LOYOLA
UNIVERSITY MARYLAND

Study Abroad Visiting Student Application Checklist

Name of Applicant:
Last_____**First**_____**Middle**_____
Semester(s) at Newcastle: _____
Home Institution: _____
Name and Contact Information of Study Abroad Advisor at Home Institution:
_____
_____
Signature of Administrator: _____

(Check if included)

1. Study Abroad Visiting Student Application (Signed)……☐
2. Newcastle Tentative Module Registration (Block Schedule)……☐
3. Copy of Passport (first page only)……☐
4. Official Current Transcript from Home Institution……☐
5. Statement of Good Academic Standing from Home Institution……☐
6. Statement of Good Disciplinary Standing from Home Institution……☐
7. Study Abroad Advisor Form (Signed)……☐
8. Faculty Recommendation Form (Signed)……☐
9. 500 Word Personal Statement……☐

Study Abroad Visiting Student Application
for Admission into the Loyola University
Maryland Center at Newcastle University

Loyola University Maryland
4501 N. Charles Street
Baltimore, MD 21210

Directions

This application is for visiting students who are enrolled in a degree program at another institution and wish to participate in the Loyola University Maryland Study Abroad Center at Newcastle University. Please complete the following steps. Once completed, this application must be emailed to the Newcastle Center Coordinator at krjolliffe@loyola.edu

1. Complete and upload Study Abroad Visiting Student Application for Admission to the Office of International Programs at Loyola University Maryland's website.
2. Send authorization to participate in this program from Office of International Programs (or equivalent office) at home institution including verification of academic and disciplinary good standing.
3. Submit a letter of recommendation from a faculty member or major advisor at your home institution.
4. Submit a 500 word personal statement discussing why you would like to attend the Loyola University Maryland Study Abroad Center at Newcastle University.
5. Send official copy of current college/university transcript to the Newcastle Center Coordinator (krjolliffe@loyola.edu).
6. Once accepted by Loyola University Maryland, you will have to complete an application to Newcastle University.
7. Submit copy of valid passport

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Admission Status
When do you plan to enter the Loyola University Maryland Study Abroad Center at Newcastle University?

☐ Spring ____ only ☐Fall ____ only ☐Yearlong _____-_____
(year) *(year)* *(year)* *(year)*

Demographic Information

_____
Last Name *First Name* *Middle Name*

_____
Permanent Address (Not Campus Address)

_____
City *State/Country* *Zip Code*

_____
Home Phone *Cell Phone*

_____
Email Address

Birthdate *(Month/Day/Year):* **_____ / _____ / _____**
Social Security Number: _____/ _____/ _____
(Optional)
Gender ☐*Male* ☐*Female*

Emergency Contacts *(Please provide two)*

_____
Last Name *First Name* *Relationship*

_____
Home Phone *Cell Phone*

_____
Email Address

_____
Last Name *First Name* *Relationship*

_____
Home Phone *Cell Phone*

_____
Email Address

Citizenship
Are you a U.S. citizen? ☐Yes ☐No *If no, please list country of citizenship and visa type:*

_____

Ethnic Origin *(Optional):*
Are you Hispanic or Latino? ☐ Yes ☐ No
Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describes you:
☐American Indian or Alaska Native
☐Black or African American (including Africa and Caribbean)
☐White (including Middle Eastern)
☐Asian (including Indian subcontinent or Philippines)
☐Native Hawaiian or Other Pacific Islander

**Loyola University Maryland does not discriminate on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, or any other legally protected classification in the administration of any of its educational programs and activities or with respect to admission or employment.*

Study Abroad Visiting Student Application
for Admission into the Loyola University
Maryland Center at Newcastle University

LOYOLA
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Educational Background

_____

Name of Current Institution of Study

_____

Major *Current Cumulative GPA* *Expected Graduation Date*

Current Class Year: ☐Freshman ☐Sophomore ☐Junior ☐Senior

Have you ever attended Loyola University Maryland? ☐Yes ☐ No

If yes, provide former Loyola ID number:

_____

Tentative Courses

List the courses you would like to enroll in while at Newcastle University. You must list at least ten (10) courses, as some courses may not be available for the coming school year. You must make sure the courses you select will transfer to your home university. Use the block schedule below to help plan for your top courses. Please note that Newcastle modules are subject to change and are not guaranteed to be available during your time abroad. Registration and time tables are finalized upon arrival in Newcastle. (Potential courses being offered for the 2013-2014 academic year can be found at:
http://www.loyola.edu/academic/newcastle/academics/courses.aspx

	Tentative Newcastle University Module Number	Tentative Newcastle University Module Name	Newcastle University Credits	Loyola University Maryland Equivalent Class Number	Loyola University Maryland Equivalent Class Name	Loyola University Maryland Equivalent Credits
Example	*BIO 2007*	*Vertebrate Biology*	*10*	*BL350*	*Biology of Mammals with Lab*	*2.5*
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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Method of Payment for Non-Refundable Application Fee

☐I am enclosing a check, payable to Loyola University Maryland, in the amount of $70
☐ I would like to pay the $70 non-refundable application fee by credit card
☐Visa ☐MasterCard ☐Discover ☐ American Express
Click here to pay the deposit via credit card (Mike Mansfield to create link).

