

Applying to the Hamilton College Academic Year in Spain

**Application Deadlines: March 10 for Academic Year and Fall Semester
October 1 for Spring Semester**

Application Instructions

We are delighted to announce that beginning in the autumn of 2009, much of the HCAYS application will be on-line. **To begin the HCAYS Application process, please go to the following website:** <http://www.regonline.com/HamiltonCollegeProgramsAbroad>. You may complete and submit much of the application on-line and pay the registration fee through our secure site.

Please note that your file will not be reviewed by the HCAYS Admission Committee until your application is complete. The required documents are listed on the following page under **Application Materials**. It is your responsibility to make certain that we receive ALL materials in a timely fashion.

You should expect a response regarding HCAYS admission within two weeks of our deadline if your RegOnline application is complete.

Within two weeks of acceptance, in order to enroll, you must remit a \$500 non-refundable deposit plus two passport-size photographs. You will also need to return to your on-line application to complete the housing questionnaire to insure your host assignment in Spain.

If you have questions regarding your eligibility or the application process, please contact: Ms. Gena Hasburgh at 315-859-4201 or send an email to aysjyf@hamilton.edu.

We are grateful for your interest in the Hamilton College Academic Year in Spain, and we look forward to learning more about your plans for study abroad.

Hamilton College Academic Year in Spain

APPLICATION MATERIALS

1. Application Registration: www.hamilton.edu/academics/programs_abroad/spain
2. \$50 Application Fee (on-line payment required at time of application)
3. 300 Word Essay
Through the on-line application you must upload a statement in English including comments on:
 - a. your experiences in Spanish, including travel or residence abroad
 - b. your reasons for wishing to study abroad and how this experience will contribute to learning
 - c. co-curricular interests in Spanish

4. Writing Sample

Please submit a recent paper written in Spanish and graded by a professor. (Do not send a corrected copy unless your own revisions are evident. If your paper was graded by hand, please remit your paper with corrections by US Mail to the address that follows. If your paper was graded electronically, you may upload it during your application registration on-line.)

The following documentation must arrive under separate cover, by March 10 if you are applying for the Academic Year or Fall semester and by October 1 if you are applying for the Spring semester:

**HAMILTON COLLEGE ACADEMIC YEAR IN SPAIN
198 COLLEGE HILL ROAD
CLINTON NY 13323**

5. Two Recommendations

You must submit two recommendations. Each recommendation form should be in a sealed envelope, signed on the back by the professor. One recommendation must be from your current or most recent language professor. The other recommendation must be from your most recent professor in your major. If Spanish is your major, please remit both forms, preferably from two professors.

6. Release Agreement, including an original signature by you and a parent or guardian.
7. Official Transcript(s) from every post-secondary school that you have attended.
8. Recommendation from the Dean of Students or Dean of Study Abroad, signed and dated by the Dean.

Due upon Acceptance:

Within two weeks of acceptance, you must remit a \$500 non-refundable deposit plus two passport-size photographs.

Physician's Report (form is available through the HCAYS application website page)

Housing Questionnaire: Please return to your on-line application to complete this form within two weeks of acceptance.

ATTENTION HAMILTON COLLEGE STUDENTS:

Please consult the Dean of Students regarding HC study abroad requirements (including Leave of Absence application and minimum GPA requirements).

Hamilton College Academic Year in Spain Release and Indemnification Agreement

I hereby release the Hamilton College Academic Year in Spain (the "Program"), the sponsoring institutions, including Hamilton College, its trustees, officers, employees, and agents, and the trustees or directors, officers, employees, and agents of other sponsoring institutions, domestic or overseas (collectively, the "Releasees"), from any and all claims or liability of any kind resulting from the death of or any injury, loss, damage, accident, or delay suffered by _____ (the "Student"), whose parent or legal guardian I am, while the Student is participating in either of the Programs. I further agree not to sue or otherwise bring any action or proceeding against the Releasees with respect to any such claim or liability.

