



Paris: Arts & Business APPLICATION INSTRUCTIONS

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
815 North Broadway
Saratoga Springs, NY 12866
Tel: 518-580-5355 Fax: 518 580-5359
E-mail: ocse@skidmore.edu

Application Deadline: October 15, 2012

Off-Campus Study & Exchanges (OCSE) recommends that you submit your application during the semester prior to your desired term abroad. OCSE is not responsible for students filing applications after the program deadline. You may be denied acceptance to the program if your application is late.

Eligibility Requirements:

Before you submit your application please be sure you are familiar with Skidmore's off-campus study policies. You may find them online with OCSE at <http://cms.skidmore.edu/ocse/policies/index.cfm>.

STUDENTS MUST DECLARE THEIR MAJOR BEFORE SUBMITTING AN APPLICATION TO OCSE.

You must also meet the requirements and program prerequisites established specifically for the Paris: Arts & Business program. Visit the Paris: Arts & Business website for details: http://cms.skidmore.edu/ocse/programs/paris_ab/apply.cfm.

Submit the following application materials (Incomplete applications will not be accepted.)

- DECLARE YOUR MAJOR**
- Paris: Arts & Business Application form**
- Proposed Course of Study form**
- Course descriptions:** Attach corresponding course descriptions from the Paris: Arts & Business website at http://cms.skidmore.edu/ocse/programs/paris_ab/courses/index.cfm.
- Updated Degree Audit:** printed from the Registrar's website (for Skidmore students only). Degree audits MUST include major. See http://cms.skidmore.edu/registrar/upload/StudentDegreeAudit_Steps.pdf.
- Responses to Applicant Background questions**
- Responses to the Essay questions**
- 1 Academic Recommendation:** We suggest you ask your faculty advisor or another professor who has recently taught you to complete this recommendation. This must be completed by a different professor from the professor who will complete your Language Assessment.
- 1 Foreign Language Assessment*:** Please ask your current or most recent French language instructor to complete the Language Assessment. **If you are not enrolled in a French language course and did not take a French language course last semester, you should submit a second academic recommendation instead of a foreign language assessment and take the online French Placement exam (see below).*
- French Online Placement Exam** (required for students *not currently enrolled in a French course*): Take the online placement test at <http://cms.skidmore.edu/fl/requirements.cfm>. *Print the results screen* and attach it to your application materials, and also *write your exam score* on Language Assessment form.
- Skidmore in Paris Housing Questionnaire**
- Language Pledge**
- Application Fee:** Include payment of \$25.00 (checks and money orders must be made payable to "Skidmore College"). Please include your name on the check/money order and add "Paris: Arts & Business – Application Fee" on the memo line. Cash payments can be accepted from on-campus applicants only.
- Eight (8) headshot color photos.** The photos must be 2" x 2" (same size photos that are used when applying for a passport), in color with a white background, and printed on photographic paper. The photo must have a clear full front view of your face and shoulders. You should be the only subject in the photo. No one else (or any parts of their body) can be in the photo. Please also write your name on the back of each photo.
- Copy of your passport:** This should be a clear, legible copy of the identification page of your passport that includes your photo. If you do not yet have a passport, or if your passport will become invalid within six (6) months of the end of the program, please apply for a passport or renew **immediately**.

(continued on the next page)

Students that have below a 3.0 GPA requirement or who are applying to study outside of their junior year must also submit:

- ❑ **GPA Petition or Non-Junior Letter of Intent:** *(if applicable)* Applicants whose GPA is less than 3.0 or who will not be a college junior during the program must submit a petition with this application. For guidelines on the petition process, please see the OCSE Web site at <http://cms.skidmore.edu/ocse/policies/petition.cfm>. **NOTE:** Submission of a petition does not guarantee approval.
- ❑ **GPA or Non-Junior Letter(s) of Support:** *(if applicable)* Please see guidelines at the Web site referenced above for number of letters required.

Submit your Paris: Arts & Business application and supporting materials by the official the stated deadline to Off-Campus Study & Exchanges, 202 Starbuck Center. If mailing application, send to:

**Off-Campus Study & Exchanges
Skidmore College
815 N. Broadway
Saratoga Springs, NY 12866**

Additional Information:

Financial Aid: All Skidmore College recipients of financial aid are eligible to use some or all of their aid on an approved program. You are urged to meet with a Financial Aid representative to understand the implications based on your chosen program. This consultation should take place as soon as possible. If you are a highly aided student, we recommend that this consultation take place as early as possible to assist you in the program selection process.

