

Application Pack 2012 International Summer School



**UNIVERSITY OF
STIRLING**

This application should be completed in as much detail as possible. While completing, please refer to the enclosed notes for guidance. If you have any problems completing the application please contact the ISS Team at iss@stir.ac.uk or +44 1786 466041 (from outside of UK). PLEASE FILL IN ALL FIELDS.

Block 1: Saturday, 16 June–Saturday, 14 July 2012

Block 2: Saturday, 14 July–Saturday, 11 August 2012

1. Identification Details

Please complete in BLOCK CAPITALS

Please refer to 'Instructions for Applicants' below'

Personal details

Surname/Family name

Title (Mr/Mrs/Miss/Ms)

Forenames

Date of birth (dd/mm/yyyy)

Gender (male/female)

Nationality

Ethnicity

Occupational background

Permanent home address

Name and address of program sponsor

Postcode:

**CCIS/Brookdale Community College
International Education Center
765 Newman Springs Road
Lincroft, New Jersey - USA
Postcode: 07738**

Email:

Email: international@brookdalecc.edu

Tel:

Tel: **732-224-2799**

Dates at correspondence address:

From: **N/A** To: **N/A**

2. Education

Home university/college/school

Current year/level of study at start of ISS
(eg 2nd Year/sophomore)

Your degree programme/major at your home university/college

3. Further Information

Disabilities/special needs

Please indicate any disabilities, special needs, arrangements or facilities you may require during the ISS, using codes where possible.

Criminal convictions

Do you have any criminal convictions?

Yes

No

If yes, please detail:

4. English Language Proficiency

Is English your first language? Yes No

If No, please give details of English language qualifications you hold or intend to take below:

Name of test (eg IELTS):

Grade/result:

Date awarded/to be awarded:

Other evidence of proficiency
(eg. prior study in English):

5. Module Selection

I would like to apply to ISS:

- Block 1 - 2 modules total
 Block 2 - 2 modules total
 Blocks 1 & 2 with ISS9IN Internship module - 3 modules total
- Blocks 1 & 2 - 3 modules total
 Blocks 1 & 2 - 4 modules total

Please indicate which modules from the ISS prospectus to which you would like to apply (pages 10-16). Please look at the modules carefully and only select modules for which you have the appropriate academic background, as indicated by your academic transcript. For each module, enter the ISS MODULE, BLOCK 1 or 2 and TITLE. The maximum course load per block is two modules. As space in each module is limited, please select two preferred and one reserve module for each block. Students will automatically be assigned reserve modules if their preferred modules are not available or are fully subscribed. Students should indicate with an asterisk (*) those modules which are compulsory for their degree programme at their host university. The ISS prospectus with full module descriptors is available online at: www.stir.ac.uk/iss/modules

ISS MODULE CODE (eg. ISS9RC)	BLOCK 1 or 2	ISS MODULE TITLE (eg. Religion and Conflict)
1		
2		
3 (if applicable)		
4 (if applicable)		
Reserve for block 1 (if applicable)		
Reserve for block 2 (if applicable)		

6. ISS Programme Guarantee

I understand that if I withdraw from the 2012 ISS after Monday 7 May 2012, I will be liable to pay a withdrawal penalty of £300 per block for which I have applied. If I withdraw, the credit card provided below will be charged. If I do not withdraw, this card will not be charged and I will be given instructions for paying my full ISS programme fees before the start of the ISS.

I wish to guarantee my place on the ISS programme by: Visa MasterCard

Cardholder Name _____

Card Number _____

Expiry Date _____

Security Code _____

Signature _____

7. Application Pack Checklist

Please ensure that before you submit the application pack it includes the following;

- this completed Application Form
- a copy of your academic transcript
- a suitable academic reference or recommendation that attests to your ability to study and participate in a new, foreign learning environment as you will encounter when participating in the ISS
- (non-native English speakers only) printed evidence of English language competence
- (if you are applying for the ISS9IN ISS Internship) you must provide a copy of a current passport photo page at the point of application.

Applicant's Signature: _____

Date: _____

Dates and Deadlines

CCIS/Brookdale Application dates	Block
Friday 16 March 2012	Block 1 start including ISS9IN ISS Internship
Friday 13 April 2012	Block 1 start
Friday 20 April 2012	Block 2 start
Friday 4 May 2012	Acceptance Form return to CCIS/Brookdale

Acceptance	
Monday 7 May 2012	Deadline to return Acceptance Form to ISS

Withdrawal dates	Withdrawal penalty
After Monday 7 May 2012	£300 for one block £600 for two blocks (including ISS9IN)
Wednesday 30 May 2012	Full programme fee

What Happens Next?

1. Confirm you have completed your ISS and CCIS Application Pack and that it includes:

- this completed Application Form;
- the completed CCIS Application Form
- the statement of purpose;
- an official transcript from your home university (this **MUST** be in English or your application cannot be processed);
- a suitable academic reference or recommendation (from someone who has taught you at University or College or a reference provided by your exchange or study abroad coordinator) attesting to your ability to study abroad and adjust to a new learning environment;
- legible photocopy of your passport;
- evidence of English language competence (non-native speakers only);
- \$35 application fee made payable to Brookdale Community College.

2. Send the full application pack to:

CCIS/Brookdale Community College
International Education Center
765 Newman Springs Road
Lincroft, NJ 07738

3. CCIS/Brookdale will forward your application to us. Your application will be reviewed by ISS admissions and University academic departments in order to approve your course choices.

