

# Instructions for Application

Please read the *entire* application carefully before beginning to complete it!

1. **Application Form-** Complete the Application Form and be sure that you understand the conditions listed on the back before you sign it. Please note:
  - A minimum GPA of 2.8 is required for participation in a Partner University Exchange.
  - Participants must have at least junior status at the time of the exchange, although mature sophomores may be considered for acceptance.
  - Students who have been placed on Disciplinary Probation for violation of the UM Student Conduct Code must wait six months after the probation period has ended before applying for an OIP study abroad program. Students placed on Disciplinary Probation between the time of their acceptance into a program and their departure will automatically be withdrawn from the program.
  - Students must be enrolled *full-time* at UM during the term(s) of exchange.
2. **Study Plan Approval Form-** Read and follow the detailed instructions listed on the back of this form.
3. **Budget Worksheet-** Read and follow the instructions on this form. Please use a pencil for this form only!
4. **Confidential Reference Forms-** Two of your references should be academic (from *college* professors or instructors) and one should be a character or personal reference. Remember to fill out the top section before giving the form to the evaluator. You should provide the evaluators with an envelope in which to return the reference form directly to our office. Your application cannot be processed until we have received all of your references. Alternatively, you can place the reference form in a sealed envelope.
5. **Foreign Language Proficiency Report-** Your current language professor should complete this form. Provide him or her with an envelope and ask that the form be sent directly to our office. Alternatively, you can turn in the form in a sealed envelope. If you plan to take classes in English, do NOT complete this form.
6. **Scholarship Application Form-** Complete this form if you would like to be considered for a scholarship from the Office of International Programs. Award recipients will be announced in April.
7. **Statement of Purpose-** In a clear, thoughtfully prepared short essay (about 500 words), introduce yourself and present your reasons for wanting to study abroad through this particular exchange. Take this opportunity to explain why a period of study at this particular institution is important to your education. Use this essay to tell the selection committee about your strengths and special interests that may not be evident in other materials you are submitting. Please type on plain white paper, and be sure that your name appears on each page. If applying to a foreign-language speaking program, submit your statement in the language of study as well as in English.
8. **Official Copy of UM Transcript-** Request an official copy of your transcript from the Registrar's Office. You may pick it up and submit it with the rest of your application, or have it sent directly to our office.
9. **\$175.00 program fee-** The program fee must be submitted with your application in order for you to be considered as a candidate. Make your check payable to "The University of Montana." If you are submitting an application for more than one Partner University, you only need to pay the application fee once. The fee includes application processing, pre-departure orientation, assistance given to students before departure and while overseas, and re-entry workshop, among other services. The program fee is non-refundable.
10. **Interview-** Once all of your application forms and the program fee have been submitted to our office, we will arrange an appointment for an interview with the selection committee.

**Make a copy of your application for your own records and be sure to submit everything!**