



Application for Study Abroad Scholarship Instructions

It is preferred that you fill out this application electronically. However, legible hand written applications will be accepted.

Download the PDF application file at: www.bhcc.mass.edu/studyabroad

1. There are three parts to the application PDF file
 - a. Application
 - b. Statements of Understanding
 - c. Three reference forms
2. Download the PDF file to your computer to fill out electronically.
3. You must have Adobe Acrobat® Reader version 8.0 or higher to be able to fill out application electronically. The latest version of Acrobat® Reader can be downloaded for free at www.adobe.com/products/reader/
4. Required fields to fill in are highlighted. Select field and type in your information. For check boxes just click inside box.
5. You only need to input your information on the first reference form. Your information will automatically fill in the other two reference forms.
6. Save your completed application file to your computer for your records.
7. Print out a copy of the completed application and “*General Statement of Understanding*” and submit to the **International Center (E236)** on or before the application deadline.
If you are applying for the Costa Rica program you must also complete and submit the “*Costa Rica Statement of Understanding*”.
8. Attach a copy of your “Statement of Purpose” (essay) and a copy of your BHCC transcript.
9. Provide each of your references with a filled-out hard copy of your reference form. Be sure your signature is on the forms. Inform your references that they must return their reference directly to the International Center (E236) or provide you the reference in a sealed envelope with their signature written across the envelope seal.
10. Be sure to sign and date the application form and Statement of Understanding. If you are under 18 years of age your parent or guardian must also sign. Incomplete application material will disqualify you from consideration.
11. If you have questions or have problems filling out this application please contact the International Center office.

**Deadline for submitting your application, essay, transcripts,
Statement of Understanding, and your three references is**

October 29, 2010 by 5:00 p.m.

**No application or supporting material will be accepted or
considered after the deadline.**



BHCC STUDY ABROAD SCHOLARSHIP APPLICATION

Application Deadline: October 29, 2010, 5:00 p.m., Room E236 (International Center)

It is preferred that you fill out this application electronically and print a copy to submit.

You must submit:

- Signed application form and signed Statement of Understanding
- Copy of BHCC transcript Statement of purpose Three references (including 1 BHCC faculty)

I. Personal Information:

Last Name: _____ First Name: _____ Middle Initial _____

BHCC ID # _____

Citizenship: _____ Passport # if available: _____

If not a U.S. citizen, are you a permanent U.S. resident F-1 visa student other

Degree program: _____ Current BHCC GPA: _____ Number of BHCC college-level credits completed: _____

II. Program Choice (you must specify at least one country)

First Choice: _____ Dates: _____

Second Choice: _____ Dates: _____

III. Contact Information

Telephone: Home _____ Cell _____ Work _____

BHCC student email (required): _____ Personal email: _____

Street Address: _____ Box/Apt. # _____

City: _____ State: _____ Zip Code: _____

IV. Academic and Other Information

You are required to submit a BHCC transcript. In addition, please attach copies of any prior transcripts, and/or complete the following information about any PREVIOUS colleges you may have attended.

	Name of Institution	Dates (from/to)	Major	GPA	Total Credits
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____

Please list any extracurricular activities, honors, or leadership roles you have participated in while at BHCC:

Please list any other commitments you have outside of BHCC, including work or family obligations.

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V. Intercultural Experiences

Intercultural experience does not automatically improve or reduce your chances of receiving a scholarship.

Language Experience: Please list languages with which you have some proficiency that may be helpful in studying abroad.

Use the following rating to indicate your proficiency: 1-basic level, 2-moderate level, 3-fluent

Language _____ Reading Level _____ Speaking Level _____

Language _____ Reading Level _____ Speaking Level _____

Travel/Study Experience: Have you ever traveled, lived or studied abroad in a country other than the U.S.?

If so where, why, and how long were you there?