4. Following this review we will send you a decision letter. If you are offered admission you will receive an Offer Letter, which includes a listing of modules for which you have been pre-approved and an Acceptance Form, which should be signed and returned to the ISS office by email, mail or fax by Monday, 7 May 2012. Please note if you have applied through an agent you may be asked to send your Acceptance Form to the agent instead of directly to the University of Stirling.

5. You will not be registered for the ISS until the ISS Team has received your signed Acceptance Form.

6. We will confirm receipt of your ISS Acceptance Pack, via email.

7. Further details about airport pick up, the ISS orientation programme, social events and excursions and other useful information will be emailed to students in welcome packs to be sent in the lead up to the ISS

Questions? iss@stir.ac.uk or international@brookdalecc.edu

Incomplete applications will not be processed.

The Data Protection Act 1998 and your privacy

The University processes for educational purposes the personal information which you provide on your application form. By giving this information you consent to all such personal information being made available for official purposes to academic and support staff of the University. Except where disclosure is required by law, or where you have separately agreed to disclosure to organisations providing you with financial support, such information will be kept confidential within the University. You will be asked to sign a statement to this effect as and when you enrol at the University.

Section 1. Ethnicity

Please insert the applicable code from the table below onto the Application Form. The University uses this information to monitor application rates and equal opportunities only, not for admission purposes. It is confidential and protected from misuse.

White		Mixed		Black or Black British		Asian or Asian British	
British	11	White & Black Caribbean	41	Caribbean	21	Indian	31
Irish	12	White & Black African	42	African	22	Pakistani	32
Other White	19	White & Asian	43	Other Black	29	Bangladeshi	33
		Other Mixed Background	49			Chinese	34
		Other Ethnic	80			Other Asian	39
		Information Refused	98				

Section 1. Occupational Background

If you are under 21, please give the occupation of your parent, step-parent or guardian, spouse/partner who earns the most. If he or she is retired or unemployed, give their most recent occupation. If you are over 21, please give your own occupation. Please note that we use this information to monitor application rates and equal opportunities only, not for admissions purposes. It is confidential and protected from misuse.

Section 1. Email address

All students must provide a valid email address. We rely heavily on email to communicate with students throughout the application process.

Section 3. Disabilities / Special Needs

Please insert the most applicable code on the Application Form and then expand upon any special arrangements or facilities you may require. We will forward this information to our Student Support Services office.

Dyslexia	1
Blind / partially sighted	2
Deaf / hearing impairment	3
Wheelchair user / mobility difficulties	4
Personal care support	5
Mental Health difficulties	6
An unseen disability (eg. diabetes, asthma, epilepsy)	7
Multiple disabilities	8
A disability which is not registered above	9

Section 3. Criminal Convictions

You must check the 'Yes' box if you have a conviction, not including:

- A motoring offence that you received a fine or similar penalty for; or
- A spent sentence (as defined by the UK Rehabilitation of Offenders Act 1974), except for certain courses (please contact the International Office for more information).

If you have not been convicted of a criminal offence, you must check the 'No' box.

If you check the 'Yes' box, we shall ask you to send more details.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens Advice Bureau or probation service, or from NACRO (National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but may have to pay for legal advice.

We cannot process this form unless either the 'Yes' or 'No' box is checked.

We will contact you to get the information, but this will delay your application. If you are convicted of a criminal offence after you have applied you must inform the University.

Section 4. English Language Proficiency

Applicants should note that all students, at the time of their admission to the University, are required to be sufficiently fluent in the English Language to be able to derive maximum benefit from course modules taught in that language. It is therefore necessary, for those whose first language is not English, to demonstrate a measure of English-language ability by having passes in certain recognised tests and examinations. One of the following qualifications will be acceptable. **For students on certain recognised exchange programmes, there may be an inter-university agreement for the recognition of a student's English language ability which may mean that admission is possible without the student having to sit or hold one of the following tests. In this case, a student's academic reference would have to attest to their ability to attend classes and complete assignments in English. Students should check with their exchange co-ordinator, where applicable.**

AEB Test in English for Educational Purposes	Grade III or better in listening, reading and writing
British Council International English Language Testing System (IELTS)	Average score of 6 or above, and 5.5 in Listening and Writing
Cambridge Certificate in Advanced English	Grade B
Cambridge Certificate of Proficiency in English	Grade C or better
Cambridge Certificate in Communicative Skills in English	Level 3 or above in reading, listening and oral interaction plus level 4 in writing
English Language Skills Assessment (ELSA)	Score of 383, minimum of 199 in Listening/183 in Reading <u>plus</u> Writing II, score of 4 and Speaking, Intermediate High
Hong Kong English Language Examination (from 2007)	Grade 3 or above
International GCSE English as a Second Language (Cambridge)	Grade C or better, based on Extended Curriculum
London Chamber of Commerce English for Business Examination (LCCI)	Third Level
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Oxford - ARELS Examination (Higher Level)	Credit or Distinction
Oxford International Business English Certificate (OIBEC)	Pass
Pearson Test for English – Academic	Overall Score of 54 with a minimum of 44 in each section
TOEFL: American Test of English as a Foreign Language	Minimum score of 80/213/550
TOEIC	all 4 components required 800 overall, with at least 750 in each component
University of London Certificate of Attainment in English (Graded Test)	Levels 5 and 6