This Release and Indemnification Agreement further applies to any claims arising out of independent travel that may be undertaken by the Student.

I agree to indemnify the Releasees and save them harmless from and against all liability, loss, cost or expense, claims, suits, or proceedings in law or equity, and attorneys' fees and disbursements relating to same, arising out of the Student's participation in the Program.

I agree that the Program reserves the right to enforce those rules, standards, and instructions set forth in their brochures, pre-departure bulletins, and other public statements, and that the Student's participation in the Program may be terminated as a consequence of the Student's failure to follow these requirements.

I certify that the Student is _____ years of age, is in good physical and mental health, and that he or she has no special medical or physical conditions which would preclude or impair participation in the Program. I understand that, in case of a medical emergency, reasonable effort will be made to contact me or another parent or guardian of the Student. I hereby give permission for the Program to seek medical attention for the Student and for the attending physician to do what is medically necessary for the Student, if and as needed.

I have read this instrument, and I understand and agree to these conditions and terms. I acknowledge that there are no reservations to the full effectiveness of this Release and Indemnification Agreement.

Dated: _____ Parent/LegalGuardian: _____
(signature)

Print Name: _____

Address: _____

I acknowledge and confirm that I am in good physical and mental health, that I am familiar with, and agree to abide by, the rules, standards, instructions and regulations of the Hamilton College Academic Year in Spain, and I agree to be bound to the terms and conditions of the above Release and Indemnification Agreement. I further agree that, should I incur any serious physical, emotional or mental emergency while on the Program, the Director-in-Residence may contact my parent(s) or legal guardian(s), and/or a member of the medical staff of Hamilton College.

Dated: _____ Student: _____



Hamilton

Academic Year in Spain

198 College Hill Road
Clinton, New York 13323
Telephone: 315-859-4201
Facsimile: 315-859-4969
hamilton.edu/academics/spanish/hcays

Application Deadlines: March 10 (Fall Semester and Academic Year)
October 1 (Spring Semester)

Spanish Language Assessment

Name of applicant _____

College _____

TO BE COMPLETED BY A RECENT INSTRUCTOR IN SPANISH:

How would you rate the applicant's Spanish? (POOR, FAIR, GOOD, VERY GOOD, SUPERIOR)

1. ability to understand Spanish spoken at normal speed? _____
2. ability to understand lectures in Spanish? _____
3. ability to take significant notes at such lectures? _____
4. ability to express himself or herself orally in Spanish? _____
pronunciation? _____ correctness? _____ fluency? _____
5. ability to read for university level courses? _____
6. ability to write Spanish? _____
4. motivation and effort? _____
8. Additional remarks: _____

If you were to direct a Study Away Program, would you want this student to enroll? Please comment.

Signature _____ Name (please print) _____ Position _____ Date _____



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Assessment in the Major

Name of applicant _____

College _____

TO BE COMPLETED BY A RECENT PROFESSOR IN THE MAJOR:

Please assess the following comments using POOR, FAIR, GOOD, VERY GOOD, SUPERIOR or NO BASIS FOR RATING:

1. Motivation for Program Abroad. Strong personal interest, seriousness of purpose, self-motivated.

2. Academic qualities. Attitude toward study, native ability, general knowledge, well-organized, achievement, original, enthusiastic, contributes to class, curious.

3. Concern for international understanding. Involvement in pertinent activities, knowledge of past and present of own country, knowledge or interest in foreign cultures, acceptance of other groups.

4. Social attitudes. Courteous, helpful, flexible, responsible, adapts to new situations, tactful, acceptance by others, adjusts to group life, acceptance of others.

5. Emotional stability and maturity. Apparent degree of adjustment, emotional reaction to strain, emotional effect on others, soundness of decisions affecting self, nature of knowledge of self.

6. Additional remarks: (i.e., sense of humor)

If you were to direct a Study Away Program, would you want this student to enroll? Please comment below or attach additional comments.

