



## **Faculty-led Program Application**

African Literature and Culture in Ghana

### **Application Packet Checklist**

- WVU Faculty-led Program Application
- Payment Agreement Form
- Unofficial Transcript (minimum 2.75 GPA required)
- Academic Reference Forms
- Copy of Passport

**PLEASE RETURN DOCUMENTS TO:**

**The Office of International Programs  
335 Stansbury Hall**

# African Literature and Culture in Ghana To Do List

1. **Contact the Amizade Office**, at **304-293-6049** or [servicelearning@amizade.org](mailto:servicelearning@amizade.org) for more specific information on course content.
2. **See your advisor.** Take the information on the course content to your advisor and inform him/her of your wish to study abroad and discuss how this course fits into your academic program.
3. **Complete the following forms and return them to the Office of International Programs, 335 Stansbury Hall, Morgantown, WV 26506**
  - **Program Application**
  - **Unofficial Transcript (can be printed from your WVU account) minimum 2.75 GPA required**
  - **Academic Reference Form**
  - **Disciplinary Clearance Form**
  - **Payment Agreement Form**
4. For information on other **scholarship opportunities** for study abroad, visit the Office of International Programs (OIP) website at: <http://internationalprograms.wvu.edu>
5. If you qualify for financial aid, make an appointment to see Paula King in **Financial Aid** (304-293-5242) (and/or the Scholarship Office) located on the 2<sup>nd</sup> floor of the Mountainlair, regarding your federal, state, and WVU aid and using it for study abroad.
6. **Apply for a passport:** Directions on How to Apply for a U.S. Passport are provided in this packet. Passport applications may be downloaded from: [http://travel.state.gov/passport\\_obtain.html](http://travel.state.gov/passport_obtain.html). Passports can take over 4 months, so don't delay!
7. **Become familiar with the health insurance policy** that is included in the cost of the program. Insurance information can be found at <http://www.studyabroadinsurance.com>.
8. Contact the Program Director for information about the itinerary, baggage limitations, and meeting arrangements.
9. Complete all required documents in the acceptance packet located at: <http://internationalprograms.wvu.edu/> and click on faculty-led.
10. Attend a Pre-Departure Orientation for your program. Location, time and date will be announced at a later date.
11. Verify with the Office of Student Accounts (304-293-4006) that all program related charges are paid in full. Please keep in mind that most programs have Extended Learning credit fees that will be billed separately of Office of International Programs' fees and that these charges may show up shortly before program departure in some cases.

## **PAYMENT INSTRUCTIONS**

1. Pay the **\$1000.00 non-refundable** deposit. Upon submitting the payment agreement, the deposit charge will be placed on your account. You can view charges on the STAR Information System by access through your MIX account at [www.mix.wvu.edu](http://www.mix.wvu.edu). You must be admitted to WVU and have a student ID number to access this information.
2. Payments can be made by the following methods:
  - In person, Office of Student Accounts, located on the ground floor of Stewart Hall
  - Over the phone, Office of Student Accounts at (304) 293-4006.
  - Online, using the STAR system at: [www.mix.wvu.edu](http://www.mix.wvu.edu)

***NOTE: If outstanding charges exist on your account, previous charges will be paid before any deposit for study abroad.***

3. Pay the final amount of the trip balance on or before the due date.
4. Please note that the extended learning fee will be placed on your student account before the program departure date and need to be paid in full prior to program departure or you will not receive credit for the program.
5. The program deposit is **non-refundable** beginning once the student submits the payment agreement form to OIP. All students with financial aid are required to pay the deposit upfront and then be reimbursed by their financial aid – no exceptions.
6. Upon written notification to OIP, you may petition to withdraw because of a serious illness. You MAY be eligible to receive a refund minus program specific non-refundable costs and airline ticket. Medical documentation of inability to participate in the program is necessary in making claims for the refund.

### **Program Balance Refund Policy (Program cost minus deposit)**

<b>PROGRAM WITHDRAWAL DATE</b>	<b>REFUND POLICY</b>
Between <b>90 days and 60 days</b> prior to departure	<b>up to 75%</b> of program cost minus program deposits
Between <b>59 days and 30 days</b> prior to departure	<b>up to 50%</b> of program cost minus program deposits
Between <b>29 days and the day of departure</b>	<b>No Refund</b>

Upon receipt of written notification, cancellations and refunds will be processed according to the above policy.

**WVU OFFICE OF INTERNATIONAL PROGRAMS  
FACULTY-LED STUDY ABROAD  
PAYMENT AGREEMENT**

I, \_\_\_\_\_, \_\_\_\_\_ will be  
YOUR NAME WVU STUDENT ID NUMBER

participating in the following WVU Faculty-Led Study Abroad Program:

**African Literature and Culture in Ghana**

The total cost of this program is **\$4,000.00**.

