

WINTER PROGRAM APPLICATION INSTRUCTIONS

STEP 1: Gather Required Documents

1. **Application Form**
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. **Official transcript from each college/university attended.** Hard copies must be sent in a sealed envelope. Follow submission instructions below for electronic copies.
4. **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.

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.

Please note: For your application to be accepted as complete, you must print out the application form, sign it, scan it into the computer, and email it as an attachment to info@cyathens.org.

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 to the Admissions Committee. As soon as a decision is made (typically within two weeks of receiving your application), you will be notified by e-mail.

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
- 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.

Application Form for Winter Program 2019

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

Gender _____ DoB _____ Citizenship _____
(mm/dd/yy)

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 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)

List the Winter Program(s) you are applying for:

ACADEMIC CREDIT

Are you planning to earn credit at your home institution for coursework completed at CYA? Yes No

Please note that all students will be graded on their coursework and, subject to payment in full of all financial obligations, an official CYA transcript will be issued. The student's record will be kept in their permanent file at CYA. Students intending to earn credit at their home institution for coursework completed at CYA must submit the Statement of Study Abroad Approval / Credit Transfer form (page 3 & 4 of this application) prior to the start of the program.

PERMANENT/HOME ADDRESS Please list your home/permanent address below. This is the address that will be put on your transcript and will be used for alumni mailings from CYA.

Street: _____

City: _____ State: _____ Zip: _____ Country (if not US) _____

Home Phone _____ Cell Phone: _____

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

Street: _____

City: _____ State: _____ Zip _____ Country (if not US) _____

Home Phone _____

PARENT/GUARDIAN	Primary	Additional
Name		
Relationship		
Address (if different than permanent)		
Phones: Work, Home		
Cell Phone		
E-mail		

APPLICATION CHECK LIST:**APPLICATION FORM****STATEMENT OF STUDY ABROAD APPROVAL/CREDIT****TRANSFER OFFICIAL TRANSCRIPT (see Application Instructions)****LETTER of ACADEMIC REFERENCE****CERTIFICATION**

I, the applicant signing below, hereby apply to the **Winter 2019** program in Greece (the "Program") administered by 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 of Applicant _____ Date _____

Statement of Study Abroad Approval / Credit Transfer for Winter Courses

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: _____ Winter: 20 ____

Course: _____ Course: _____

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

Name: _____ Title: _____

Office/Department: _____

Mailing Address: _____

Office Phone: (____) _____ E-mail: _____

Would you like a copy of the acceptance notification? Yes No

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

Signature: _____ Date: _____

Credit Information

Please note that 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.
- 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

In either case, are there special conditions for the award of credit (e.g., grades)

Statement of Study Abroad Approval / Credit Transfer for Winter – cont.

Please continue if transcripts from CYA (or from the School of Record) should be sent to a different address from the one listed above.

If different from above, the transcript from CYA (or the School of Record) should be sent to:

Name: _____ Title: _____

Office/Department: _____

Mailing Address: _____

Office Phone: (_____) _____ E-mail: _____

College/University Emergency Contact

Name: _____ Title: _____

Office/Department: _____

Email Address: _____

Phone Number: _____

After-hours Emergency Contact Name (if different) - Ex. Campus Police, Head of Dept, etc.: _____

After-hours Emergency Phone Number (if different): _____

Academic Reference Form for Winter Program 2019

Section A

To be completed by the applicant and then given to the referee.

Name _____

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/

Applicant's Signature _____ Date _____

Section B

To the referee: (Please write on a separate piece of paper and return it with this form to the student)

The above-named student is applying to College Year in Athens, a university level program in Greece. Please try to cover the following points in your evaluation: length of time and in what capacity you have known the applicant, 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.

Please return this form and your letter, in a sealed envelope, to the applicant, who will send it together with other required documents to the Admissions Committee in Athens. Alternatively, you can email your reference letter with the below information via your official university email address to info@cyathens.org. This candidate's application cannot be reviewed until we receive this form. Thank you.

Would you enjoy having the student as a member of a group for which you were responsible? Yes No

Please print.

Name _____ Position _____

Office/Department _____

Institution _____ Office Tel. _____

E-mail _____

Address _____

Signature _____ Date _____