

# CCIS STUDY ABROAD APPLICATION PROCEDURES

\*\*\*\*\*READ CAREFULLY\*\*\*\*\*

**Application Checklist: Please check to be certain you have completed each item.**

- If you attend a CCIS member institution, you may apply to your own Office of International Programs. Check the CCIS website at [www.ccisabroad.org](http://www.ccisabroad.org) to see if your school is a member. \*\*All Montana State University students must make an appointment with the MSU Office of International Programs before completing an application.

- If you do not attend a CCIS member institution, please follow the directions below:

**FOR APPLICATIONS:** Download from the following websites:

**Morocco:** <http://www.montana.edu/international/morocccoprogram>

**New Zealand:** <http://www.montana.edu/international/newzealandprogram>

**London (Kingston and Thames Valley):** <http://www.montana.edu/international/londonprogram>

- Please download all parts of the application which includes:
  1. "CCIS Application Instructions"
  2. "CCIS Application"
  3. "CCIS Reference Form" (2 copies)
  4. "Course Request Form"
- At your Campus Registrar's Office, order one official transcript to be sent to Nick Myers at the address below.
- Ask two or three university faculty members to complete the Reference Forms. Be sure to provide the evaluator with a stamped, addressed envelope. **Please note:** if you attend a CCIS member institution, provide the evaluator with your campus study abroad advisor's address. If you do not attend a CCIS member institution, use the Montana State University address below.
- Write an Applicant's Statement of Purpose as described by the following guidelines.

## **Guidelines for the 500-word essay**

In a clear, thoughtfully prepared essay, introduce yourself and present your reasons for wanting to study abroad. Use this essay to tell us any of your strengths and special interests that may not be evident in other materials you have submitted. Explain your motivation and why studying abroad will be beneficial to you. Refer to such things as your educational achievements, intellectual and personal interests, and career goals. Include your reasons for choosing the study abroad site you have selected. Finally, briefly describe the academic work you have completed at your home institution, including your field(s) of interest.

**\*\*\*CONTINUED ON BACK SIDE\*\*\***

- Complete a Course Request Form. Course Information for MSU sponsored programs can be obtained from the following websites:

**London:** (Kingston and TVU)

Kingston University: [www.kingston.ac.uk/international/avsp/index.htm](http://www.kingston.ac.uk/international/avsp/index.htm)

Thames Valley University: <http://www.tvu.ac.uk/courses/index.html>

**Morocco:**

Al Akhawayn University: <http://www.alakhawayn.ma>

**New Zealand:** (Canterbury and Waikato)

University of Canterbury: <http://www.canterbury.ac.nz/courses/intro.htm>

University of Waikato: <http://calendar.waikato.ac.nz/prescriptions/papers/>

- Submit all materials to:

Nick Myers

Office of International Programs

400 Culbertson Hall

Montana State University - Bozeman

Bozeman, MT 59717

- **Application deadlines for MSU-sponsored programs:**

**London:** (TVU and Kingston)

June 1 for Fall Semester (September - December)

November 15 for Spring Semester (February - May)

April 15 for Summer Semester (June - July)

**Morocco:**

April 1 for Fall Semester (August - December)

November 1 for Spring Semester (January - May)

April 1 for Summer Semester (May - July)

**New Zealand:** (Canterbury and Waikato)

November 1 for First Semester (February - July)

April 1 for Second Semester (July - November)

**What Happens Next?**

We will be contacting you and are looking forward to getting to know you!