

Germany: IES Berlin Language & Area Studies

Application Due Date: February 10, 2018

NOTES:

- Plan ahead when requesting a letter of recommendation. Give the professor at least 2 weeks to write it.
- Turn in 2 sets of application materials. Use this checklist to place items in the proper order: 1 set originals-1 set copies.
- Do not use staples. **Only use paperclips.**

Please read and follow this checklist carefully.

☐ 1. USC Online Info Form

Fill out the form online at <https://uscdornsife.usc.edu/secure/overseas-application-form/overseas-form.cfm> . Click **submit**. Then **print 1 copy immediately**. You will not be able to go back if you close your browser.

☐ 2. One small, informal photograph of you with your name written on the back

Please paperclip it to the front of your online application printout. While you can submit any photo you wish, make sure it is roughly 2 x 2 inches in size and clearly shows your face.

☐ 3. USC Official Transcript (and transcripts from all other colleges/universities attended)

Purchase a "hard copy" USC transcript. It will cost \$10. Do not order an "electronic" transcript. For more information:

<http://www.usc.edu/dept/ARR/services/transcripts/generalinfo.html>

- Open the official transcript, scan it and save it as a PDF. You may need to upload it as part of your host institution's application. (YES, you may open the official transcript.)
- Submit the original plus a photocopy to the Office of Overseas Studies (after you have scanned and saved it as a PDF).

☐ 4. USC Personal Statement

Please answer the following questions in a 1-2-page personal statement: typewritten, double-spaced, in 12-point type size, Times New Roman font, with 1-inch margins, in 1-2 pages. Your study abroad provider/host university may require an additional essay. If so, that essay should answer their prompt.

Why did you choose THIS particular program over taking similar courses at USC? What is it about the academic program that motivated your decision to study there? What is your academic purpose? What aspects of your personal experience (e.g. personal background, relevant coursework, job experiences, previous travels or study abroad, etc.) have prepared you to live and study in this host country?

☐ 5. USC Overseas Advising Record – **Make a copy for yourself before submitting**

Read the academic policies as they pertain to your program. List courses in the appropriate space and then meet with your academic advisor(s) who will indicate how these courses articulate to USC and sign the form.

- Your major advisor's signature is required; even if you do not plan to take coursework for that major.
- Only obtain a minor advisor's signature if you plan to apply coursework from abroad towards that minor.
- Electives are courses that count as units towards graduation. Your Overseas Advisor will sign after you turn it in.

Course offerings listed here: <https://www.iesabroad.org/programs/berlin-language-area-studies#academics>. Be sure to choose courses offered in the semester that you will be abroad.

☐ 6. Proof of Financial Aid (if applicable)

Print a copy of your financial aid summary from myUSC. It can be obtained at myUSC → Financial Aid tab → click on most recent semester completed → summary → print.

☐ 7. USC Academic Recommendation(s)

One recommendation in the form of an informal email from a German professor to overseas@usc.edu. If you have not taken German at USC, the email should come from a professor in your major. Emails must be from a USC email address and the subject line should be "Recommendation for (your name)".

❑ 8. A Clear and Legible Copy of the Main Face & Signature Pages of Your Passport

- Must be a legible photocopy. Do not take a photo and print it.

NOTE: Your passport should be valid at least 6 months past the end date of your program. Check the expiration date. If you are renewing or do not have a passport, include a copy of your payment receipt as proof it is in process.

❑ 9. Know Before You Go Form

Please read and sign the form. Your signature acknowledges informed consent for study abroad programs.

❑ 10. IES Study Abroad Application

Apply online at <https://www.iesabroad.org/apply-now>. The application includes an IES Foreign Language Assessment Form (to be completed by a German language professor). Submit a printout of your online application (IES will send you an email with all your data).

Notes on IES application:

- In the 'Program Information' section, you may only apply to IES programs approved by USC (Berlin Language & Area Studies or Milan Italy Today)
- The application asks you to state whether you will receive credit from the University of Minnesota or from IES. Check "I have checked with the appropriate official at my college or university, and **my institution will accept credit from IES.**"
- Authorization and Evaluation Form will be completed by your Study Abroad Advisor on-line

Before turning in your application, be sure that it is complete and in the proper order!