Signature

Name (please print)

Position

Date



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Dean of Students - or - Dean of Study Abroad

Name of applicant _____

College _____

TO BE COMPLETED BY THE DEAN:

Do you rate this student's overall performance as POOR, FAIR, GOOD, VERY GOOD or SUPERIOR? Please comment.

Does your college approve of this student's plan to study for a year abroad with our program?

Signature

Name (please print)

Position

Date



Hamilton

Programs in Madrid & Paris

When completed, please return this form to:
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HCAYS / HCJYF
198 College Hill Road
Clinton, New York 13323

CONFIDENTIAL PHYSICIAN'S REPORT: Due Upon Acceptance

Name of applicant: _____ **College or University:** _____

Applicant's email: _____

To the student: Your health and safety while traveling and abroad are of the utmost importance of us, and self-disclosure of your health history and current concerns, if any, are essential to your well-being. This form will inform the HCAYS / HCJYF of any physical or psychological condition which may affect you while abroad, and to provide essential information to medical personnel in Spain or France in case of an emergency. This information should be accurate, current and complete. Please do not disguise or hide any issues. The information will be shared with personnel in Spain and France, medical personnel or hosts, if necessary, and except in unusual cases, answers will not affect your selection to the Programs. Please be certain to complete pages 1 and 2.

Authorization: I authorize my physician to provide information regarding the status of my health to the staff of the Hamilton College Academic Year in Spain or Junior Year in France, and I authorize the HCAYS or HCJYF staff to consult with my physician, if necessary. I have disclosed all pertinent health information, physical and psychological, and any treatment and medications I have taken within the past five years. If I develop any medical or psychological condition subsequent to enrolling with the HCAYS or HCJYF, I agree to disclose this information to the HCAYS or HCJYF personnel, and agree that the staff will share the information with my host, if necessary.

Student's signature: _____ **Date:** _____

To the physician: Sound physical and emotional health is important to successful study abroad. We request your careful and complete evaluation of the applicant's health.

Applicant's general state of health (please circle all replies): **Excellent** **Good** **Fair** **Poor**

Student's date of birth: _____ Height: _____ Weight: _____

Is the applicant seriously overweight or underweight?	Yes	No
Any dietary restrictions (medical / personal preference)?	Yes	No
Allergies:	Yes	No
Prescriptions / medications (please list on next page)	Yes	No
History of physical or emotional challenges that may cause hardship abroad?	Yes	No

(Please explain)

Communicable diseases including HIV / AIDS	Yes	No
Psychiatric treatment within the last four years?	Yes	No
Currently in treatment for physical or emotional condition?	Yes	No
Serious eyesight, hearing or speech impairment?	Yes	No
Other medical, emotional or physiological conditions that might cause problems?	Yes	No
Any additional information that we should know?	Yes	No

Name of applicant: _____ **College or University:** _____

To the physician (continued):

1. If you have answered **Yes** to any of the previous questions, please explain:

2. If the student is not currently treated for any illness, but has received treatment within the past four years, please explain:

3. If the student will need treatment in Spain or France, please have the current attending physician explain the treatment requirements. In addition, do you have a contact or facility in Paris or Madrid where the treatment may continue?

4. If the student will need prescription medicine while in Spain or France, please indicate that the student will take a sufficient amount of medication for the duration of the Program, and whether the medication is available in Spain or France.

5. If you have any other comments or remarks not included with this evaluation, please explain:

6. Please verify with your signature that you have discussed the physical and psychological demands of study abroad with this student, that you have reviewed the student's responsibility regarding study abroad, that if necessary, you are willing to consult with HCAYS / HCJYF personnel and medical personnel in Spain and France, and that to the best of your knowledge, this student is ready and able to study abroad.

Name of Physician: _____ **Signature:** _____

Address: _____

Telephone: _____ **Fax:** _____

Date: _____

Thank you for your prompt completion of this important information.