VI. Statement of Purpose

Please attach your typed statement of purpose (1-3 pages). You may be creative within a standard essay format, but the essay **MUST** explicitly address each of the five areas listed below. The Statement of Purpose will be rated on overall quality (presentation, spelling, and grammar, etc.) as well as how it demonstrates that you have each of the following qualifications:

- How this particular study abroad program will apply to your academic, personal, and career goals.
- You have a realistic understanding of the challenges of studying abroad in a country with a different culture.
- You have a realistic understanding of the challenges of living and working in a tropical environment (***Costa Rica applicants only***).
- You are motivated and enthusiastic about this study abroad opportunity.
- You will be a good ambassador for BHCC and the U.S. while abroad.

VII. References

Three references are required, preferably on the attached forms. One reference **MUST** be from a BHCC professor. We recommend that the other two be additional professors/teachers/advisors or work supervisors. Others could include religious leaders, coaches, extracurricular advisors, etc. References from family members and/or friends are not acceptable.

VIII. Signature (sign below to certify the following statements):

1. I have attached my transcript(s), statement of purpose, and three reference forms/letters.
2. I have read, fully understand, and signed the attached Statement of Understanding
3. I certify that this entire application is true to the best of my knowledge and is my own work. I understand that any misrepresentations will disqualify my application.
4. I authorize the release of my transcript(s) and recommendations to the academic institutions managing my chosen program.
5. I understand that if I am selected for a Study-Abroad Scholarship I must be enrolled in a BHCC credit course during the spring 2011 semester and maintain a 2.50 GPA or higher until the end of the spring 2011 semester.
6. ***For Costa Rica Program Only:*** I am to maintain a 2.50 GPA or higher until the end of the fall 2010 semester. I am also required to enroll in Tropical Field Studies (ENV120) for the spring 2011 semester and must remain in good academic standing throughout the spring 2011 semester.
7. I further realize that if I do not maintain these requirements I will be ineligible to receive my scholarship award and I may not be able to recoup any expenses I have incurred for this study abroad program.

Applicant's Signature

Date

Parent/Guardian's Signature
(Required if applicant is under 18)

Date

**BHCC Study Abroad General Statement of Understanding
(To be completed by all applicants*)**

The Study Abroad Advisors will provide applicants and recipients with significant support, information, and answers to questions throughout the process. However, students must understand certain responsibilities as well.

In my submitting of this application, I, (Print name) _____, have read and understand the following:

1. The Study Abroad Scholarships Program at Bunker Hill Community College (BHCC) is a unique college and national model because it pays 80% of the total program costs. Funds are secured from the College and the Student Government Association. The Study Abroad Scholarships Program is very competitive. A panel of staff, faculty and previous scholarship recipients will be using a consistent and objective rubric standard to select the scholarship recipients. There are many factors in choosing the scholarship finalists. The decisions of the study abroad committee are therefore final.
2. If chosen for the study abroad scholarship, it is my full intention to participate in this opportunity, and I will be prepared to pay a \$200 deposit to the International Center staff at the February orientation. If I withdraw from the program for any reason (except hospitalization, etc.) after signing my BHCC acceptance contract, BHCC may use its discretion to keep this deposit. In addition, I will be responsible for any unrecoverable fees or monies, including airfare, already incurred by me or by BHCC on my behalf. BHCC will expect that any money owed the College will be paid within a reasonable time. At the February orientation, I will also submit proof that I have adequate health insurance to cover all health insurance related expenses for my study abroad program. I will also purchase supplemental health and repatriation travel insurance that will cover me for the duration of my trip.
3. I understand that the costs and dates in the brochures are subject to change and to be used for planning purposes only. At the February orientation, the advisors will provide an approved program budget, with allowances for books, room and board, and personal expenses. I understand that I will be paying 100% of any voluntary expenses beyond this budget (first-class airfare, extravagant souvenir or meal purchases, additional travel while abroad, etc.).
4. I will be purchasing and arranging my own airfare, which generally is about 20% of the total program costs. If my airfare is markedly higher than others on my program (because I delayed in buying tickets, because I am adding extra travel before or after, etc.), BHCC will only cover 80% of the standard amount. However, if airfare is demonstrably high for a certain program, that program's budget may be increased for all program students. I will contact the advisors before purchasing any ticket beyond the allotted budget.
5. If chosen for the scholarship, I will be primarily responsible for researching and securing any passport and/or visa(s) needed to study in my chosen country and re-enter the U.S. (if I am unable to re-enter the U.S. I will tell the Advisors as soon as possible, and I understand this may impact my scholarship eligibility). At the January orientation, the advisors will guide students in online visa research. I will provide a copy of my visa and passport to the International Center.
6. I understand that the Study Abroad Scholarship is a credit-bearing, rigorous academic program, and that part of its value lies in making individual adjustments to a new culture. For these reasons, this scholarship is intended for the recipient only. I understand that it is not appropriate for any other friend, significant other, or dependent to accompany the study abroad student.
7. If chosen for this scholarship, I will attend all orientations, closely follow the directions and advice given me and will be a good ambassador of the College to the other country. I will also maintain a minimum GPA of 2.5 through the end of Spring 2011 semester or I will not be eligible for any study abroad program.

