



Study Abroad @ Dominican College

Student Application Packet

(to study at Mary Immaculate College in Limerick, Ireland as an exchange student)

Checklist:

- Study Abroad Application
- Student Agreement
- Pledge of Acceptance
- Personal Statement
- Academic Reference (2)
- Signed Study Abroad Approval Form
- Signed Waiver of Liability
- Receipt for payment of non-refundable application fee from Bursar Office
- Copy of the front page of passport

STUDY ABROAD APPLICATION

The following forms provide information needed to consider your application to study at Mary Immaculate College in Limerick, Ireland as an exchange student. This application does not hold you to any commitment. Please complete ALL sections. Thank you.

Name (as indicated, or will be indicated, on your U.S. passport): _____

College E-mail: _____ Alternate E-mail: _____

Home Phone #: _____ Cell Phone #: _____

Please indicate the following:

Cumulative GPA: _____

Expected date of Graduation: Fall
 Spring Year: _____

In order to be considered for acceptance to participate in Dominican College's exchange program with Mary Immaculate College in Limerick, Ireland, you will need to **complete and submit all of the forms** to the Office of the Academic Dean. Please be advised that we are unable to notify you of your final acceptance until all documents have been received:

- | | |
|--|--|
| ___ Study Abroad Applications (DC & MIC) | ___ Study Abroad Approval Form |
| ___ Student Agreement | ___ Waiver of Liability |
| ___ Pledge of Acceptance | ___ Receipt for payment of non-refundable application fee from the Bursar's Office |
| ___ Personal Statement | ___ Copy of the front page of your passport |
| ___ 2 Academic References | |

I understand that I must make payment to Dominican College of the non-refundable study abroad application fee of \$100. I understand that receipt of payment must be submitted along with my application materials to the Office of the Academic Dean, in order to be considered for the Study Abroad Program.

Participants withdrawing prior to the start of the program will receive a full refund minus non-refundable application fee and all other committed expenses. No portion of the program costs will be refunded overseas. Should the College cancel any program, a full refund, including the application fee, will be made.

Participant's Signature

Date



To be completed by Office of the Academic Dean
RETURN DATE: _____
APPLICATION NUMBER: _____

Office of the Academic Dean

STUDY ABROAD APPLICATION

Semester/Year of Participation: Fall Winter Spring Summer 20__

Study Abroad Location: _____

Full Name: _____ Gender F M

Date of Birth ____/____/____ STUDENT ID # _____

Local Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____ Home Phone #: _____

Work Phone #: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Country of Citizenship: _____ Country of Birth: _____

Foreign Languages Spoken: _____

Emergency Contact #1: _____ / _____
(Full Name) (Relationship)

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____ Home Phone #: _____

Emergency Contact #1: _____ / _____
(Full Name) (Relationship)

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____ Home Phone #: _____



Study Abroad Student

Student Name: _____ **Semester:** _____

Program Name: _____

Academic Conditions:

Credit-bearing international study abroad & exchange programs approved by Dominican College are not travel tours. While travel during free time can be quite educational in itself, the College does not grant academic credit for travel. International study abroad & exchange programs are strictly academic in nature, and students must expect to invest at least the same amount of time and effort that would be required for courses at a comparable level at the College.

Academic Responsibilities

I understand that travel on weekends and holidays must not conflict with scheduled lectures or classes, I also understand I am responsible for making travel plans which will permit me to attend all regularly scheduled class activities and field trips;

I understand that as a Dominican College student, it is my responsibility to ensure that I am correctly enrolled at Dominican College for the duration of my Student Exchange/Study Abroad Program;

I understand that I am required to undertake the equivalent of a full-time study load for the duration of my studies abroad, unless I am on a special Dominican College school approved program that permits less than a full-time course load;

I understand that in the event that I withdraw from a course while abroad, for any reason, I must inform the Dominican College Office of the Academic Dean in writing within forty-eight (48) hours of the course(s) I have withdrawn from and provide a rationale;

I understand that any changes to my Study Plan will require further approval from my Dominican College academic advisor/program leader. I agree to provide a copy of any changes to my approved study plan to the Dominican College Office of the Academic Dean immediately if approval has been given;

I understand that my placement on the Student Exchange/Study Abroad Program will be limited to the period specified in the offer letter;

If I wish to extend my Student Exchange/Study Abroad Program I must seek and obtain the approval of the Dominican College Office of the Academic Dean and my Dominican College academic advisor.

Financial Responsibilities

I understand that studying abroad requires advanced financial planning and that I will need to know my personal and family resources as well as how studying abroad will impact my financial aid eligibility for the time that I am abroad.

