APPLICATION CHECKLIST

German Language & Culture Summer School
Technical University of Darmstadt
Summer 2011

Please return the following documents to the UB Study Abroad Office prior to the application deadline of February 15th:

- UB application form
- Study Statement, signed by academic advisor
- Foreign Language Proficiency form (if you have taken college-level German courses)
- 2 academic recommendations
- Official UB transcript (and previous institution(s) if you are a transfer student)
- TU Darmstadt application form
- 2 passport-size photos
  Please print your first and last name on the back of each photo.
- Copy of your passport

Students applying for the optional engineering internship at the end of the program must also submit the following documents:

- TU Darmstadt internship application form
- Current résumé

ALL STUDENTS PLEASE NOTE: You will pay a Program Fee to UB to cover the fees charged by TU Darmstadt for this program. Therefore, you should disregard the payment information found on pages 7 and 10 of the TU Darmstadt application.
Please type or print in ink.

### Application Information

**Name:**

Last   First   Middle

UB Study Abroad Program:

<table>
<thead>
<tr>
<th>Program/University</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
</table>

Please list any other programs you are applying for:

<table>
<thead>
<tr>
<th>Program/University</th>
<th>City</th>
<th>Country</th>
<th>Administering SUNY Campus</th>
</tr>
</thead>
</table>

Term of Study for which you are applying:

- [ ] Fall
- [ ] Spring
- [ ] Year
- [ ] Summer
- [ ] Intersession
- [ ] Other: ________________

How did you learn about this program? ________________

### Personal Information

**Date of Birth:** / / 

Mo Day Year

**Place of Birth:** ________________

City / State Country

**Gender:**

- [ ] Male
- [ ] Female

**Passport #:** ________________

or date of passport application

**Passport Expiration Date:** ________

Month & Year

**Country of Citizenship:** ________________

**Married?**

- [ ] No
- [ ] Yes

**Visa Status (if not US citizen):** ________________

**Home Campus:** ________________

**Campus Student ID #:** ________________

**Local Mailing Address:**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Apt #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Current Telephone:** ( )

**Permanent/Home Telephone:** ( )

**Campus Email Address (use block letters):** ________________

**Alternate Email Address (use block letters):** ________________

**My local address can be used until:** / / 

Mo Day Year

Please notify us of any changes in your contact information.

### Academic Information

**Current Standing:**

- [ ] Freshman
- [ ] Sophomore
- [ ] Junior
- [ ] Senior
- [ ] Master
- [ ] PhD
- [ ] Other: ________________

**Major(s):** ________________

**Minor(s):** ________________

**Academic Advisor:** ________________

**Expected date of graduation:** ________________

**GPA: Major** ________________

**Cumulative** ________________

**Degree Credits: Completed** ________________  **Currently Enrolled** ________________
Your Name UB Study Abroad Program Term of Study

Academic Background

Please list below any other colleges or universities you have attended.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Dates of Attendance</th>
<th>Credits</th>
<th>Degrees/Certificates Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list below any courses you have taken (including language) that have prepared you for this program.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>High School or College?</th>
<th>Credits</th>
<th>Grade Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Information

Person to contact in case of emergency:

Name                  Relationship to you
Street Address        Apt Number
City/State             Country (if not US) Zip/Postal Code
( )                  ( )
Home Phone             Cell Phone

Parent or Guardian (if under 21):

Name                  Relationship to you
Street Address        Apt Number
City/State             Country (if not US) Zip/Postal Code
( )                  ( )
Home Phone             Cell Phone

Financial Information

To assist you with financial planning for study abroad, please indicate the estimated amounts you expect to have available from the following sources:

Other Sources (please describe):__________________________

Student Declaration

I certify that all information on this application form is true to the best of my knowledge.

Student's Signature Date

Home Campus Study Abroad Signature (for students from other SUNY campuses)

I am aware that this student is applying to the University at Buffalo study abroad program(s) listed on page 1.

Name of Campus Study Abroad Contact Title Office
Signature Date SUNY Campus
Study Statement for UB Study Abroad Programs

Student Information

Name: ___________________________ Campus Student ID #: ___________________

Last    First    MI

UB Study Abroad Program:

Program/University     City/Country    Term of Study

I confirm that the information in my Study Statement is true to the best of my knowledge and that I have discussed my proposed study abroad program with my academic advisor.