Applicant's Signature

Date

Parent/Guardian's Signature
(Required if applicant is under 18)

Date

** Certain statement on this page do not apply to the Costa Rica program. However Costa Rica applicants must sign this Statement of Understanding as well as the Costa Rica program Statement of Understanding.*

BHCC Study Abroad - Costa Rica - May 22, 2010 - June 2, 2011

Statement of Understanding

(If you elected Costa Rica as one of your country choices you must sign this Statement of Understanding as well as the BHCC study abroad General Statement of Understanding)

By submitting this application for the Costa Rica study abroad program I, (Print Name) _____, confirm that I have read, understand, and will agree to the following if awarded a scholarship:

1. I understand that I must complete the fall 2010 semester with a minimum GPA of 2.50 and remain in good academic standing during the spring 2011 semester or I will not be eligible to participate in this study-abroad program and will forfeit my scholarship award.
2. I understand that I will have to register for Tropical Field Studies (ENV120) for the spring 2011 semester and pay all tuition and fees. *(If you are a scholarship participant your scholarship will pay 80% of your tuition and fees.)*
3. I understand that the cost estimates listed in the brochure are subject to change and are to be used for planning purposes only. I also understand that I will incur additional costs for personal items such as field gear and hiking boots.
4. I will be prepared to pay a \$200 deposit at the February 2011 orientation session. At the discretion of the college, if I withdraw from the program, become ineligible for my scholarship, or I am unable to secure proper travel documents for any reason after signing my BHCC acceptance contract I may not be entitled to a refund of my deposit or other expenses I have incurred. Tuition and fees paid for Tropical Field Studies (ENV120) are not refundable after the first class meeting.
5. I understand that BHCC will be making flight reservations for me. If I decide to withdraw from the program, become ineligible for my scholarship, or I am unable to secure proper travel documents for any reason after airline tickets have been purchased on my behalf I may be held financially responsible for my paid airline tickets.
6. I agree to participate in all orientation sessions and learning activities connected with this study abroad program. This includes participation in four Saturday and/or Sunday afternoon classroom sessions at BHCC prior to leaving and all learning activities while in Costa Rica. *(Classroom sessions will be scheduled in April and May 2011 - exact dates and times to be determined.)*
7. I have a passport that is valid through **December 2011** or will secure one in a timely manner. If I am not a U.S. citizen or permanent resident it is my responsibility to check my visa status to enter Costa Rica and re-enter the U.S. I will provide BHCC with photocopies of all applicable travel documents by **January 31, 2011**. BHCC will provide assistance in obtaining passport and/or visa information.
8. I agree to comply with all requests for personal background information e.g. emergency contacts, medical issues.
9. I agree to respect the environment, culture, people, and laws of Costa Rica. As a participant I am considered an ambassador to Costa Rica representing BHCC and the United States.
10. I am in good general health and understand that this trip will require some strenuous activities. I also understand that there are certain hazards inherent in living and working in a tropical environment and I agree to follow all health and safety precautions provided by my faculty leaders.
11. I agree to follow all rules established by my hosts in Costa Rica and will follow all instructions provided by the Director and staff of the Campanario field station.
12. I agree to share a room with one or two other participants during the trip.
13. I agree not to use any portable audio devices (mp3 player, iPod, etc.) during group activities or when I am in the forest.
14. I agree not to hike in the forest alone, swim by myself, or wander away from the group at anytime.
15. I agree not to bring, purchase or use any illegal drugs while in Costa Rica.
16. If I violate any policies while traveling with the group I may be sent home at my own expense.
17. I give permission to the college to use any images of me (photo and/or video) participating in any activity as part of this program. The college may use these images in college publications or for promotional purposes without any compensation to me. I waive all rights to these images. This also includes any photos and/or videos taken by me and provided to the college.
18. I must provide proof of active health insurance that will cover me while in Costa Rica. I also agree to purchase supplemental health and repatriation travel insurance that will cover me for the duration of the trip.
19. If I decide to extend my trip in Costa Rica I must make my own arrangements and notify the College in writing of my intentions prior to leaving. Once I leave the group I will no longer be the responsibility of BHCC.
20. I agree to sign the college's general "*Participant Conduct Agreement*" and the "*Acknowledgement of Risk and Consent Form*" prior to departure.
21. I agree to support the BHCC study abroad program upon my return by submitting a summary of my experience and if possible supporting future programs by participating in the study abroad fair, serving on a selection committee, and/or speaking to new participants on my personal experience in the program.

