

## Berlin Program

Students, please note:

- In order to apply to this program you must be in good academic standing (2.0 minimum GPA) and good judicial standing.
- Study Abroad Pre-Departure Orientation Session. Saturday, April 20, 2019, 10:00 AM – 12:30 PM., followed by lunch. Please go to the Multipurpose Room East, Student Center. This session is mandatory for all students participating in a summer 2019 program.

Please make sure you hand in the following with your completed application:

1. \$500 non-refundable deposit receipt.  
Please go to Student Accounts with your \$500 check and the study abroad account number sheet which you will find in your application (last page). Once you have paid, you will receive 2 receipts. Please keep one receipt for your files and return one receipt to the Office of Study Abroad Programs, along with the completed application and necessary forms that you have downloaded.
2. Completed necessary forms, which include: medical information, medical emergency authorization, acknowledgment of risks and release and publicity.  
Instructions to download these forms are in this application.

**Please bring the above to the Office of Study Abroad Programs, 107 Roosevelt Hall. The Office will not accept incomplete applications.**

**Application deadline: March 7, 2019**

**Summer Study Abroad Programs: Berlin Program**

**To the Student:** Please return completed application, all necessary forms and \$500 deposit receipt to the Office of Study Abroad Programs for HCLAS, 107 Roosevelt Hall, by **March 7, 2019**

I hereby make application for admission to the **Berlin Program** of Hofstra University. I understand that, if admitted, I will be asked (1) to accept the supervision and authority of officials of Hofstra University, including the Director of the Program while abroad, (2) to conduct myself as a responsible representative of my country and college, and (3) I agree to conform to all government regulations and laws pertinent to my stay abroad.

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

**Student Contact Information**

Name: \_\_\_\_\_ Female \_\_\_\_ Male \_\_\_\_

Date of Birth: \_\_\_\_\_

700 number \_\_\_\_\_

Campus Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Permanent Address:

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

**Parent/Guardian contact Information**

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

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

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E-mail: \_\_\_\_\_

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

Cell phone: \_\_\_\_\_

**Academic Information**

Present College/University: \_\_\_\_\_ Year of Study \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

GPA \_\_\_\_\_

**Program-specific Information**

I am interested in taking the following course(s) abroad:

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How did you hear about the program?

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Is this your first experience away from home? Yes \_\_\_\_\_ No \_\_\_\_\_

**Passport information**

Full name as it appears on your passport: \_\_\_\_\_  
Passport number: \_\_\_\_\_  
Expiration date: \_\_\_\_\_  
Date and place of issue: \_\_\_\_\_  
Citizenship: \_\_\_\_\_ If not U.S., visa status \_\_\_\_\_

**Important:** Please submit a photocopy of the first page of your passport to the Office of Study Abroad Programs for HCLAS with this application. If you are currently in the process of applying for one, make sure you submit a photocopy as soon as you receive your passport. If you do not have a passport yet, apply for it immediately.

**Please make sure that your passport is valid for at least six (6) months after the return date of the trip.**

**Please note: The Program Director reserves the right to cancel the application of any student who, prior to the Program's departure, fails to comply with the terms and conditions governing the Program.**

## Travel

Please read carefully and choose between Option A or Option B; sign and date.

(A)

- I acknowledge that Hofstra University will purchase air tickets on my behalf for this program and I will be charged by Hofstra University for the payment of these tickets.

I confirm that I will be flying with the group (round-trip) and therefore accept that I will be charged by Hofstra University.

Student name (please print) \_\_\_\_\_

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

(B)

- I will be making my own air travel arrangements (round-trip). I further accept to meet the Director and group at the designated location.

Student name (please print) \_\_\_\_\_

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

## **PROGRAM CANCELLATION POLICY**

**To the student: Please read carefully and sign.**

Students who are participating in the Berlin 2019 Study Abroad Program may cancel without penalty on or before April 5, 2019.\* Any student who cancels after April 5, 2019, will be responsible for full payment of the round-trip airline ticket and other program-related expenses. Students will be charged for these expenses by Hofstra University.

*\* This excludes the \$500 deposit which is nonrefundable.*

I have read the above statement and I am aware that I will be responsible for full payment of the round-trip airline ticket and other program-related expenses should I have to cancel after April 5, 2019.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(please print)  
Signature \_\_\_\_\_

# Hofstra College of Liberal Arts and Sciences

**To: All Students**

**From: Maria L. Fixell  
Assistant Provost for Study Abroad and Internationalization**

**Re: Necessary forms**

As a participant in one of our Programs, you are asked to complete necessary forms which include: (1) medical information form, (2) acknowledgment of risks and release, (3) publicity release and, (4) emergency medical care authorization.

All forms can now be downloaded. Please go to Hofstra.edu. On the upper right hand corner there is a Hofstra search engine. Type in *HCLAS Study Abroad*. Click the first choice (Study Abroad Programs in HCLAS). On the main page there will be links on the left hand side. Please click forms (PDF). Download all four forms (which include: *Medical Emergency Authorization, Medical Information, Publicity Release, and Risks Release*), complete and return to our office (107 Roosevelt Hall) along with your completed application and \$500 nonrefundable deposit receipt. **We will not accept incomplete applications.**

**Please Note: In addition to handing in the four (4) necessary forms, all study abroad participants are now required to make an appointment with Hofstra's Wellness Center for a travel consult at least six (6) weeks prior to the program's departure. After the consultation, the Wellness Center will issue you a compliance form. Please bring the completed form to the Study Abroad Office, 107 Roosevelt Hall no later than May 3, 2019**

If you have any questions, or need further clarification, please don't hesitate to call me at 516 463 4765 or stop by the Office of Study Abroad Programs, located in 107 Roosevelt Hall.



## Office of Study Abroad Programs

**To: HCLAS Study Abroad Students**  
**From: Maria Fixell**  
**Assistant Provost for Study Abroad and Internationalization**  
**Re: New Procedure for the Collection of the \$500 Nonrefundable Deposit**

All students who are interested in applying to an HCLAS study abroad program are requested to note the following change regarding the collection of the \$500 deposit. Please go to any teller in Student Accounts(Memorial Hall, second floor), along with your \$500 check and last page of your application that has the account number in bold.. You will receive two (2) receipts once you have paid your \$500 non-refundable deposit. Please keep one receipt for your files and return one receipt to the Office of Study Abroad Programs along with your completed application, and necessary forms.

**Please note: Student Accounts will not accept your \$500 deposit if you have any outstanding bills that need to be paid. You will need to take care of these bills first before you can pay the study abroad program nonrefundable deposit.**

If you have any questions regarding this procedure, please feel free to stop by our office (107 Roosevelt Hall), or call me at (516) 463 4765.

Thank you.

# Hofstra College of Liberal Arts and Sciences

## Summer Study Abroad Account Numbers

France	19500 22652 51898
<b>Germany</b>	<b>19500 22655 51898</b>
Ireland	19500 22666 51898
Italy	19500 22651 51898
Japan	19500 22654 51898
Spain	19500 22653 51898