Further advice: If you need further advice on approved programs and/or the application process, please consult with a staff member in Off-Campus Study & Exchanges.

NOTE: Skidmore students accepted to this program are **REQUIRED to attend a MANDATORY Pre-Departure Orientation** in order to participate in this program.

Pre-Departure Orientation for the **SPRING 2013** program:

November 2012

(exact day, time, and location to be determined)



**Paris: Arts & Business
APPLICATION**

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E-mail: ocse@skidmore.edu

Application Deadline: October 15, 2012

Please TYPE or PRINT all information in BLUE or BLACK INK only. *Do NOT use pencil.*

PERSONAL INFORMATION

Full Name: _____

Nickname (if applicable): _____

E-mail: _____

Alternate e-mail: _____

School Address: _____

Permanent Address: _____

Campus Mailbox: _____

Campus Phone: (_____) _____

Permanent Address Phone: _____

Cell Phone: (_____) _____

(_____) _____

OCSE will distribute my name, address, email address, and telephone number to other program participants. If I do not wish to have my information released I will check the box below.

I do not wish to have my name, address, email address and telephone number shared.

Date of Birth (MM/DD/YYYY): _____

Gender: _____

Are you currently living in on-campus housing? Yes No

Are you a New York state resident? Yes No

Country of Citizenship: United States Canada Other _____

Non-resident alien — If non-resident alien, visa type _____ Lawful permanent resident

Passport Number: _____

Date of Issue: _____

Expiration: _____

ACADEMIC INFORMATION

Academic Advisor(s): _____

Major: _____

Second Major: _____

Minor: _____

GPA: _____

College ID#: _____

Current Class Level: FY SO JR SR

Anticipated graduation date Month/Year: _____

PARENT/GUARDIAN INFORMATION

Please provide contact information for the person(s) with whom we should communicate regarding your participation in the program. This (These) person(s) will serve as our contact for financial issues as well as in cases of emergency.

1.) Name: _____

2.) Name: _____

Relationship to you: _____

Relationship to you: _____

Address: _____

Address: _____

(city) (state) (zip)

(city) (state) (zip)

Home Phone: (_____) _____

Home Phone: (_____) _____

Work/Cell Phone: (_____) _____

Work/Cell Phone: (_____) _____

E-mail: _____

E-mail: _____

Dear Student:

By signing your name below, you permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts you have listed above. This information will include, but is not limited to, pre-departure information regarding the program, billing statements and other financial information, and information regarding your whereabouts while you are abroad.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent while you are abroad, **except in the case of an emergency.**

I, _____ permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts I have indicated above.

Student's Signature

Date

SPECIAL NEEDS OR CIRCUMSTANCES

If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., note takers, taped texts); a medical condition which might require immediate attention while abroad; or a condition which might affect emotional or mental well-being while abroad, you are encouraged to identify your needs by **attaching a separate page** indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. OCSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in identifying a program site that can provide reasonable accommodation of your needs. Following acceptance, it is your responsibility to consult with OCSE to determine the deadlines by which you must submit written, current, and professionally documented information.

RELEASE OF INFORMATION

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act (FERPA) of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

By signing your name below, you authorize Skidmore College's Off-Campus Study & Exchanges to have access to information regarding your academic, social, and financial standing. You also authorize Skidmore's Off-Campus Study & Exchanges to share any pertinent information with program providers, directors and staff overseas as needed. The existence of a disciplinary record does not preclude admission, but will be considered in the overall evaluation of the application.

Studying abroad is a privilege that is available to students who have demonstrated the ability to adjust academically and emotionally to college, and who are ready to benefit from the challenges of off-campus study. Only students in good academic, social, and financial standing are eligible to study abroad. I further understand that submitting an application is not a guarantee of application acceptance. Failure to maintain (prior to and during the exchange) all of the eligibility requirements of the program and those of Skidmore College will result in cancellation of participation. Failure to pay all financial obligations to Skidmore College will also result in cancellation of participation. I also understand that until financial obligations are met, Skidmore College and the host program will not report grades or release transcripts; and I will not be permitted to re-enroll at, or graduate from, Skidmore College.