How did you hear about the Loyola University Maryland Study Abroad Center in Newcastle?

☐Newcastle Center Brochure
☐Loyola University Maryland Website
☐Home Institution Advisor
☐Study Abroad Fair
☐Word of Mouth
☐Home Institution Study Abroad Office
☐Former Participant
☐Faculty Member
☐Campus Newspaper
☐Other _____

List the faculty member who will submit a recommendation on your behalf

_____
Last Name First Name

_____
Department Position

_____
Phone Number Email Address

Do you currently have or have you ever had any disciplinary incidents on record at your home university?
☐Yes *(please explain on a separate sheet)* ☐No
Incidents that occur prior to the start date of the program may result in administrative withdrawal from the program. You must notify Loyola University Maryland immediately if incidents occur between applying to the program and the program start date.

All Applicants
I certify that all information on the application, university transcript, and all other materials related to admission to the Loyola University Maryland Study Abroad Center at Newcastle University are accurate and true. Supplying false information automatically cancels the application for admission and renders the student liable for dismissal if already enrolled, in accord with both universities' normal disciplinary procedures.

_____
Applicant Signature *Date*

Home Institution Study Abroad Approval Form

This portion of the application should be completed by a person responsible for the credit transfer policy at the applicant's home institution such as a study abroad advisor, academic advisor, academic dean, or chairperson of the applicant's major department. You are being asked to review the application, indicate whether you recommend this student to study at the Loyola University Maryland Study Abroad Center at Newcastle University, and confirm the grade report below is acceptable for credit evaluation and transfer purposes. **Once completed, this form must be submitted via email to the Kaileigh Jolliffe, Newcastle Center Coordinator, at krjolliffe@loyola.edu.**

Acceptance Nomination

The applicant meets academic and disciplinary requirements for the Loyola University Study Abroad Center at Newcastle University including current cumulative QPA of at least 2.75 and candidate is in good disciplinary standing. ☐Yes ☐No

Evaluation of Credit based on a U.S. Transcript from the Loyola University Maryland School of Record:

If your institution agrees to evaluate credit for transfer purposes based on the Loyola University Maryland academic record, please select the box below. The Loyola University Maryland academic record, which is issued by Loyola University Maryland, includes the participant's name, issue date, last four digits of social security number, student ID number, academic level, Newcastle name of courses completed, and recommended U.S. credit and grade equivalences. Student **must** request a Loyola University Maryland transcript from Loyola University Maryland's Records Office.

☐Our institution agrees to accept the Loyola University Maryland academic record, upon the applicant's completion of the program, in order to evaluate and grant credit per home institution policies.
☐Our institution does not agree to accept the Loyola University Maryland academic record upon completion of the program.

Where applicable, a transcript or grade report from Newcastle University can be requested through Newcastle University's International Office.

Academic and Disciplinary Information

Is this applicant in good academic standing? ☐Yes ☐ No
Is this applicant eligible to return to your school? ☐Yes ☐ No

Disciplinary incidents that occur prior to the program start date may result in administrative withdrawal from the program. Students must notify Loyola University Maryland immediately if disciplinary incidents occur between applying to the program and the program start date.

Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct that resulted in the applicant's probation, suspension, removal, dismissal, or expulsion from your institution? ☐Yes ☐ No

To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime? ☐ Yes ☐ No

If you answered yes to any of the above questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

_____

Signature ***Date***

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Study Abroad Faculty Recommendation Form

This form is to be filled out by a faculty member that is familiar with your academic work. Once completed, this form must be submitted via email to Kaileigh Jolliffe, Newcastle Center Coordinator, at krjolliffe@loyola.edu.

Please provide a statement stating you do or do not recommend this student to study abroad at the Loyola University Maryland Center at Newcastle University. Please assess the quality and level of the student's academic work, how the student relates to other people such as faculty members and peers, and any other information you wish about the student that will pertain to their study abroad experience.

_____
_____
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_____

Final Recommendation

☐I strongly recommend this student for the Newcastle Study Abroad Center.
☐I recommend this student but have some reservations as noted above.
☐I cannot recommend this student for the Newcastle Study Abroad Center.

_____
Last Name *First Name* *Middle Initial*

_____
Title *Department*

_____
Institution

_____
Institution Address

_____
City *State* *Zip Code* *Country*

_____
Office Phone *Fax*

_____
Email Address

May we contact you with questions about your recommendation? ☐Yes ☐No

_____
Signature ***Date***