Student Signature: ___________________________ Date: ___________________

Study Statement

Please write a Study Statement in essay format. It should be typed on separate pages and attached to this form. The maximum length is two typed pages.

Your Study Statement should include:

• Your academic reasons for selecting this program.
• How this study abroad program fits with your academic program and your overall academic goals. You may also include how this program will benefit your personal and professional development.
• Any prior experience with studying, traveling, or living in another country.
• Any additional information that may be helpful in evaluating your candidacy for study abroad.

When complete, review the Study Statement with your academic advisor and ask him/her to complete the Academic Advisor Approval section of this form. Then submit this form and your typed statement to the UB Study Abroad office with the rest of your application.

Academic Advisor Approval

To the Academic Advisor: Please discuss this proposed study abroad program with your advisee and how it will complement his or her academic program. If you approve of this study abroad application, please indicate your approval with your signature below. We recommend keeping a copy of this signed form for the student's file.

I confirm that I have discussed this proposed study abroad program with this student and approve of his/her application for study abroad.

Name of Academic Advisor ___________________________ Title ___________________________ Department ___________________________

Signature ___________________________ Date ___________________________ Institution (if not UB) ___________________________
**Foreign Language Proficiency**

**To the Student:**
Complete the section below and ask your current language professor/instructor (or the person who has most recently taught you) to complete the rest. The form should be returned to you in a sealed envelope with the professor’s signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

**Student Name:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

**Language of Study:**

---

**UB Study Abroad Program:**

<table>
<thead>
<tr>
<th>Program/University</th>
<th>City/Country</th>
<th>Term of Study</th>
</tr>
</thead>
</table>

1. I will have completed the required foreign language coursework prior to the start of the program through:
   - [ ] Coursework
   - [ ] Equivalent preparation (please explain):

2. During my study abroad program, I will take *(select all that apply)*
   - [ ] language courses at the level of:
     - [ ] beginner
     - [ ] intermediate
     - [ ] advanced
   - [ ] courses in the host country language designed for international students
   - [ ] regular university courses taught in the host country language

3. Estimate your proficiency in the language required for this program:

<table>
<thead>
<tr>
<th>Language Skills</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listening Comprehension</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I waive my right to access this reference completed by ____________________________

| □ Yes | □ No |

**Name of Reference**

**Student Signature:**

---

**To the Reference:**
Please provide your assessment of this student’s language abilities. You may complete the assessment questions below and/or attach a separate letter. Please return the completed form to the student in a sealed envelope with your signature across the seal.

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

---

<table>
<thead>
<tr>
<th>Language Skills</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding lectures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please refer to Question 3 in the student section above and rate the student’s readiness for such coursework.

The applicant:  ____ should have no difficulty on this program.
                ____ should be able to manage adequately after a short period of adjustment abroad.
                ____ should be able to manage adequately after some additional formal language study.
                ____ appears to require considerable study before the necessary competence could be achieved.

Please add any comments to assist with the evaluation of this student’s candidacy for study abroad.

---

**Evaluator’s Name**

**Title**

**Department**

**Signature**

**Date**

**Institution (if not UB)**
To the Student:

Please give this to a home campus faculty member who has taught you and is able to comment on your academic qualifications for study abroad. You should ask for the recommendation to be returned to you in a sealed envelope with the reference’s signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

To the Reference:

Please provide your assessment of this student’s candidacy for study abroad to the best of your knowledge. You may complete the assessment questions below and/or attach a separate letter. Please return the recommendation to the student in a sealed envelope with your signature across the seal.

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

<table>
<thead>
<tr>
<th>Academic attributes</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competence in field of study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic interest and motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity for independent study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-academic attributes</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to adapt to new situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-confidence and self-esteem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to relate well to others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional stability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open-mindedness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please state your opinion of this candidate's ability to participate and succeed in the proposed study abroad program, weighing both strong and weak points.