I understand that by submitting this document that my student account will be charged for the cost of the program. The program deposit is **non-refundable** effective at the time of submission of this form. Also I understand that the remaining balance is subject to the refund policy included in this packet. I agree to adhere to the following payment schedule to avoid late charges on my account:

<b>\$1,000.00</b>	Non-refundable Deposit due on or before	<b>February 17<sup>th</sup>, 2012 ++</b>
<b>\$2,700.00</b>	Final Program Payment due on or before	<b>April 13<sup>th</sup>, 2012</b>
<b>\$300.00</b>	Extended Learning Credit Fee, due prior to program departure	

**++ This document must be returned to the Office of International Programs in 335 Stansbury Hall prior to making your deposit payment.**

\_\_\_\_\_  
Student Signature Date

**If the student is under the age of 21, please include a parent or guardian signature:**

\_\_\_\_\_  
Parent/Guardian Signature Date

FOR OFFICE USE ONLY			
<u>CODE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>EFFECTIVE DATE</u>
IPAS	201205	\$100.00	17-FEB-2012
IZGF	201205	\$900.00	17-FEB-2012
IZGF	201205	\$2700.00	13-APR-2012



WEST VIRGINIA UNIVERSITY  
FACULTY-LED STUDY ABROAD  
PROGRAM APPLICATION

African Literature and Culture in Ghana

**Application Instructions:** Complete this application in full and return to the WVU Office of International Programs, 335 Stansbury Hall, PO Box 6214, Morgantown WV 26506. **NOTE: Please use black or blue ink.**

Legal Name:

\_\_\_\_\_ (Last) (First) (Middle)

Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ (For federal reporting only. Will be kept confidential.) WVU ID Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year) Passport Number \_\_\_\_\_ Date of Issue: \_\_\_\_\_ (month/day/year) (eg., 1/30/1990)

What type of credit are you applying for: Undergraduate Credit \_\_\_\_ Graduate Credit \_\_\_\_

If you previously enrolled under a different name at WVU or another college, or high school, please print all name(s) below.

Have you ever attended WVU before? \_\_\_\_ Yes \_\_\_\_ No If YES, for which semester/year? \_\_\_\_\_  
If YES, what was your previous major? \_\_\_\_\_

Current Mailing Address:

Permanent (if different):

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Zip Code)

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

County: \_\_\_\_\_

County: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

WVU MIX E-Mail: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_

Name of person to contact in case of emergency:

\_\_\_\_\_  
(Last) (First) (Middle) (Relationship)  
Emergency Address: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_  
(if different than (Street)  
above address) \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(City) (State) (Zip Code)

Please indicate semester/year for which you are applying: \_\_\_\_\_ Year \_\_\_\_\_ Fall (August – December)  
\_\_\_\_\_ Spring (January – May) \_\_\_\_\_ Summer Session (May – August)

Major: \_\_\_\_\_ Gender: \_\_\_\_\_(M)ale \_\_\_\_\_(F)emale

Citizen Status: \_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Permanent Resident with Alien Card (enclose copy of both sides of card)  
\_\_\_\_\_ Refugee \_\_\_\_\_ \*Non-Immigrant/Visa Type (specify): \_\_\_\_\_  
\*Non-immigrants please indicate your nation of citizenship: \_\_\_\_\_ Nation of Birth: \_\_\_\_\_

Ethnic Background (optional):  
Do you consider yourself to be Hispanic/Latino \_\_\_ Yes \_\_\_ No

In addition, select one or more of the racial categories to describe yourself:  
\_\_\_ American Indian or Alaskan Native \_\_\_ Black or African American  
\_\_\_ Asian \_\_\_ Hawaiian/Pacific Islander \_\_\_ White

Are you a resident of the state of West Virginia? \_\_\_ Yes \_\_\_ No  
If YES, when did you begin living continuously in West Virginia? \_\_\_\_/\_\_\_\_/\_\_\_\_  
month/day/year

If YES, where?

\_\_\_\_\_  
(if different than above) Street Address City/State

Your current status: \_\_\_ High School Graduate \_\_\_ Currently enrolled in College  
\_\_\_ Completed a BA/BS degree \_\_\_ Check here if you previously applied for Guest status at WVU

Current Academic Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Major(s)/Minor(s): \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Please include a copy of your academic transcript(s) with your application (official or unofficial)

**PREVIOUS EDUCATION EXPERIENCE:**

Name of High School or College	City and State	Dates Attended	Degree Obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Scholarships & Aid: National Merit \_\_\_ WV Promise \_\_\_ Federal Financial Aid \_\_\_ Other \_\_\_  
(Check all that apply)

I affirm that the information I have provided on this application form is complete, accurate, and true to the best of my knowledge. Omitting or providing false information can lead to nonacceptance, and/or dismissal.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## African Literature and Culture in Ghana

### **PERSONAL STATEMENT**

On a separate sheet of paper, please answer the following question in a clear, thoughtfully prepared short essay (about 250-500 words). Include your name and the name of your home institution on each page.

