

APPLICATION INSTRUCTIONS

STEP 1: Gather Required Documents

1. **Biographical Data**
2. **Statement of Study Abroad Approval.** This should be completed by the person at your home institution who is responsible for study abroad permission/credit transfer (whether that be study abroad advisor, dean, registrar or academic advisor), and is designed to help facilitate the transfer of credit for the courses you take at CYA.
3. **Academic Plan.** This section is to be filled out in consultation with your advisor and should reflect as accurately as possible your academic needs and goals. The Academic Plan outlines the areas of study you wish to pursue at CYA and the levels in each that would be appropriate to you. Please note that the Academic Plan is step one in a 3-part registration process (see next page).
4. **Personal statement.** Please write a brief statement mentioning previous schooling; reasons for wishing to study at CYA and what you expect to achieve; previous international experience, if any; professional goals, interests and hobbies, and any other information that may be useful to the Admissions Committee.
5. **Official transcript from each college/university attended.** Hard copies must be sent in a sealed envelope. Follow submission instructions below for electronic copies.
6. **One academic reference.** This must be from a professor or college administrator who can attest to your intellectual abilities, character, and knowledge. If you are required to submit an academic reference to your home institution for approval to study abroad, CYA will accept the same reference forwarded directly from your study abroad office to info@cyathens.org.

Your application will not be considered until all required items have been received, so we recommend sending this application form along with all supporting materials.

STEP 2: Submit Your Application

CYA employs a rolling admissions policy. Since applications are considered only as long as space is available, CYA strongly encourages early application. Students applying after May 1 (for fall) or October 15 (for spring) must include the confirmation deposit of \$600 with the application. The deposit will be refunded if the application is denied.

Submit electronically:

To expedite processing, CYA accepts applications by email to info@cyathens.org. Official transcripts and references cannot be sent electronically directly from the applicant; transcripts may be sent via an official e-transcript platform (if offered at your home institution), and academic references may be sent directly from your referee to info@cyathens.org. Alternatively, we can accept these documents or the complete application scanned and sent directly from your study abroad office.

Submit by mail:

Admissions Committee of CYA
PO Box 390890
Cambridge, MA 02139-0010

Submit by courier service (DHL, FedEx, UPS, etc.):

Admissions Committee of CYA
1035 Cambridge Street, Suite 21E
Cambridge, MA 02141
Tel: (617) 868-8200

STEP 3: Admission Decision

When your complete application is received, it will be forwarded from Cambridge to the Admissions Committee in Athens. As soon as a decision is made (typically within two weeks of receiving your application), you will be notified by e-mail. To ensure your place, be sure to submit the required items (see above) within the emailed/published deadlines.

Since almost all of our communication with you will be by email, please notify info@cyathens.org immediately if your email address changes. Check your inbox and spam folder regularly, as many emails are time-sensitive.

STEP 4: After Acceptance

Accepted students receive login information to the CYA Accepted Student page, which contains:

- Pre-departure information
- Pre-departure to-do list
- Visa information and visa application form
- Registration information, course offerings, calendars and schedules
- Online submissions forms
- Participation Agreement & Release Form (legal document)

Information about next steps will come in a “Welcome” email from the North American Office. Read and follow all instructions carefully.

Financial Considerations

CYA’s Bursar will send information about payment of your program fees. See the CYA website (www.cyathens.org) for the latest figures on the fees and estimated expenses, but note that since the payment method differs according to the arrangement your home institution has with CYA, the amount you pay to CYA directly may vary. Follow the instructions sent to you by the Bursar. You may also check the payment policies with your study abroad office.

If you currently receive financial aid from your college or university, you should consult immediately with your financial aid office to find out what portion of your aid package will apply to your period of study abroad. Check to see if a consortium agreement between CYA and your institution needs to be signed in order for your financial aid to transfer. If you apply for Federal or State financial aid, do not send any government or bank forms to be signed by CYA. These can be signed only by your degree-granting institution. See your college financial aid office for assistance.

If you will also apply for a supplemental scholarship from CYA (<https://www.cyathens.org/109/1/cya-scholarships-information/>), note that the supplemental scholarship form must be filled out in consultation with the financial aid officer at your home institution. Scholarship applications may be submitted with the CYA application form or after acceptance; however, completed scholarship applications should be received by April 1 (this deadline applies to all scholarship applicants, including those for spring semester). If funds are available, later applicants for aid will be considered. Scholarship decisions are announced 1-2 months prior to departure.

BIOGRAPHICAL DATA FORM

Although parts of the Application Form may be filled out online, it cannot be submitted online. Please print out and sign the completed form before sending it in with your application fee and other documents.

