

## Education Abroad Application Instructions Colorado School of Mines

CSM Reciprocal Exchange  
And Education Abroad Programs  
2005-2007

Office of International Programs  
Stratton Hall Rm. 109, Golden CO 80401  
Tel. (303) 384-2121 Fax (303) 384-2125  
<http://www.mines.edu/Academic/lais/OIP/>

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### **Deadlines: Academic Year and Fall Term: March 1. Spring Term: September 15.**

All deadlines are subject to change based on Scholarship and GE<sup>3</sup> deadlines. You should start the application process **2 semesters before you want to leave.**

Applications will be evaluated on the basis of a student's academic transcript, quality and depth of the personal essay, faculty recommendation, and language evaluation (if applicable). In addition, students must be in good disciplinary standing with the university for consideration. A personal interview may be required. Admission to Education abroad is not guaranteed.

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### **Application Requirements:** (Check off as completed)

- Passport:** Apply for this immediately. You must have your passport in hand to apply for a visa.
- CSM Application Form, Waivers, and Releases:** Please type or print clearly using black or blue ink. Be certain to sign and date the application before submitting it to us.
- Prior Approval Form:** Obtain approval from advisor and department heads.
- Recommendation Letters:** Have **TWO** faculty members who are familiar with your performance in the classroom write a recommendation letter. It is *your* responsibility to ensure that recommendations are submitted to the Office of International Programs by the deadline.
- Official Transcript from CSM:** Transfer students must also provide a copy of transcripts from all schools previously attended.
- Personal Essay:** A one-page (minimum) essay addressing why you want to Education abroad in your chosen program(s), why you are a good candidate, and how this experience will contribute to meeting your overall academic and career goals.
- Host University Application:** Be sure to spell check this before you turn it in. If you do not have clear handwriting, please word process.
- Language Evaluation Form:** Students who are applying to non-English speaking programs **ONLY**
- Visa Application:** Be sure to start this well in advance.
- Non-refundable \$75 application fee:** Billed to your account.

**Return all materials by the deadline to:**

Colorado School of Mines  
Office of International Programs  
Stratton Hall 109  
Golden, CO 80401  
[kgengenb@mines.edu](mailto:kgengenb@mines.edu)