- Be sure to use paperclips. **No staples please.**

>> Next Steps >>

- ✓ **Turn in Complete Application** to Overseas Studies (THH341) on or before the deadline. You should also have submitted your host institution's application by the Overseas deadline; even if the host institution's deadline is later. Overseas will then submit your name to SJACS for disciplinary clearance to study abroad. Students must be in good standing to be eligible for study abroad.
- ✓ **Screening Interview:** Sign up for an interview time when you turn in your application to Overseas Studies.
- ✓ **Acceptance/Rejection:** you must be accepted by both Overseas & your host institution. It may take several weeks or months to receive an acceptance from both institutions. In the meantime, you are expected to attend all orientations (General orientation & program-specific orientation), respond to emails in a timely manner and continue in the process.
- ✓ **Withdrawal Notice:** If at any point you consider or decide to withdraw, you must inform Overseas Studies in writing; whether you have been accepted or not. Your Overseas Advisor can help you make informed decisions about withdrawing.

Student Name: _____ USC ID Number: _____

Semester/Year with IES in Berlin

Eligibility Requirements: Minimum cumulative USC GPA of 3.0 at the time of application and completion of German 4 or the equivalent.

Full-time load: Students must enroll in at least 16 units per semester.

Course Credit: Students may earn a maximum of 16 USC units per semester. Students take a German language course (worth 4 units) plus four IES area studies courses or the equivalent in university courses (all taught in German).

USC strongly suggests that year and spring semester students take coursework at Humboldt University of Berlin. These students will be expected to stay through the final university exam period. Students should take direct enrollment courses taught in **German**. **Students may not take more than one 3-unit direct enrollment course taught in English for USC credit.**

NOTES:

- Credit will not be given for experiential learning or for any type of class that is not offered at USC (e.g., glassblowing, hospitality, etc.).
- Dornsife students needing Dornsife elective units must choose courses in subjects housed in Dornsife. Non-Dornsife subjects will articulate as other USC schools and thus not count towards the Dornsife unit requirement.
- All students should return to USC with course syllabi, reading lists, and copies of tests, papers and other work assignments completed while abroad. This will be very useful if there are any questions about course articulation and granting of credit.

Course Descriptions: Available online at <https://www.iesabroad.org/programs/berlin-language-area-studies#academics>. Note on Internships - students who wish to earn USC credit for an internship must follow USC's guidelines: http://dornsife.usc.edu/assets/files/docs/overseas/Internship_Guidelines.pdf. Internship credit is not guaranteed.

Grades: Students will receive letter grades on an IES transcript. These grades will be articulated at USC on a Credit/No Credit basis. Student must receive a C- or higher to receive credit.

I have read and understand the academic policies for this program.

1 st Major Advisor's Signature (required):	Print Name:	Date:
2 nd Major Advisor's Signature (if applicable):	Print Name:	Date:
1 st Minor Advisor's Signature (if applicable):	Print Name:	Date:
2 nd Minor Advisor's Signature (if applicable):	Print Name:	Date:
Student's Signature (required):	Print Name:	Date:

Student Name: _____ USC ID Number: _____

IMPORTANT NOTES FOR STUDENTS:

- Students are responsible for understanding how their department, program, or school treats overseas coursework.
- Overseas coursework can be used to fulfill major/minor requirements or elective units (not GEs, writing or diversity).
- Host institution course offerings may change without notice.
- Refer to page 1 of this Advising Record to understand what constitutes upper vs. lower division coursework.
- Upon program completion, it may take 3-4 months for transcripts to arrive at USC and coursework to be articulated.
- Units earned on USC-approved study abroad programs are considered to be USC units taken in residence, not transfer units.
- Courses must be pre-approved to fulfill major/minor requirements. If you enroll in courses not pre-approved on this form, it is your responsibility to clear them with your academic advisor via email.
- Students are not allowed to enroll in a Directed Research (490) course, Maymester or any other on-campus program while on Overseas Studies semester program.
- Keep a copy of this form for your records.