I have read and fully understand Skidmore's information on eligibility, policy, and procedures presented on the OCSE Web site.

Please be aware that the stress of travel and adjusting to a new culture can exacerbate physical or psychological conditions that may be under control at home. Physical or psychological disorders can become serious under the stresses of a new environment. Therefore, if you have a physical or psychological condition it is important that you meet with your physician or counselor to discuss how studying off campus could affect your medical condition. Addressing your health issues prior to studying off campus will help you to identify those resources that will and will not be available at your program site.

If accepted for participation in a study abroad program, I agree to adhere to all the rules and regulations of both Skidmore College and the host program. Failure to do so may result in the cancellation of my exchange.

PROGRAM HOUSING

The housing option for the Skidmore in Paris program is a home-stay with a French family. Skidmore and non-Skidmore students are required to use housing provided by the Skidmore in Paris program. Consult with OCSE if you have any questions.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

I, _____, have read and understand the above statements.
(please print name)

Student's Signature

Date

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for 2-sided printing.

Name: _____

Program: Paris: Arts & Business, spring 2013

PROPOSED COURSE OF STUDY FORM

You must enroll in a **full course of study** while off campus (generally **14-17 semester credits** and no more than 18). Students are **required*** to take 2 courses: (1) a beginning (or low-intermediate) French language course and (2) the French History and Society course.

Skidmore students MUST attach a course description for each course to obtain credit approvals. Course information can be found online at http://cms.skidmore.edu/ocse/programs/paris_ab/courses/index.cfm.

Please report your intended off-campus course enrollment on this form. You must obtain approvals for all courses *except* those you expect to use as general electives. Please note that you must obtain approval for all foreign language courses, even foreign language courses that will count as general electives. Be sure that you discuss with your advisor how your course selections will affect your progress toward graduation.

If You Want To:

Obtain Approval From:

- Fulfill major requirement(s).....Major Department Chair or Program Director
- Fulfill minor requirement(s).....Minor Department Chair or Program Director
- Fulfill breadth requirement(s).....Dept. Chair or Prog. Director in same discipline or Registrar
- Fulfill Maturity-level requirement(s)..... Department Chair or Program Director in same discipline
- Enroll in any foreign language course(s) (i.e. grammar, literature).....Chair of Dept. of Foreign Languages & Literatures
- Enroll in general elective course(s)..... (signature not required)
- Submit this form to OCSE.....Your faculty advisor

COURSE APPROVALS

Course availability off campus may be limited, so be sure to include alternate course selections for approval.

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY DEPARTMENT CHAIRS / PROGRAM DIRECTORS			
Off-campus course title and number <i>(attach all course descriptions or syllabi)</i>	Credits <i>(per course description)</i>	Skidmore equivalent course number	Counts for Maturity/300-level credit		Chair's or Director's Signature
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	

To be completed by applicant's FACULTY ADVISOR in major department: Please check the appropriate boxes.

- I am familiar with the applicant's academic progress and believe that his or her training and intellectual interests are such as to qualify the student to profit by participating in this study abroad program.
- I recommend the applicant with respect to character and maturity for admission to this study abroad program.

Comments: _____

Faculty Advisor's Signature: _____

Date: _____

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Paris: Arts & Business
BACKGROUND & ESSAY QUESTIONS

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APPLICANT BACKGROUND QUESTIONS

Please answer the following questions and essays on a **separate sheet(s) of paper**. Be sure to include your name, the title and semester of the program, number your responses accordingly, answer in complete sentences, and attach the extra sheet(s) to this application packet.

1. List all the courses not on your transcript that you will have completed before the beginning of the program.
2. If you have previously studied French, what was your last course level, when and where was it taken, and what grade did you achieve?
3. What course work or additional academic work (outside of a formal class), if any, have you done that would serve as background for this program?
4. What most interests you about the program courses? How will these courses assist you in completing your requirements at Skidmore?
5. Have you ever traveled or lived outside of the United States? If so, please describe your experience and how you will incorporate it into your preparations for your experience abroad. If you have not traveled outside of the United States, explain how you plan to prepare for the experience.
6. Do you have any special needs about which we should be informed? Please note: This information will be kept confidential and is NOT considered as part of the selection process. By informing us of special needs now, you will allow us to make arrangements that will best serve you while you are overseas and ensure that we can identify necessary resources abroad.
 - ✓ Are you currently under medical treatment for any reason?
 - ✓ Are you currently being treated by a psychologist/physician for an emotional, nervous or mental condition?
 - ✓ Do you have any physical or learning disabilities for which you will need special arrangements?

