

student administration form - London

This form is to be completed by all students wishing to participate on an FIE study abroad program. Please return this form to your Study Abroad Coordinator once completed.

Please use the checklist below to ensure you have submitted the necessary documents:

- Completed admin form – to be submitted to study abroad office
- Two** passport sized photos – to be submitted with your form

If you are a student participating in **International Internship or International Service Learning**, please also use the checklist below:

- I have read the information found here <http://www.fie.org.uk/placementprep>
- I have sent my CV and Personal Statement as an attachment in the correct format to internship@fie.org.uk
 - I have included a political paragraph (Politics students)
 - I have included writing examples? (Journalism students)
 - I have included an electronic version of my portfolio? (Design students)
- I have applied for a Pre-Entry Clearance (Visa)
Please note, the earliest you can apply is 3 months prior to your arrival date. At the latest, you should apply 6 – 8 weeks prior to your arrival date.
- I have included a copy of my English Language Test Certificate
If you are not from a majority English speaking country, you are required to provide a test certificate. Please visit <http://www.ukba.homeoffice.gov.uk/>

FIE: Foundation for International Education, London
Foundation House, 114 Cromwell Road
London SW7 4ES, United Kingdom
Telephone: (0) 207 591 7750 Fax: (0) 207 591 7755
E-mail: studyabroad@fie.org.uk
Web: <http://www.fie.org.uk>

Part A: program details (please type or print in block capitals)

Name of home institution.....Program start date (month/year).....

How did you find out about the FIE London Program?.....

Part B: personal data (please type or print in block capitals)

First NameMiddle Name.....Last Name.....

Male Female Date of birth (**DAY/MONTH/YEAR**)...../...../.....

Email.....

We will be sending information on the program including your accommodation information to this email address - please check your email regularly.

Country of Birth.....Citizenship..... Passport Number.....

Social Security #.....Major.....

GPA..... Expected month/year of graduation.....

Freshman Sophomore Junior Senior Other (please specify)

Permanent contact address:(number/street).....(city).....

(state).....(zip).....

(phone)..... (cell phone).....

Part C: emergency contact information

We require that you provide two contacts, which FIE will contact in case of emergency whilst you are on the programme

1. Name.....Relationship

Home Phone..... Work PhoneCell Phone

2. Name.....Relationship

Home PhoneWork PhoneCell Phone

Part D: housing information

Please complete this questionnaire carefully. Your housing assignment will be based on the information that you provide. All requests are taken into consideration.

Do you require a single room (subject to availability)? YES NO

Please state reason.....

Are you able to climb stairs? YES NO

Are you taller than 6'3"? YES NO If Yes, please indicate height.....

Do you smoke? YES NO Do you object to a roommate who smokes? YES NO

To comply with UK law, smoking is not permitted anywhere in FIE's residences.

Do you consider yourself to be a quiet person? YES NO

What time do you get up in the morning?..... Go to bed?.....

Where do you prefer to study? ROOM LIBRARY OTHER

How many hours of television do you normally watch a day?.....

What type of music do you prefer?.....Do you normally listen to music in your room? YES NO

Roommate preference (if known) (1).....(2).....

(please note that both parties must make the same request)

Is there a student you do NOT want to live with?

Part E: service learning and internship students only

Complete this section only if you have registered to participate in an internship or service learning as part of your program

The summer internship program incorporates British Life and Cultures (BLC) course and internship placement. Students will begin their program with the British Life and Cultures class. The internship placements will commence about a week into the program, splitting each week evenly between class work and placement time.

Please select the program you wish to attend:

8-Week Internship Program

10-Week Internship Program

Important Documents

Stop! Do NOT go any further on this form until you have carefully and completely read the relevant documents found here: <http://www.fie.org.uk/placementprep>

You must thoroughly read these documents prior to completing the internship and service learning requirements in this section.

Guidelines are provided to complete this section at the end of this form.

Choice 1

Choice 2

Choice 3

Service Learning Students:

Your placement will be organised based on availability of placements, your background, and the needs of the organisation; however, you may state here if you would prefer working in a **hands-on capacity** or in a **project-based, communications** or **business** role:

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Internship and Service Learning students should respond to the following questions:

1. What tasks do you expect to be involved in as part of your placement?

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2. What can you offer a prospective employer that relates to the choices you have requested?

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3. How are your choices related to a future career? If yes, please explain how. If no, please explain your interest in participating in a placement in these areas.

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4. What would help to make your placement experience a success, and why?

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5. What do you expect to take away from this experience?

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Part F: medical self-assessment

The purpose of this form is to help FIE be of maximum assistance to you should the need arise during your study abroad experience. Mild physical or psychological disorders can become serious under the stresses of studying abroad. It is important that the program be made aware of any medical or emotional problems, past or current, which might affect you in a foreign study context. The information provided will remain confidential and will be shared with program staff, faculty, or appropriate professionals only if pertinent to your own well-being. FIE may not be able to accommodate all individual needs or circumstances. **The information you provide will not affect your acceptance to the program.**

If you have answered YES to any of the below questions, please give a detailed explanation (you may continue on an extra sheet of paper if necessary)

medical history (please circle)

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| 1. Are you generally in good physical condition? (if no, please explain) | YES | NO |
| 2. Have you ever been treated or are currently being treated for any psychological or emotional problems including an eating disorder? (if yes, please explain) | YES | NO |
| 3. Do you have any allergies (if yes, please explain) | YES | NO |
| 4. Are you taking any medication excluding birth control pills? (if yes, please explain) | YES | NO |
| 5. Have you had any major injuries, diseases or ailments in the past five years? (if yes, please explain) | YES | NO |
| 6. Is there any additional information (concerning medical conditions or physical disabilities) that would be helpful for the program to be aware of during your study abroad experience? (if yes, please explain) | YES | NO |
| 7. Do you have any conditions that could affect your adjustment to a new culture or academic program? | YES | NO |
| 8. Do you have a history of drug or alcohol abuse? | YES | NO |
| 9. Are you receiving any special medical treatment? (if yes, please explain) | YES | NO |

I certify that all responses on this medical self-assessment form are true and accurate, and I will notify **FIE** of any relevant changes in my health that occur prior to the start of the program.