Advisors: Students must obtain a signature for each major. If the student will not receive major credit, please write “no major credit” in the Course Title box. Students only need a minor advisor signature if they plan to take coursework for that minor.

MAJOR 1: _____ **MAJOR 2:** _____ List courses you hope to apply to your major/s.

Host Course Number*	Course Title	Host Units	USC Units	Advisor's Notes	Advisor's Initials

*Please use host university's course number.

We understand how the above coursework will apply to the major.

1 st Major Advisor's Signature (required):	Print Name:	Date:
2 nd Major Advisor's Signature (if applicable):	Print Name:	Date:
Student's Signature (required):	Print Name:	Date:

Student Name: _____	USC ID Number: _____
---------------------	----------------------

MINOR 1: _____ **MINOR 2:** _____ List courses you hope to apply to your minor/s.

Host Course Number*	Course Title	Host Units	USC Units	Advisor's Notes	Advisor's Initials

*Please use host university's course number.

We understand how the above coursework will apply to the minor.		
1 st Minor Advisor's Signature (if applicable):	Print Name:	Date:
2 nd Minor Advisor's Signature (if applicable):	Print Name:	Date:
Student's Signature (if applicable):	Print Name:	Date:

COURSES FOR ELECTIVE UNITS: Your Overseas Advisor will approve these courses after the application deadline while processing your application. Advanced signature not required.

Host Course Number*	Course Title	Host Units	USC Units	Advisor's Initials

*Please use host university's course number.

Program: Germany – IES Berlin

TO THE STUDENT

Give this form to a professor whose class you have taken. References must be from course instructors, not teaching or lab assistants. In order to be courteous to your professors, please give them this form at least 2 weeks in advance of the deadline.

Student's Name:
(please print)

I waive my right of access to this evaluation, and I understand that this evaluation will be used only for the purpose for which it was prepared. ☐ Yes ☐ No

Student Signature:

Date:

TO THE EVALUATOR

The student named above is seeking admission to a Dornsife semester/year study abroad program. Students are selected on the basis of academic ability, academic motivation, maturity, and adaptability. We would appreciate your frank opinion as to the student's qualifications. Your letter should address the following:

- Length of time and capacity in which you have known the student
- The student's academic performance in your class(es) including particular strengths and/or weaknesses.
- Your judgment of the student's character and ability to adapt to the challenges of living in a foreign country with a different academic environment.

Students have been asked to request letters of reference at least 2 weeks before the deadline.

You may submit the letter in the body of an **email to overseas@usc.edu**.
Please be sure to use your USC email account.

If you prefer to send a paper copy to our office, you may do so: USC Mailcode 4354

Thank you.

USC Office of Overseas Studies

KNOW BEFORE YOU GO

Recommendations for a Healthy Study Abroad Experience

Studying abroad may be a stressful event and we would like to assist you in better preparing you for your experience. It is important to note that studying away from home can be risky for those with medical or psychological health conditions that are not managed properly before departure. Therefore, students should take into consideration any special medical, physical, or psychological needs that may impact their participation in the program prior to departure. Please keep in mind that study abroad sites may not be able to accommodate all reported individual needs or circumstances.

Pre-departure Checkups:

You are strongly encouraged to schedule a medical exam at the Engemann Student Health Center (<http://engemannshc.usc.edu/>) or with your family physician prior to departure.

A thorough dental exam is also strongly recommended.

For information on necessary or suggested vaccination for travel abroad, consult your family physician or the Engemann Student Health Center (<http://engemannshc.usc.edu/>)

Students Using Medications:

If you use medication/s, including asthma inhalers, on a regular basis you should take a supply to last throughout your stay and carry a letter from your physician explaining the medical necessity and treatment. Any medications taken overseas should be left in their original containers and be clearly labeled.

Prescription medication for legitimate health conditions may be scrutinized by foreign officials when going through Customs. In some countries drugs that are legal and readily available in the United States will be considered illegal, require a prescription, or a host country authorization to be allowed in the country.

If you are being treated for a psychological health condition work closely with your physician or mental health professional to understand possible triggers and how to reach out for help. It is in your best interest, if you are taking psychotropic medications, to be stable in your medication before starting your overseas experience. Discuss proper medication management with your doctor or mental health professional prior to your departure.