ESSAY QUESTIONS

Please answer the following questions in essay format using a separate sheet of paper. Responses should each be between 250-500 words.

1. Why do you want to participate in the Paris: Arts & Business program? How will this program assist you in achieving your academic objectives and personal goals?
2. How do you plan to incorporate the experience and knowledge you gain while abroad into your studies at your home institution?

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Paris: Arts & Business
ACADEMIC RECOMMENDATION

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E-mail: ocse@skidmore.edu

ACADEMIC RECOMMENDATION FORM

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Term Abroad: _____ Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

II. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of a study abroad group for which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

**PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY
October 15, 2012.**

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Paris: Arts & Business
ACADEMIC RECOMMENDATION

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ACADEMIC RECOMMENDATION FORM

III. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Term Abroad: _____ Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

IV. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of a study abroad group for which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

**PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY
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**Paris: Arts & Business
LANGUAGE ASSESSMENT**

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Tel: 518-580-5355 Fax: 518 580-5359
E-mail: ocse@skidmore.edu

LANGUAGE ASSESSMENT FORM

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Phone: (_____) _____

Evaluator Name (if applicable): _____

Course(s) taken with Evaluator (if applicable): _____

II. TO BE COMPLETED BY ALL APPLICANTS NOT CURRENTLY ENROLLED IN A FRENCH COURSE AT SKIDMORE COLLEGE

Write in exam score below and attach printed test results screen. Please complete the Skidmore College Online Placement Exam (WebCAPE) at <http://www.skidmore.edu/academics/fl/webcape.html>. (Skidmore students who complete this section do not complete section III.)

Placement Test Exam Score: _____

III. TO BE COMPLETED BY CURRENT OR RECENT FRENCH COURSE INSTRUCTOR

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of a study abroad group of which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

GENERAL LANGUAGE PROFICIENCY ASSESSMENT

	Upper 10%	Next 15%	Mid 50%	Lower 25%	Unable to Judge
Overall Knowledge of French					
Listening Comprehension					
Fluency					
Reading Comprehension					
Written Expression					

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

**PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY
October 15, 2012**

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Paris: Arts & Business
HOUSING QUESTIONNAIRE

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
815 North Broadway
Saratoga Springs, NY 12866
Tel: 518-580-5355 Fax: 518 580-5359
E-mail: ocse@skidmore.edu

HOUSING QUESTIONNAIRE FORM

The following questionnaire will be used by the Paris staff to match you with a compatible French host family. It is to your advantage to be as **SPECIFIC** and **HONEST** as possible. All information is treated with the utmost discretion and is seen only by OCSE, the Skidmore in Paris Resident Director and Associate Director. **PLEASE PRINT CLEARLY.**

Student name: _____
Last, First, Middle

Date of Birth: _____ Place of Birth: _____
DD/MM/YYYY City, State/Province, Country

Passport Number: _____ Issuing State & Country: _____ Expiration Date: _____
DD/MM/YYYY

E-mail Address: _____

Father's full name: _____ Date of Birth: _____
DD/MM/YYYY

Father's profession (past or present): _____

Mother's full name: _____ Date of Birth: _____
DD/MM/YYYY

Include maiden name (if applicable): _____

Mother's profession (past or present): _____

If you have siblings: Names and Ages of brothers: _____

Names and Ages of sisters: _____

Please check if parents are: separated divorced deceased

If one of the above is checked, with whom do you make your permanent home, and since when?