Name of Reference: ____________________________  Title: ____________________________  Department: ____________________________

Signature: ____________________________  Date: ____________________________  Institution (if not UB): ____________________________
# Academic Recommendation

Student Name: ___________________________ Campus Student ID #: ___________________________

Last   First          MI

UB Study Abroad Program: ____________________________________________________________

Program/University          City/Country   Term of Study

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

Name of Reference

Student Signature: ___________________________ Date: ___________________________

---

**To the Student:**

Please give this to a home campus faculty member who has taught you and is able to comment on your academic qualifications for study abroad. You should ask for the recommendation to be returned to you in a sealed envelope with the reference’s signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

---

**To the Reference:**

Please provide your assessment of this student’s candidacy for study abroad to the best of your knowledge. You may complete the assessment questions below and/or attach a separate letter. Please return the recommendation to the student in a sealed envelope with your signature across the seal.

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

<table>
<thead>
<tr>
<th>Academic attributes</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competence in field of study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic interest and motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity for independent study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-academic attributes</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to adapt to new situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-confidence and self-esteem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to relate well to others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional stability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open-mindedness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please state your opinion of this candidate's ability to participate and succeed in the proposed study abroad program, weighing both strong and weak points.

---

Name of Reference: ___________________________ Title: ___________________________ Department: ___________________________

Signature: ___________________________ Date: ___________________________ Institution (if not UB): ___________________________

---

Study Abroad Programs, University at Buffalo, 210 Talbert Hall, Buffalo, NY 14260
Tel: 716 645 3912 • Fax: 716 645 6197 • studyabroad@buffalo.edu • www.buffalo.edu/studyabroad
North American Summerschool
Application Form

General Information

Last name: ____________________________

First name: ____________________________

Date of birth (day/month/year):
(Note: all students must be at least 18 years of age upon beginning program)
/ / 

Gender:
□ male □ female

US Citizen:
□ yes
□ no (please indicate country of citizenship)

Address: ____________________________

Street/PO. Box: ________________________

City: _________________________ Zip Code: _________________________

State: _________________________ Country: _________________________

Email: ____________________________ Phone: ____________________________
Education

Home University - Name, Contact Person and Street Address:
(your Summerschool transcript will be sent to this address)

Major Subject: _____________________________________________

Minor(s): _________________________________________________

Began Degree: ___________________________ (month & year)

Expected graduation date: ________________________________

Language Background

Describe your exposure to German in high school:

Describe your exposure to German outside the classroom:
(i.e. speaking with German relatives, time spent in a German-speaking region, etc.)

List the German courses you have taken at the college/university level so far:

How would you rate your German?
☐ Fluent
☐ Can follow lectures
☐ I know the basics
☐ A true beginner

What other languages do you speak and how long have you been learning them?
Do you wish to extend your stay for an internship in engineering from July 11th to July 22nd, 2011? (subject to availability of places)

☐ yes (please remember to complete pages 9 and 10)
☐ no

Applicants interested in an internship position MUST submit the following additional documents:

1. ☐ completed Internship application
2. ☐ updated resume
Tandem language learning is a method of language learning based on mutual language exchange between tandem partners (ideally each learner is a native speaker of the language the other person wants to learn). You will be paired with a German speaker for the duration of your stay to mutually improve each other's language skills.

Preferred gender of your Tandem partner (*Cannot be guaranteed but will be put under consideration*):
- [ ] male  
- [ ] female  
- [ ] no preference

What do you like to do in your leisure time? What are your interests?

In your opinion, which qualities are especially important in selecting a Tandem partner? *(i.e. similar interests, age or subject of degree)*

How would you like to structure the time you will be spending together with your Tandem partner? *(How often would you like to meet, what expectations do you have of your Tandem partner, how much studying would you like to do with your Tandem partner):*

Which activities would you like to do with your Tandem partner? *(i.e. going to the movies, sports, cooking, socializing, etc.)*
Accommodation

Would you like the Summerschool staff to assist you in making accommodation arrangements?
- yes
- no

Please answer the questions below, which will aid the Summerschool staff in finding a German host family best suited to your interests:

Describe your hometown and/or community where you now live:

Briefly describe yourself and list your special interests and hobbies:

Do you smoke?
- yes
- no

Does smoke bother you?
- yes
- no

Do you have any health problems, allergies or dietary restrictions or preferences?
(i.e. are you vegetarian, vegan, Kosher, Halal)
- yes
- no

If yes, please give details:

5/10
Can you live in a house with pets?