Mailing medication abroad: Most countries have very strict regulations on having medications shipped abroad. Students regularly find that refills of regularly taken medications in the U.S. get stopped by the host country's Customs. Decisions on what medications may be mailed legally into some foreign countries are made by the host

country government, not the U.S. Post Office. Students should call the host country government office in the U.S.

Students with Different Abilities

Passage of legislation such as the Individuals with Disabilities Education Act and the American with Disabilities Act has spurred schools in the U.S. to accommodate students with varying abilities. It is important to know that other countries are not bound by U.S. legislation, and physical facilities and academic resources vary significantly from one overseas site to another. If you are currently receiving disability-related accommodations at USC or anticipate needing them at your program site, please contact Disability Services and Programs (DSP) located in the Student Union 301 or call (213) 740-0776, to discuss appropriate responses to your needs.

Informed Consent for Study Abroad Programs

Students are expected to consider their physical and mental health and any special needs when deciding whether or not to study abroad and when choosing a program. Studying abroad involves challenges related to differences in facilities and physical conditions, cultural norms and expectations, and types of stress. Students studying abroad are also separated by distance from their familiar support networks and healthcare providers. All students--especially those with different physical or learning abilities, those with medical conditions, and those with psychological issues--are strongly encouraged to consider all potential challenges and consider whether studying abroad at the selected location is appropriate for them. Student may then take necessary steps to have a healthy experience abroad.

Examples of psychological issues that can be exacerbated or triggered while studying abroad include depression, anxiety, body image and eating disorders, panic attacks, and addictive behaviors. Examples of challenges for students with physical and learning disabilities include lack of wheelchair access, pedestrian-unfriendly infrastructures, and little or no accommodation for alternate testing situations.

Students are strongly encouraged to take the following measures to help increase the likelihood of a healthy and successful study abroad experience:

- Get a thorough medical exam and explain to the physician the location and nature of the study abroad program.
- Get any immunizations or take any medications (e.g. *anti-malarial*) necessary or suggested for the study abroad location and locations in which you plan to travel extensively.
- Bring a sufficient supply of needed medications, including asthma inhalers, along with prescriptions. Don't respond to the stresses of adjusting to a new culture by taking more than the prescribed doses of your medication, discontinuing medication without advice from a doctor, or taking medication prescribed to another student.
- In the case of a history of any psychological issues, consult with a physician or mental health professional and explain to the practitioner the location and nature of the study abroad program.
- In the case of disabilities (e.g. *learning disabilities, physical disabilities*), consult with Disability Services and Programs (DSP), Student Union 301, 213-740-0776.

Student acknowledges that she/he has read this informed consent and the attached "Know Before You Go" document and that she/he understands their meaning and effect.

Date: _____ Student: _____

Date: _____ Parents or Legal Guardian: _____
(If Student is under 18)

Date: _____ USC: _____

Overseas Studies Scholarships:

dornsife.usc.edu/usc-and-outside-overseas-scholarships/

CIEE Foreign Language Scholarships for USC Students

Region – Brazil, China, Japan, Jordan, Russia & Taiwan

Eligibility – For study of intensive language on USC-approved CIEE programs, Dornsife major. (spring only)

Del Amo Scholarships for Spain

Region – Spain (USC Madrid & Bilbao)

Eligibility – Dornsife major

Gold Family Scholarships

Region – All

Eligibility – Trustee Scholars, Dornsife major

Hovel Scholarship

Region – Germany (IES Berlin or BU Dresden)

Eligibility – German Studies minors

Travel Grants for USC Paris, USC Madrid and USC in the UK

Region – France, Spain or the UK

USC Scholarships

Dean Joan Metcalf Schaefer Scholarships

deanjoan.net/

Region – All

USC Africa Student Fund

undergrad.usc.edu/global/africa_student_fund.html

Region- Africa

Program-Based Scholarships: Scholarships are offered by the following USC partners. Visit the program's website for information.