Applying for: Full academic year (2 semesters) 20____-20____
 Fall semester only 20____ Spring semester only 20____

Name _____
 Last , First Middle Initial _____ First name you prefer to be called _____

Gender: _____ Date of birth _____ mm/dd//yy _____
 Citizenship _____

E-MAIL ADDRESS:

Please list the e-mail address that you use most frequently. It is very important that CYA has your correct e-mail address as this is our main way of contacting you and providing you with information. **Please notify us immediately of any changes.**

Current College/University _____
 Major(s) _____

Have you ever been on academic or social probation? No Yes (If yes, please explain on a separate piece of paper)

HOME/PERMANENT (NOT COLLEGE/UNIVERSITY) ADDRESS Please list your home/permanent address below giving Street / City/ State / Zip / Country (if other than US). This is the address that will be put on your transcript and will be used for alumni mailings from CYA.

Cell: _____ Home Phone: _____

CURRENT ADDRESS (if different than your Home/Permanent Address)

Please list the phone numbers where you can be reached.

Applicable from _____ to _____

Address _____

Phone(s): _____

PARENT/GUARDIAN	Primary	Additional
Name		
Relationship		
Home/Work Phone		
Cell Phone		
E-mail		
Address & home phone (if different from those indicated as permanent)		

ATHENS – Applicants intending to live with relatives in Athens must give the following information:

Name _____ Relation _____

Address _____ TEL _____

INFORMATION FOR VISA Please note: you will need a valid passport before you can apply for a student visa.

FATHER’S and MOTHER’S NAMES: For visa purposes we need both of your birth parents’ complete names (if available).

If not included above: Father’s _____

Mother’s _____

Upon acceptance, you will receive information about obtaining a student visa. You will need a passport valid for at least 3 months past the end of the program. I have a valid passport I have applied for a passport on _____

PERSONAL STATEMENT

On a separate sheet of paper you are requested to submit a brief statement, mentioning in particular:

- previous schooling;
- reasons for desiring to study at CYA and what you expect to achieve during your stay;
- previous international experience, if any;
- professional goals and personal objectives;
- interests and hobbies;
- any other information that may be useful to the Admissions Committee

OPTIONAL INFORMATION

How did you **first** hear about CYA? (Check one)

Personal recommendation (please specify if CYA alum/professor/family, etc.) _____

CYA printed materials in Study Abroad Office Study Abroad Printed Guide/Directory

Study Abroad On-line Search Engine (please specify) _____

Study Abroad Fair or Campus Visit by Representative

Ad in/on _____ Other _____

What made you decide to apply to CYA? (Check as many as apply)

Recommendation of study abroad advisor/professor

Recommendation from CYA alum

Course offerings

Location

English as the language of instruction

Are you of Greek Heritage? Yes No Do you speak Modern Greek? Yes No

APPLICATION CHECK LIST

Biographical Data

Personal Statement

Academic Plan

Transcript(s)

Statement of Study Abroad Approval

Academic Reference

For supplemental scholarship aid applicants only:

Check *only* if you are applying to CYA for scholarship aid. Include the following documents:

Application for Supplemental Scholarship Aid

Copy of parents'/guardians' last federal tax return (1040 only)

Copy of your last federal tax return (1040 only)

CERTIFICATION

I, the applicant signing below, hereby apply to College Year in Athens and certify that the information provided on and submitted in connection with this application is accurate and complete.

I authorize College Year in Athens, at any time, including during the application process and, if accepted, after acceptance, to discuss any issue relevant to my participation in the Program with any person deemed useful for such purpose, as determined by College Year in Athens, in its sole and absolute discretion, including my parents, other family members, employers, peers, and representatives of my home institution or any other institution I have attended. Such issues might include those related to academic, health, or behavioral matters, or any other situation warranting the concern of College Year in Athens. I hereby waive any rights I may have, including any rights under the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. § 1232g), to inspect, at any time, including during the application process and, if accepted, after acceptance, any records comprising or related to such discussions and I release College Year in Athens from any and all liability that may result from any discussions by College Year in Athens pursuant to this authorization. I further authorize College Year in Athens to distribute my name and address to other participants prior to my participation in the Program and in the future to others interested in the Program.

I have had enough time to ask questions about anything in this Certification that I did not understand and to seek advice if it was necessary for me to understand it. I now have read, understood and agree to this Certification.

Signature _____ Date _____



STATEMENT OF STUDY ABROAD APPROVAL/CREDIT TRANSFER (page 1 of 2)

Please type or print using black ink.

Since each institution has its own rules governing credit transfers, it is the responsibility of the applicant to contact and give this form to the person or office authorized to approve study abroad and credit transfers, usually a study abroad advisor, but possibly a dean or registrar at her/his home college or university. Note that if a professor or academic advisor fills out the form, it would be advisable to have the study abroad advisor sign the form as well.

Section A

To be filled out by the applicant

Name: _____

Full academic year 20____-20____ (2 semesters)
 Fall semester 20____ (only)
 Spring semester 20____ (only)

By completing this form and signing below, I give permission to CYA and/or to the School of Record to release a transcript at the completion of my program.