- yes
- no

What are your expectations from your home stay experience?
(family interaction, spending time with children, cultural outings, etc.)
Terms and Conditions

The Summerschool can accept a maximum of 25 participants. Students from partner institutions of the Technische Universität Darmstadt will have priority in terms of acceptance to the program; however, a limited number of students from other institutions will also be able to participate in the program.

Please also note that all students wishing to participate in the program must be at least 18 years of age upon beginning the program.

Please see our website for more details: www.tu-darmstadt.de/summerschool.

Registration and Payment:
By signing this contract with Technische Universität Darmstadt, you are legally bound to the terms and conditions of this contract. Advance payment of €400 is due by February 28, 2011. The remaining sum of €1000 (with internship: €1300) will be due by March 31, 2011. If this sum is not paid by this date or if you withdraw from the contract for any other reason, the prepayment of €400 cannot be reimbursed. All payments must be made in Euros (€) via International Bank Transfer.

Transfer banking details are as follows:
Bank: Stadt- und Kreissparkasse Darmstadt
BIC (SwiftCode): HELADEF1DAS
IBAN (Internat. Bank Account No.): DE 36 5085 0150 0000 7043 00
Reference: “400 399 / 582 00 020, Summerschool 11, [your full name]”

The total sum of €1400 (€1700) includes 5 (7) weeks of accommodation, 5 weeks of language courses and Cultural Studies with excursions, including a 4-day trip to Berlin and seminars (a two-week unpaid internship in engineering) and enrolment at Technische Universität Darmstadt.

Important:
We strongly recommend that students take out international health insurance to cover their stay in Germany.

Disclaimer:
Technische Universität Darmstadt and the organizers and teachers of the German-American Summerschool cannot accept responsibility for any damage to personal property or any injuries suffered during the course of the Summerschool except when the damage is caused intentionally or through gross negligence. Technische Universität Darmstadt cannot be held responsible for any damage caused by summerschool participants to persons or property.

The laws of the Federal Republic of Germany are valid with regard to all disputes concerning this contract. Furthermore, all contractual disputes are to be dealt with exclusively within the jurisdiction of the city of Darmstadt.

I wish to participate in the Summerschool 2011 and I accept the terms and conditions as stated above.

City ______________________ Date (day/month/year) ______________________ Signature ______________________
Internship Application

Please complete this application in as much detail as possible. The more clearly and thoroughly you specify your interests and abilities, the easier it will be for us to assign you the most suitable internship position. If you have further comments, please submit them on a separate sheet. Please note that internships are subject to availability.

Due to the 2-week time constraint, the internship portion of the Darmstadt Summerschool is not designed to give you in-depth training in independent field work. It is designed, however, to give you insight - from a German point of view - into your field of study. Here you will also have the opportunity to make contacts with the German academic and/or professional community.

**Important:** Included with your internship application, please also send us an updated resume.

[ ] Last name:

[ ] First name:

**Background**

What is your main field of interest?
Goals

What academic or professional goals would you like to develop through an internship at the Technische Universität Darmstadt? (150-200 words)

Describe the skills, abilities and knowledge you will be able to put to use during your internship (please specify how confident you feel about each):
Checklist

Checklist for:
(Your name)

Forms and Deadlines

☐ Program application form (February 28, 2011)
   (+ internship)

☐ Transcript (February 28, 2011)
   (all students)

☐ 2 passport photos (February 28, 2011)

☐ 1st payment of € 400 (February 28, 2011)

☐ 2nd payment of € 1000 (March 31, 2011)
   € 1300 (for interns)

For students not requiring accommodation:

☐ 2nd payment of € 800
   € 1100 (for interns)

☐ Travel information form (April 30, 2011)

Please send completed application via air mail to:
TU Darmstadt
Sprachenzentrum „Summerschool“
Hochschulstr. 1
64289 Darmstadt