**Personal Statement:** Introduce yourself and present your goals for studying abroad. What aspects of your background (i.e. coursework, job experience, travel, intercultural experience) have prepared you to live abroad? Focus on a situation in which you have encountered a great deal of ambiguity or have felt like a foreigner. Explain how you handled the situation, what you learned, and how it will help you while you are abroad.

### **APPLICANT SIGNATURE**

My signature below verifies that all information on this application is correct to the best of my knowledge:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Faculty/Staff Reference Report for WVU Faculty-Led Study Abroad Program

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To be completed by Applicant:

Name: \_\_\_\_\_

**Program: African Literature and Culture in Ghana**

I waive my right to inspect this confidential letter of recommendation.

I **do not** waive my right to inspect this confidential letter of recommendation.

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**Respondent:**

Thank you for taking the time to complete this recommendation form. This student has applied to study abroad on a WVU Faculty-led program. Please comment on your perceptions of the student's ability to be academically successful and his or her ability to benefit from the time abroad. Please feel free to write your comments directly on this form or write a letter on a separate sheet addressing the questions/issues outlined below.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- 1. Please indicate the length of time and circumstances through which you have known the student.**
  
- 2. Describe the applicant as a student and whether you believe the student will be motivated in his or her studies and work at the program site?**
  
- 3. The students may be part of a program that lacks the structure of a typical US College or university environment. Is the student self-reliant and mature enough to perform well in this type of program?**
  
- 4. Please cite personal characteristics that may positively or negatively affect the student's chances for success in a different culture and educational system. If you were a program director, would you be enthusiastic in bringing this student on your program?**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN TO THE WVU OFFICE OF INTERNATIONAL PROGRAMS, 335 STANSBURY HALL, PO BOX 6214, MORGANTOWN WV 26506-6214.

# **WVU STUDY ABROAD DISCIPLINARY CLEARANCE FORM**

## **African Literature and Culture in Ghana**

Please fill in all information completely by typing or printing in ink. You must drop off this form to the appropriate office at least two weeks before the application deadline. The Office of Student Conduct will return this form directly to the WVU Office of International Programs.

To the Office of Student Conduct: The student named below has applied to participate in a WVU Study Abroad Program. We would appreciate a confidential statement evaluating this student's record at your institution. While a prior disciplinary history does not preclude a student's participation in our program, this information is taken into considerations during review and must be submitted in order for the student to be evaluated for admission to the program. The return of this form at your earliest convenience will expedite the student's admission status.

To the Student: This form must be completed by the Dean of Students, Judicial Affairs Office or appropriate administrative official at your home institution. West Virginia University's Office of Student Conduct is located at **84 Boreman North**. Your signature provides consent for release of this information.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

WVU 700 Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

School or College : \_\_\_\_\_

Signature: \_\_\_\_\_

- This student has not received a judicial sanction at this institution.
- This student is not currently under active judicial sanction, but has been previously sanctioned as follows:

Adjudication Date	Sanction with Effective Dates
Adjudication Date	Sanction with Effective Dates
Adjudication Date	Sanction with Effective Dates

- This student is currently under the following judicial sanction(s):

Adjudication Date	Sanction with Effective Dates
Adjudication Date	Sanction with Effective Dates
Adjudication Date	Sanction with Effective Dates

Your Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Essays and Information

### Application Essay

Please attach an essay explaining your personal and academic reasons for applying to participate in this global service-learning program. (750 Word Maximum)

### Background Information

Please list relevant courses, extracurricular, travel, or service experiences you have had in the past. (500 Word Maximum)

### Students with a GPA below 2.75

Please explain your academic performance. (500 Word Maximum)

**How did you find out about Amizade Service-Learning Programs?** (Please specify source, if applicable)

WVU Center for Civic Engagement     WVU Office of International Programs

Internet/Website \_\_\_\_\_

Current or Past Participant \_\_\_\_\_

Friend \_\_\_\_\_

Amizade Staff Person \_\_\_\_\_

Media/News \_\_\_\_\_

Other (please explain) \_\_\_\_\_

**Have you participated on a previous Amizade program?**     Yes     No

If yes, please list the details: Volunteer or Service-Learning \_\_\_\_\_

Location: \_\_\_\_\_    Year: \_\_\_\_\_

**Please indicate your T-Shirt size:** (check one)

Small

Medium

Large

X-Large

XX-Large