I understand that it is recommended that I speak with a Dominican College Financial Aid counselor to determine if my Student Exchange/Study Abroad Program is covered by federal and state aid and/or loans.

Study Abroad Student



I understand that I am responsible for all financial planning and costs incurred related to my participation in the Student Exchange/Study Abroad Program.



Study Abroad Student

Information for students with disabilities who may require accommodation:

Dominican College makes reasonable accommodations for students with qualifying disabilities who are otherwise eligible to participate in its activities and programs. However, the Americans with Disabilities Act, as amended, does not govern accessibility standards in other countries. The College does not discriminate on the basis of disability in admissions for study abroad programs, but is not responsible for ensuring accessibility in international locations and cannot guarantee that accommodation will be available. While the College will try to arrange accommodation for special needs, students with disabilities must understand that some international experiences may not be appropriate for them.

In order to address this concern, College policy requires students with special needs who require accommodation to self-identify at the time of application for participation in an international experience. These students must notify the Office of Special Services of their interest in participating in an international experience and of their need for accommodation. The Director of Special Services will meet with the student, sponsoring faculty and program representative to help determine whether the student's needs can be accommodated.

Program Changes:

The College has the right to cancel the Program at any time prior to departure, in which case all monies paid will be refunded in full. It also reserves the right to cancel a Program in progress and to require all participants to return to the United States if it determines that conditions pose a heightened potential of danger to students. I understand that the College may in its sole discretion alter the Program's itinerary, travel arrangements, or accommodations due to emergency or changed conditions, and I agree to be responsible for additional costs. I understand that the College's fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am removed from the Program, I will receive no refund of fees already paid. Understanding that the College will make every reasonable effort to minimize the effect of same, I accept all responsibility for loss or additional expenses due to transportation delays, necessary Program changes, sickness, weather, strikes, or other unforeseen causes. If I become separated from the Program group or fail to meet a departure bus, airplane, train or other transportation, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

Financial Commitments:

I understand that I am required to pay all expenses associated with my participation in the Student Exchange/Study Abroad Program, including, but not limited to:

- a. Tuition, fees and program costs;
- b. The cost of text books and educational supplies required for the Student Exchange/Study Abroad Program;
- c. All travel, visa, accommodation and living expenses associated with my participation in the Student Exchange/ Study Abroad Program;
- d. All health insurance costs and medical and pharmaceutical expenses incurred for my benefit; and
- e. All costs resulting from the modification or termination of my participation in the Student Exchange/ Study Abroad Program, including all costs incurred by the College on my behalf.
- f. All costs resulting from being disqualified after being accepted in the Student Exchange/ Study Abroad Program, including all costs incurred by the College on my behalf.

Visas:

I understand that I am responsible for obtaining the appropriate visa or entry documents prior to my departure and showing proof of such documents to the Office of the Academic Dean; and upon request during the program abroad.



Study Abroad Student

PLEDGE OF ACCEPTANCE

Participants are expected to adhere to the academic standards and disciplinary codes of Dominican College as outlined in the Catalog and Student Handbook and of any host foreign institution with which the program is affiliated (if applicable). Violation of the academic rules and standards of conduct may result in immediate dismissal from the program and the required departure from that country is at the student's expense. Violation of the academic rules and standards of conduct may also result in expulsion from the College.

In particular, participants should keep the following rules in mind:

- Academic and moral standards as defined by the institution(s) involved must be maintained by each student.
- The possession and/or use of illegal drugs are not tolerated. Participants found to be using any such drugs are subject to the laws of the host country, and, with respect to the program, are subject to immediate dismissal.
- As representatives of this College and of this country, participants are expected to display a sense of maturity and responsibility.
- Dominican College's agents, officers, or employees nor any educational institutions associated shall assume any liability for damages or loss of property or for any financial or other obligations incurred by me either in the United States or elsewhere.
- Dominican College, its agents, officers, and employees shall have the prerogative and the decision respecting the withdrawal of any participant whose conduct or academic standing may warrant such action.

Breaches of the law of the host country are referred to the appropriate law enforcement agencies in that country.

Finally, it should be noted that Dominican College and any foreign institutions affiliated with the program cannot exert any pressure on the host country's authorities for leniency for any action which violated that country's laws nor can the U.S. Embassy intervene except to assure itself that the laws of the host country (not of the U.S.) are being followed.

I have read and understand this Pledge of Acceptance. I agree to abide by the standards and expectations for my behavior and to comply with Dominican College's policies as outlined in the Catalog and Student Handbook. I further understand that a violation of these rules and standards may lead to expulsion from the program and/or Dominican College.