Mother Father Other: _____ Since (year): _____

Please mention, if you wish, any special family circumstances (for example, a recent death of a close relative, etc.):

PARENT/GUARDIAN CONTACT INFORMATION:

Father's Address: _____
House/Apt # and Street City, State/Province, Country

Telephone: (_____) _____ (_____) _____
Daytime Evening

Email: _____

Name: _____

Mother's Address: _____
House/Apt # and Street City, State/Province, Country

Telephone: (_____) _____
Daytime Evening

Email: _____

What kind of relationship do you have with your family? _____

What types of activities do you do together as a family? _____

Do you generally eat meals together when you are home? Yes No

Would you like/dislike having a similar relationship with your host family? Why/why not? _____

Please describe the relationship you had with your First-Year roommate. Was it a positive/negative experience?:

Could something have been done differently to improve the situation, if it was a negative one? _____

Do you have any pet peeves? If so, what are they? _____

Are you a "morning person", a "night person", or neither? Please explain: _____

Do you like spending time with new people? Yes No Depends on situation (explain below)

Do you need to be alone and/or have down-time? Yes No Depends on situation (explain below)

Do you *generally* have any problems sleeping? Yes No

Name: _____

Do you tend to be neat and organized with your belongings or are you unorganized and messy? (Be honest!)

How do you judge yourself to be? Extroverted Introverted

Why? _____

Do you currently live in a: dorm apartment? Is your current room a: single double?

Have you ever lived in a big city? Yes No If Yes, when and where? _____

How do you feel about living in a big city? _____

How do you feel about taking public transportation? _____

Have you traveled or lived outside of the United States? Yes No

Have you previously been to France? Yes No

If Yes, please describe briefly where, how long, if as a tourist, student, etc.: _____

Since when have you studied French, if at all? _____

What do you consider to be your speaking ability in French? Beginner Intermediate Advanced

What do you consider to be your comprehension ability in French? Beginner Intermediate Advanced

How do you spend your free time at school? _____

How do you usually spend your vacations/summers? _____

What sports/physical activities do you regularly practice at school or at home? _____

What is the most important aspect of a study abroad experience in Paris for you? _____

What is your motivation for attending the Paris program? _____

Name: _____

Living with the French allows students to discover and appreciate a different culture as well as improving language abilities through daily contact with all family members. A variety of housing situations is available in which students will always have a single room. In all cases the parent has had experience with children of their own. Please place the following situations in your order of preference, numbering 1-4:

- _____ COUPLE WITH CHILD(REN) _____ SINGLE WOMAN WITH CHILD(REN)
_____ COUPLE WITHOUT CHILD(REN) _____ SINGLE WOMAN WITHOUT CHILD(REN)

Various relationships with your hosts are possible, depending on their expectations and yours, please explain what kind of relationship you would like to have and why: _____

In the case of a family with children, what age children would you enjoy living with? Why? _____

What age children would you **NOT** enjoy living with? Why? _____

Would you object to being placed with a family that has a French or foreign student already in residence, both of you in separate rooms? Yes No If Yes, why? _____

Would you be able to live with a dog(s)? Yes No Cats? Yes No

Please explain if you have any objection to living with pets? _____

Do you smoke? Yes No If Yes, could you restrict your smoking to OUTSIDE the residence? Yes No

Would you object to your host smoking (indoors) regularly? Yes No Occasionally? Yes No

If you practice a religion, which one? _____

Do you have any special dietary requirements? Yes No If Yes, please explain. *(Please note that vegetarians/non-meat eaters may have a more limited dietary selection)* _____

Are you a "picky" eater? Yes No If Yes, please explain. _____

Name: _____

Please explain if you have any food or medical allergies of which we should be aware? _____

If they are available, students will have single bedrooms. Most bedrooms are within the apartment but some are historically a former "maid's room" (generally on the top floor in the same building as your host; possibility with separate entrances; sink with hot/cold water; WC in the hallway shared with others; shower usually down in host's apt; total and desired access to the host's apartment). Would you object to a maid's room? Yes No

If Yes, why? _____

Everyone will have an average traveling time of **20-25 minutes** by Métro to classes. Would you object to living a bit farther away (30-40 minute Métro) if the family is more suited to your needs? Yes No

If Yes, why? _____

It is usually not possible to place students according to all their preferences. Please number the following aspects in order of their priority, 1-6:

- | | |
|---------------------------------------|-------------------------------------|
| _____ family composition | _____ religious preference |
| _____ location in relation to classes | _____ spacious housing arrangements |
| _____ diet restrictions | _____ smoking or pet restrictions |

Please add any other details that may help in placing you in a family, if applicable. _____

Contact details during semester break (for spring program) or during summer (for fall/academic year program):

House/Apt # and Street

City, State/Province, Country

Telephone (include country code, if applicable)

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Paris: Arts & Business
LANGUAGE PLEDGE

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Tel: 518-580-5355 Fax: 518 580-5359
Email: ocse@skidmore.edu

ENGAGEMENT LINGUISTIQUE (LANGUAGE PLEDGE)

En acceptant de participer au Programme de Skidmore à Paris, j'accepte entièrement et complètement les règles linguistiques de Paris. Je promets de parler uniquement français au Centre et pendant toutes les activités organisées par le Programme.