Participant's Signature

Date

Parent/Guardian's Signature

Date

(Required if applicant is under 18)

BHCC STUDY ABROAD SCHOLARSHIP APPLICATION: CONFIDENTIAL REFERENCE FORM

Part I: To be completed by the applicant.

Name of Applicant: _____ Date of Request: _____

References are due **NO LATER THAN 5:00 p.m. on 10/29/2010**. Late references may prevent an applicant from being considered.

FIRST CHOICE STUDY ABROAD PROGRAM: _____

SECOND CHOICE STUDY ABROAD PROGRAM: _____

Under the U.S. federal law (Section 438 of Public Law 90-247, as amended), students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.

Applicant's Signature

Date

Part II: To be completed by the evaluator.

Name of References: _____

Position: _____ Organization/Institution: _____

Address: _____ Phone: _____

The above-mentioned applicant is applying for a Study Abroad Scholarship to the program listed above. We would appreciate your assessment of the applicant's attributes with which you are familiar. This reference will count 10 points toward 50 in the initial application process. Please return this form to the BHCC International Center, E-236, by **5 p.m. October 29, 2010**. If you provide this reference to the student please place in a sealed envelope with your signature across the envelope seal.

- 1. Please describe the basis and extent of your acquaintance with the applicant.**

- 2. Please indicate the applicant's academic attributes. You may elaborate in the comments section if necessary.**

	Excellent	Good	Fair	Poor	No opportunity to observe
Competence in major specialization	<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"/>
Ability to relate well to others	<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"/>
Ability to express thoughts in speech/writing	<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"/>

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CONFIDENTIAL REFERENCE FORM - page 2

3. Please evaluate the applicant's suitability for program participation. You may elaborate in the comments section as necessary.

	Excellent	Good	Fair	Poor	No opportunity to observe
Ability to adapt to new or unstructured circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-reliance/independence	<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"/>
Emotional stability	<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"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please state frankly your opinion of this candidate's chances for success (both academic and non-academic) in a study abroad program. Keep in mind the following: academic/personal suitability for study abroad; how an international experience may benefit the applicant, both academically and personally; and strengths which you believe the applicant might bring to such an experience. (You are invited to use an additional sheet, if necessary.)

5. Additional comments:

Evaluators Name (please print clearly)

Evaluators signature

Date

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Applicant's Signature

Date

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4. Please state frankly your opinion of this candidate's chances for success (both academic and non-academic) in a study abroad program. Keep in mind the following: academic/personal suitability for study abroad; how an international experience may benefit the applicant, both academically and personally; and strengths which you believe the applicant might bring to such an experience. (You are invited to use an additional sheet, if necessary.)

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Evaluator's Name (please print clearly)

Evaluator's signature

Date

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CONFIDENTIAL REFERENCE FORM - page 2

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