

# DOUGLAS COLLEGE

## Switzerland Field School – Summer 2019

**Classes start:** Week of April 22 for 6 weeks

**Departure Date:** Saturday, June 8 latest

**Return Date:** Saturday, June 29

Note: The above schedule is subject to change.

**Minimum number of students required:** 6

**Maximum number of students accommodated:** 12

**Program Fee:** \$2,950 based on 12 students going; higher if fewer than 12 students.

- Fee includes airport transfer on arrival, all accommodations, most meals, program related transportation and admission costs.

- Fee excludes costs for passport application, Douglas College tuition and other student fees, airfare, travel medical insurance, airport transfers in Vancouver, and personal spending.

**Program Requirements:** Students must be in good academic standing.

**Travel Requirement:** Passports need to be valid for at least 6 months after you return to Canada. For example, if you plan to come home on July 1<sup>st</sup>, your passport needs to be valid at least until January 1<sup>st</sup>, 2019. Depending on the nationality of the passport you'll be using, you may need to apply for a visa and obtain it before you departed for the field school destination.

### Application and Acceptance Process:

- Only completed applications, with the required references submitted, will be received, dated and reviewed. The only exception will be new students who are still waiting for their first-semester grades/GPA. See the "Unofficial post-secondary transcript(s)" paragraph in the Application Checklist below.
- Applications will be reviewed by the faculty leading the program, in the order the applications are dated.
- All components of the application will be considered.
- An interview may be required as part of the application process.
- Acceptance is given solely by and at the discretion of the faculty leading the program.
- Applicants will be notified of their acceptance status when faculty complete their adjudication.
- Applications received before the application deadline, but after the program has filled, will be put on a wait-list in the order that they are received.

**Application Deadline: Thursday, November 15, 2018.** Submit application as **ONE COMPLETE SUBMISSION** to [global@douglascollege.ca](mailto:global@douglascollege.ca).

<b>1. Personal Information</b>		
Last Name:		First Name:
Student Number:		Birth Date: <i>d d / m m / y y y y</i>
Program of Study:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	Citizenship(s):	If you are not Canadian, are you a Permanent Resident of Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No

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## 2. Application Checklist

**Completed application form**

**Receipt** showing **non-refundable** \$500.00 deposit paid.

- This deposit goes toward your Program Fee and can be paid in cash, cheque made out to “Douglas College”, by VISA or MasterCard.
- Please pay at the New Westminster Campus Cashier’s Office, or at the Coquitlam Campus Registrar’s Office.
- This deposit is refundable only if the applicant is not accepted to the 2019 Switzerland Field School, or if Douglas College cancels the program.

**Statement of Interest** – Please attach a statement of 500-750 words that tells:

- a) why you would like to be part of this program, and how it fits in with your personal, educational and career goals;
- b) how you plan to manage being in a new place and culture with a large group of people. Please provide an example.
- c) how you can contribute to the learning of the field school group. Please describe a time when you contributed to group learning; and
- d) of an incident where you demonstrated your ability in conflict resolution.

**Resumé**

**Unofficial post-secondary transcript(s)** – You access this by logging in to your school account. If Fall 2018 is your first semester in post-secondary, and you’d like to submit your application before you receive your Fall 2018 grades, you must submit your unofficial transcript as soon as you receive your grades.

**Academic Reference Form #1** – See Point #4 below.

**Academic Reference Form #2** – See Point #4 below.

**Non-Academic Reference Letter** – Choose a non-academic referee who know you well. Your referee must not be a family member or a friend. Ask them to write a letter that gives the following information:

- your name;
- their name and contact information;
- how long they have known you, and in what capacity;
- your character;
- your ability to work with people; and
- your ability to adapt to new environments
- If you are planning to apply for an International Programs Scholarship, and want to use the same reference letter, please choose a referee that could write about the points asked for by the scholarship application’s Non-Academic Reference Letter.

The letter should be hand signed by your referee, and submitted in one of the following four ways:

- 1) by you, the applicant, in a sealed envelope with the referee’s signature given across the envelope seal; or
- 2) by the referee via email to [global@douglascollege.ca](mailto:global@douglascollege.ca) as a clearly scanned PDF attachment; or
- 3) by the referee, in person to: Douglas College International
  - New Westminster Campus, Room S2800: M, T, R and F from 9am-4:30pm; and W from 10am-4:30pm; or
  - Coquitlam Campus, Room A1301A (Tue, Wed, or Thu) between 10am and 4pm; or
- 4) by the referee via fax to 604-527-5516. **It is very important that they write “Global Engagement” at the top of the first page before faxing.**

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<b>3. Contact Information</b>			
Email address:			
Cell Phone:		Home Phone:	
Street Address:			
City:	Province/State:	Postal Code/Zip Code:	Country:
<b>4. Faculty Recommendations</b>			
Please list <b>two</b> recent faculty members who have agreed to speak to your academic suitability to take part in an international field school. An <b>Academic Reference Form</b> has been made available to you to forward to each of them to complete. Your referees may also ask for a copy of <b>your application's Statement of Interest</b> to consider the information given there for completing their forms. <b>It is your responsibility to ensure the forms are submitted in a timely manner.</b>			
Faculty Name:			
Faculty Name:			
<b>5. Travel Ability:</b> <input type="checkbox"/> I confirm that there are no legal impediments preventing me from traveling to Switzerland. <input type="checkbox"/> I am not legally able to travel to Switzerland.			
<b>6. Application Declaration</b>			
I, the undersigned, certify that all statements on this application are true and complete, and that no information has been withheld. Completion of this signed application permits Douglas College to request and/or confirm any information necessary to support my application.			
I agree to familiarize myself with the host country's culture and the program's risks and expectations and to attend all pre-departure sessions as required by the program. I understand that there are many risks involved with international travel and I agree to assume those risks. I understand that there is a possibility of this program being canceled at any time should Global Affairs Canada issue an "Avoid Non-Essential Travel" or higher advisory for the location to which I am traveling.			
In signing this application for Douglas College's 2019 Switzerland Field School, I understand that this information, along with subsequent information placed in my student records will be used for the purposes of registration in the field school courses, research, alumni and development, student association and other purposes consistent with the mandate of Douglas College.			
_____ <b>Applicant signature</b>		_____ <b>Date</b> <i> d d / m m / y y y y</i>	