Je comprends que mon engagement à pour but de maximiser mon apprentissage linguistiques et mon intégration dans la culture française.

Je comprends que parler anglais au Centre ne favorise pas mon perfectionnement linguistique ni celui des autres étudiants du Programme.

Tout comportement contraire à cet engagement personnel dévalorise l'esprit du programme et ne justifie plus ma présence à Paris.

Upon accepting my participation in the Paris: Arts & Business program, I accept fully and completely the Center language rule in Paris and promise to make an honest effort to speak only French at the Program Center, with my host family, and during cultural activities organized by the Program.

I understand that my commitments will promote maximum linguistic benefits for all program participants and aid in our process of integration in the French culture.

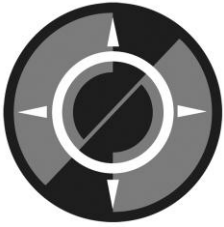
I understand that by speaking English at the Program Center, I am jeopardizing my own language progress, as well as that of other students. Such behavior undermines the spirit of the Program.

Student Name (PRINT)

Student Signature

Date

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OFF-CAMPUS STUDY & EXCHANGES **HOW TO OBTAIN A U.S. PASSPORT**

All students studying abroad must have a passport in order to travel to their overseas destination. In addition, those of you who need visas will need a passport before you can apply for a visa. **If you do not have a passport, apply for one immediately.** If your current passport **expires within 6 months** from the end of your program, you must **renew your passport now.**

FIRST-TIME APPLICANTS

Passport applications are available at most U.S. Post Offices, although the applications are processed through the U.S. Department of State (DOS). Please contact your local Post Office to see if it is a passport agent. Instructions for first-time applicants are available on the DOS Web site at http://travel.state.gov/passport/get/first/first_830.html.

To apply for your first U.S. passport, you will need the following items. Be sure to view the **full list** of required applications materials at http://travel.state.gov/passport/get/first/first_830.html.

- Passport application (Skidmore students can go to the Washington Street Post Office or Off-Campus Study & Exchanges for applications, or download an application at http://travel.state.gov/passport/forms/forms_847.html.)
- Certified copy (includes raised seal) of your birth certificate or other proof of citizenship.
- Two (2) identical ID photos (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Government-issued ID (i.e. driver's license).
- Checks, money orders, or credit card for passport fees (confirm fees and payment options online at http://travel.state.gov/passport/fees/fees_837.html.)

U.S. PASSPORT RENEWAL

Passports can be renewed by mail for some individuals, while other must renew in person. Instructions for renewing a U.S. passport are available online at http://travel.state.gov/passport/renew/renew_833.html. Applications are available at most U.S. Post Offices or you can find a link to an application online at http://travel.state.gov/passport/forms/forms_847.html.

To apply for your first U.S. passport, you will need the following items. Be sure to view the **full list** of required applications materials at http://travel.state.gov/passport/renew/renew_833.html.

- Passport renewal application (Skidmore students can go to the Washington Street Post Office or Off-Campus Study & Exchanges for applications, or download an application at http://travel.state.gov/passport/forms/forms_847.html.)
- Two (2) identical ID photos (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Your old passport (it will be returned to you along with the new passport).
- Checks, money orders, or credit card for passport fees (confirm fees and payment options online at http://travel.state.gov/passport/fees/fees_837.html.)

NOTE: The processing time for U.S. passports is approximately four (4) to six (6) weeks for standard processing. It is a good practice to confirm estimated processing times for new or renewal applications before you apply. Confirm processing times online at http://travel.state.gov/passport/processing/processing_1740.html. It is also important that you apply right away, especially if you will need to apply for a visa for the country to which you wish to study abroad. If you need a passport in less time than the standard processing delay, you can pay an extra fee to expedite the process. Please confirm exact fees with the passport issuing agent.