Student's Signature: _____ Date: _____

Section B: Part I

To be filled out by the person authorizing the above applicant's study abroad/transfer of credits:

The student named above is applying to CYA, an independent university level program in Greece. This form does not request a recommendation or evaluation of the student. It is intended to help the student take the necessary steps at your institution to receive credit toward graduation for work completed at CYA, and to alert CYA to any special requirements your institution may have.

Before providing the information below, please discuss with the applicant her/his intended course of study, and be sure that s/he is aware of any special requirements your institution may have. After the form has been completed and signed, it should be submitted with the other application documents to CYA.

Conditions

- To receive credit, the student must pass each course with a grade of _____ or better.
- Are there any courses at CYA for which your institution will not grant credit? _____
- A full academic program at CYA consists of four courses per semester and extensive on-site instruction. A few institutions require a fifth course. What is the policy of your institution? 4 or 5
- Some institutions require their students to take the host language.
Is that true of your own institution? Yes No
If there is a language requirement, can it be fulfilled by taking Ancient Greek? Yes No
- Would you like a copy of the CYA notification that is sent by email to the student? Yes No

Please continue on next page.

Section B: Part II

To be filled out by the person authorizing the above applicant's study abroad/transfer of credits:

Credit Information

If your school does not accept CYA credit, you have the option to obtain credit through the CYA School of Record, Southwestern University, which will issue a transcript for your student's CYA course work. If you choose the School of Record option, the student will be billed the \$250 School of Record fee (\$50 for students at Associated Colleges of the South schools) unless you indicate that your institution should be billed.

Will the student be granted credit by your institution for work completed at CYA?

- Yes, on the basis of the CYA transcript
(with any grade/course requirements as indicated in the previous section)
- Yes, on the basis of the official transcript from the CYA School of Record, Southwestern University
 - Please bill the student for the School of Record fee
 - Please bill my institution directly
- No (please explain) _____

Person Authorizing Study Abroad//Transfer of Credits

Name: _____ Title: _____

Office//Department _____

Mailing Address: _____

Office Phone: _____ E-mail: _____

I, the undersigned, certify that I have the authority to approve and guarantee credit under the conditions outlined above.

Signature: _____ Date: _____

Send transcript from CYA (or the School of Record) to:

Same address as above

Name: _____ Title: _____

Office/Department: _____

Mailing Address: _____

College/University Emergency Contact:

Contact Authorized Approver (above)

AND/OR Name: _____ Title: _____

Office/Department: _____

Email Address: _____

Phone Number: _____

ACADEMIC PLANNING

To be completed in consultation with your academic advisor

Please note: This does **NOT REGISTER YOU FOR CLASSES**. You will be notified by e-mail when the final schedule is posted and registration opens. After registration opens you may register by logging in to the CYA website and submitting the online form or by sending a list of course selections and alternatives by e-mail to the Registrar at registrar@dikemes.edu.gr.

Major(s) _____ Minor _____

Class standing while in Athens: Sophomore Junior Senior Other _____

Present cumulative GPA (on 4.0 scale) _____ Last semester's GPA _____ GPA in Major _____

Academic Advisor _____ Department _____

CYA considers 4 courses a normal fulltime load. However, some schools require their students to take 5 courses and some students may decide to opt for a fifth course. Students may choose courses from any of the academic disciplines. Please refer to the course descriptions on the CYA website for availability.

Please check the academic disciplines you are interest in:

Art and Archaeology

Literature

Communications

Philosophy

Economics (cross-listed)

Religion

Environment

Political Science, Interntional Relations

Ethnography

Urban Planning & Sustainability

History

Business

Languages

Ancient Greek (LEVEL _____)

Latin (LEVEL _____)

Modern Greek Language (LEVEL _____)

REQUIREMENTS

Are you required to take Modern Greek? Yes .. No. Are you required to take 5 courses? Yes No

Please list any courses which you are **required** to take during your semester or year at CYA:

1. _____
2. _____
3. _____

ACADEMIC REFERENCE FORM

Please type or print using black ink

Applicant Name _____

Applying for: Full academic year 20__-20__ (2 semesters) Fall semester 20__ Spring semester 20__

The Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. § 1232g), opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing her/his rights to inspect letters of recommendation. The applicant's signature below constitutes a waiver of the applicant's right to inspect this reference at any time, including during the application process and, if accepted, after acceptance/

Signature _____ Date _____

Reference Guidelines

Please ask your referee to address: length of time and in what capacity they have known you, academic ability, emotional maturity, common sense and good judgment, adaptability (especially for living and studying abroad), capacity to cope with unusual/uncomfortable situations and work with a group of peers.

Instruct your referee to submit the letter via email directly to CYA's Admissions Committee at **info@cyathens.org** or return the letter to you in a sealed envelope. The envelope must remain sealed while in your possession; CYA will accept the sealed hard copy by mail, or the electronic copy if it is opened, scanned, and emailed from your study abroad office. Your application cannot be reviewed until the reference is received.