Participant's Signature

Date

PERSONAL STATEMENT

Please answer the following questions in a statement of approximately 250 – 500 words (one to two pages typed):

- **Why do you want to participate in a Study Abroad program? Please be specific to the program(s) you are applying to.**
- **What makes you a good candidate for participation in this program?**
- **How do you think this experience will impact your personal, educational and/or professional development?**

Please attach your personal statement to this form and sign the below declaration statement.

DECLARATION

I confirm that all the details I have provided are true and accurate.

Participant's Signature

Date

ACADEMIC REFERENCE FORM

CONFIDENTIAL

Student Name (please print) _____

Student ID # _____

_____ Study Abroad Program

TO THE STUDENT

This *Academic Reference* should be given to a Dominican College professor who knows you well and is able to judge your academic qualifications for study abroad. A letter of recommendation on letterhead is also acceptable.

To confirm the receipt of this reference, it is necessary for the student to retrieve his/her reference from the instructor, in a sealed and signed envelope by the faculty member, and hand deliver it to the Office of the Academic Dean.

Student's Signature: _____

Date: _____

TO THE REFERENCE

The student named above is applying for the designated Dominican College Study Abroad Program. We would appreciate your assessment of the applicant's attributes with which you are familiar. You may also attach a letter of recommendation.

1. How long and in what capacity have you known the student? _____

2. Academic attributes

Excellent Very Good Good Fair Poor No Evaluation

Competence in major or specialization

Academic interest and motivation

Capacity for independent study

Resourcefulness

Reliability

Integrity

3. Non-academic attributes

Excellent Very Good Good Fair Poor No Evaluation

Level of maturity

Ability to adapt to new or unstructured circumstances

Self-confidence and self-esteem

Ability to relate well to others

Emotional stability

Open-mindedness

Integrity

4. Please state frankly your opinion of this candidate's ability to suitably represent both Dominican College and the USA in a study abroad program, weighing both strong and weak points. Please write your comments on a separate page.

Reference's Name (please print) _____

Title, Department: _____

Signature: _____

Date: _____

ACADEMIC REFERENCE FORM

CONFIDENTIAL

Student Name (please print)

Student ID #

Study Abroad Program

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1. How long and in what capacity have you known the student? _____

2. Academic attributes

Excellent Very Good Good Fair Poor No Evaluation

Competence in major or specialization
Academic interest and motivation
Capacity for independent study
Resourcefulness
Reliability
Integrity

3. Non-academic attributes

Excellent Very Good Good Fair Poor No Evaluation

Level of maturity
Ability to adapt to new or unstructured
circumstances
Self-confidence and self-esteem
Ability to relate well to others
Emotional stability
Open-mindedness
Integrity

4. Please state frankly your opinion of this candidate's ability to suitably represent both Dominican College and the USA in a study abroad program, weighing both strong and weak points. Please write your comments on a separate page.

Reference's Name (please print) _____

Title, Department: _____

Signature: _____

Date: _____

STUDY ABROAD APPROVAL FORM

To be completed and submitted for consideration and approval to the appropriate parties.

Please verify the information provided in the enclosed application and indicate Dominican College's approval to study abroad for this student, by completing the below and signing where indicated.

Representative of Academic Advising Signature: _____ Date: _____

Approve

Not Approved

Representative of the Bursar's Office Signature: _____ Date: _____

Approve

Not Approved

Assistant Academic Dean Signature: _____ Date: _____

Approve

Not Approved

Please complete and return to:

Office of the Academic Dean
Dominican College
Casey Hall
470 Western Highway
Orangeburg, NY 10962

STUDENT/GROUP TRAVEL
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT
FOR DOMINICAN COLLEGE

1. In consideration for receiving permission of _____, to participate in the (activity/sponsor) , I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE **Dominican College**, The Board of Regents, The State of New York, Their officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.
2. I am fully aware of the risks involved and hazards connected to this activity, including but not limited to travel risks. I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.
3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.
4. I understand that **Dominican College** does not maintain any medical or health insurance policies for students. As such, I am aware that I should review my personal insurance portfolio, especially accident/medical coverages.
5. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless agreement shall be construed in accordance with the laws of the State of New York.
6. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this _____ day of _____, 20_____ .

PARTICIPANT:

Printed name _____ Signature _____

Campus ID # _____ Activity/Dept. _____

If participant is under the age of 18, Parent/Guardian consents to the minor's participation in the event, consents for _____ to seek reasonable and necessary medical treatment for Participant during such event or associated activities, and agrees to be responsible for any cost of such treatment.

Parent/Guardian Signature _____ Date _____