- College Year in Athens program
- CIEE programs
- IES programs
- SIT programs
- School for Field Studies programs
- Syracuse University – Florence program

US Government Scholarships:

Gilman Scholarship

iie.org/programs/gilman-scholarship-program

Region – All

Eligibility – Must receive a Pell Grant.

NSEP David L. Boren Undergraduate Scholarship

borenawards.org

Region – Africa, Asia, Eastern Europe, Latin America & Middle East Only

OVER FOR MORE SCHOLARSHIPS

Outside Scholarships:

Alpha-Lambda-Delta National Honor Society Scholarships Region - All	www-scf.usc.edu/~ald/scholarships.htm
Bridging Scholarship Region – Japan	aatj.org/studyabroad/scholarships
BUTEX: British Universities Transatlantic Exchange Association Region – UK	butex.ac.uk/scholarships/
DAAD (German Academic Exchange Service) Region – Germany	daad.org/undergradprograms
Freeman – Asia Region – East Asia	www.iie.org/programs/freeman-asia
Fund for Education Abroad Region – All	fundforeducationabroad.org/applicants/scholarships
Go Overseas Scholarship Region – New Zealand	www.gooverseas.com/scholarships
Phi Kappa Phi Grants Region – All	phikappaphi.org/grants-awards/study-abroad
Rainbow Scholarship Region – All	fundforeducationabroad.org/applicants/scholarships
Turkish Coalition of America Region – Turkey Eligibility – African American, Hispanic American, Native American and Filipino American students.	http://tc-america.org/scholarships/minority.htm

Scholarship Databases:

Diversity Abroad scholarship listing	diversityabroad.com/financial-aid
GoAbroad.com scholarship listing	goabroad.com
IIE scholarship database	studyabroadfunding.org

Independent International Opportunities: Government programs (foreign & domestic).

American-Scandinavia Foundation (ASF)	amscan.org/grants_americans.html
Critical Language Scholarship Program (Eurasia, Middle East, South & East Asia)	clscholarship.org/
DAAD (German Academic Exchange Service)	daad.org/undergradprograms
Hansard Scholars Programme UK	hansardsociety.org.uk/scholars/
Japan Student Services organization	www.jasso.go.jp/study_j/scholarships_e.html

Germany: IES Berlin
Spring 2018
Estimated Rates

COMMITMENT FEE (USC 300 + IES 500) \$ 800 ←

TUITION EXPENSES

Tuition	\$ 14,545
TOTAL TUITION EXPENSES	\$ 14,545

Costs charged to student fee/bill account and payable to USC

ESTIMATED LIVING EXPENSES

Housing	\$ 2,900	←
USC Administrative Fee	\$ 2,800	←
Tuition Refund Insurance	\$ 48	←
IES Insurance	\$ 230	←
USC Health Insurance	\$ 1,205	←

(all other costs are estimated out-of-pocket expenses)

<i>Optional IES field trips</i>	\$ 360
Personal	\$ 2,000
Food	\$ 4,400
Cell phone	\$ 200
Airfare	\$ 1,400
Books & Supplies	\$ 400
German Residence Permit (invoiced upon arrival)	\$ 80
Local Transportation	\$ 150
International Student Identity Card (ISIC)	\$ 26
US Passport	\$ 135
TOTAL LIVING EXPENSES	\$ 16,334

TOTAL TUITION AND LIVING EXPENSES \$ 30,879

The estimated cost of attendance for one semester of on-campus study at USC, based on full time flat rate undergraduate tuition, fees, room, board, books, supplies, transportation, and personal expenses is:

\$36,766.

Most financial aid, including scholarships, grants, loans, and tuition assistance benefits, is transferrable to official USC study abroad programs; however, the amount of aid will be adjusted based on the program-specific cost of attendance, as indicated on this cost sheet. Some types of financial aid may be reduced if the overseas program costs less than one semester of on-campus study.

Students and/or parents may be eligible to apply for additional educational loans through the Financial Aid Office in order to pay for programs with a total cost exceeding that of a standard USC semester.

COMMITMENT FEE: Will be credited to your USC student account after you begin your program. Please note that commitment fee is NOT refunded if you withdraw from your program after November 10, 2017.

During the course of program operations, actual costs may vary. USC reserves the right to adjust fees at any time.