and are designed to give the reader an insight into you, the type of individual you are, what motivates you, what your aspirations are. As such it is a perfect opportunity for you to present yourself in a very positive light to the employer. Remember this is your opportunity to stand out to your prospective employer long before they meet you.

Cover letters should have an opening paragraph, three or four paragraphs that build the reader's interest, and a closing paragraph. Sometimes it is difficult to know how to write a cover letter that is effective and professional. Hopefully the following will make the process a little easier!

Next step – what should I include in my cover letter?

It will be very helpful if you can focus on the following:

- Why have you chosen to participate in an internship program?
- What can you offer a prospective placement?
- What are you hoping to achieve from this Internship?
- What experience do you have in your chosen field?
- How can you apply your studies in a work setting?

Your letter should be clear and concise and should allow the reader an insight into your objectives and why they should consider you as an intern. Remember to keep the information relevant and do refer to your resume. Your cover letter is an opportunity for you to expand on the information contained in your resume.

Presentation – what should my cover letter look like?

- Ensure that your cover letter is clear, concise and easy to read.
- Pay particular attention to the font that you use. You may like to consider using one and -a -half line spacing.
- Your cover letter should be no more than three paragraphs. Remember employers receive a lot of applications!
- Ensure that you have included your name at the top of the document.
- Closing paragraph – thanking the prospective placement for taking the time to read your letter.

Remember to stick to one page in length. When you finish your one-page masterpiece, give it to a couple of friends and ask for their first impressions and overall opinion.

Resume –what should I include?

Your resume plays a vital role in helping you to secure an interview. It is good practice to remember that securing an interview and placement is a highly competitive undertaking. Your resume should be structured in the following way;

- Personal details – name, address, telephone number and date of birth

- ❑ Education – state your degree and the university/college you are attending. State when you began your degree/course of study and your expected graduation date.
- ❑ Work Experience – State the name of your employer, location and brief description of your duties. Should always be in reverse chronological order.
- ❑ Computer/ IT skills and other abilities – state packages and level of competence. Also include any language skills and your level of competence.
- ❑ Extra-curricular activities – sport, voluntary work, leisure interests, etc.

All dates should appear on the left hand side of the page. Dates should not appear in number form. This will make your resume easier to read. In the UK specific dates should appear as:

Day/Month/Year, e.g. 22nd October 2006

Do not abbreviate state names, for instance, you should write California rather than CA.

SAMPLE RESUME

Amreen Kauser
12, West Street
Manchester
M14 4RT

Telephone 0161 786 573
amreen@mannot.co.uk

My time in South America has caused me to rethink career goals. I am keen to work in the charity sector, particularly for an organisation that promotes the welfare of children. My aim is to use design and communication skills to raise awareness of issues in the developing world.

Key Skills

Ability to plan, organise and keep going when things get difficult
Increased awareness of other cultures and the effect of poverty on children
Experience of producing publicity material for a range of media
Competence with internet and web design software
Experience of marketing, advertising and conference organisation

Career History

October 2001- July 2002

Travelling and working in South America. Work undertaken was mainly teaching English at a school in Rio de Janeiro and involvement in international fund raising activities to equip the school with computers. This gave me additional insight into the value of public relations work.

1998-2000

Multimedia media designer, Crimson Graphics Manchester

Key features

Contributing to design of CDs, web sites, brochures and advertising material
Member of creative team of five designers and writers
Understanding of PR and marketing strategy
Tact, diplomacy and ability to deal with people at all levels
Working to tight deadlines

Qualifications**1998**

HND Media Technology. Leeds Metropolitan University

Key features

Development of multimedia authoring skills
Development of visual and written communication skills
Project on evaluating the impact of promotional material

1989 to 1996

Salford High School
A level Design and Spanish
7 GCSEs

Interests

Travel
Painting
Languages

References available on request.

GUIDELINES FOR THE AIFS INTERNSHIP PROGRAM**Responsibilities the Student has to the Voluntary Internship Placement**

- To be punctual and dependable.
- To follow the instructions and guidelines of the particular placement.
- To inform placement at once if you are unable to attend.
- To maintain an open attitude that encourages a learning environment.

Responsibilities the Student has to AIFS

- To communicate promptly with AIFS Coordinator if student placement requires attention.
- To behave responsibly as a representative of your home campus and AIFS.

There are undoubtedly many advantages to be gained from participating in an internship. However one should bear in mind a number of considerations in relation to prospective internships.

An internship is a significant time commitment.

Be realistic – placements may not be replications of the ones you may have undertaken in the USA. You may find the approach in London to be less structured with less formal supervision. The less proactive you are the less responsibility you will be given – ask questions! Remember that you will be carrying out some mundane tasks initially but remember that if you do these well you may be given more responsibility!

If you require any further information about the AIFS Internship Program please contact:

Sinéad Sheehan

Head of Academic Services

American Institute for Foreign Study

Dilke House

Malet Street

London WC1E 7JN

Email: ssheehan@aifs.co.uk