Signature of participant.....Date.....

In the event of an emergency, FIE will make every effort to reach the individual designated as an emergency contact before using the authorization below. However, in the case of an emergency, your signature on this optional authorization may assist in obtaining necessary medical care:

A) To prevent dangerous delay in the event of an extreme emergency requiring hospitalization and/or surgery, I hereby authorize the designated official of Foundation for International Education to secure whatever treatment is deemed necessary including the administration of an anaesthetic and/or surgery.

Signature.....Date.....

B) I choose not to authorize the designated official to secure medical treatment on my behalf.

Signature.....Date.....

Part G: special requirements and learning disabilities

Please complete this section if you have any special needs which can affect any aspect of your London experience i.e. living arrangements, classroom performance etc. Please also tell us how we can accommodate your needs. **You should include proof of what accommodations are made for you at your home institution with this form.**

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Part H: student agreement

I agree to conduct myself properly during the program and to cooperate with the FIE staff and my fellow students. I am aware that misconduct on my part may result in my expulsion from the program without refund of fees and my return home at my own expense and my home campus being informed. I understand that FIE reserves the right to terminate access to academic programmes, facilities and/or housing if I do not meet the terms of the code of conduct. I understand that if I leave the program early, I will receive no refund from FIE. I understand that class attendance is required and that unexcused absences will affect my grade. In addition, FIE is responsible for informing UK Borders Agency of any absences in excess of 10 working days which may result in both the revoking of my student status and my permission to remain in the UK.

Illegal drugs in any form are not tolerated. I understand that students participating on any FIE program found using or possessing illegal drugs in any form are subject to disciplinary action and/or immediate expulsion. I also understand that I am subject to the laws of the country in which my program is being held.

FIE is not responsible for my well-being when I am absent from official FIE activities, during my free time or during periods of independent travel. I release FIE and my school from all claims arising out of acts of omission by persons or entities outside of its control (without limitations), including airlines, surface transportation organizations and other suppliers of program services. FIE is not responsible for any costs arising from the loss or theft of any of my personal property at any time.

I realize that it is my responsibility to complete and return all forms, to supply three photographs (labelled with name and program on the reverse side) and to make all program payments by the deadlines indicated. I agree that I will be liable for late payments beyond the deadlines determined by FIE. I understand that failure to meet payment deadlines may result in being denied access to certain services normally included in the program. I also agree that I am liable for any returned checks, along with any stated bank and administrative fees associated with those checks.

I recognize that it is my responsibility to obtain a passport and any necessary visas. I understand that I am responsible for visiting the official UK Border Agency websites and adhering to the latest rules. FIE is not liable for any decision made by the UK Border Agency.

I agree to abide by all program rules as specified by FIE and the organizations with which it cooperates including those written in program materials provided to participants in both the United States and overseas. FIE assumes that I will read all the information contained in pre-departure emails and material about my program.

Data Protection

By participating in the Program, I hereby consent to the collection and processing by FIE, its affiliates and/or agents of personal data relating to me so that they can fulfil their obligations and exercise their rights in respect of the Program and generally administer and manage the Program. Any such processing shall be in accordance with the purposes and provisions of the Data Protection Act 1998.

In particular, I consent to the transfer of my personal data outside of the United Kingdom to my university, next of kin and any appropriate governmental authority.

Signature of participant.....Date.....

Guidelines for completing Part E:

1. Placement choices

Please do not write specific company names or too narrow of choices, as it is important to be open to a variety of areas within your field of interest. Any named placements will automatically be re-classified to fit within the relevant internship area. If you would like to request an area that is not listed in this document, please email the internship@fie.org.uk and we can inform you if your chosen option may be possible.

Please give 3 choices that are related to past work experience, academic studies and/or areas of interest. Think carefully before answering, as these choices are what your placement will be based upon. Please select your responses from the list of possible placement areas below. You will find further information on these areas at <http://www.fie.org.uk/placementprep>. You must be flexible and willing to participate in a placement in (or across) any of your choice areas.

Internship students:

Accountancy & Finance Arts & Humanities Business & Economics Communications Design	Education Environment & Sustainability Fashion Film & Television IT & Multimedia	Journalism & Media Legal & Justice Organisations Music Not-for-Profit Organisations Politics Psychology
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You may also request sub-areas so we have a better idea what you are looking for. However, please keep in mind that while we will try to accommodate your requested choice areas, an exact match cannot be guaranteed. For example:

1. Business and Economics - Entrepreneurial Companies
2. Communications – PR and Marketing
3. Journalism and Media – Industry Trade Publications

Service Learning students:

Refugee issues Housing/homelessness Heritage/arts organisations Women's issues Poverty	Environment/sustainability Substance abuse/addiction Mental health Disability Gay/Lesbian issues	Ethnic/racial/religious diversity Human rights/conflict resolution Education Youth/children's issues Community regeneration
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2. Submitting your CV and Personal Statement

To match you up with the best possible placement, we need your current CV (Résumé) and a Personal Statement, geared towards your choices for your international internship (or service internship) experience here in London.

You may have already turned in copies of your CV and Personal Statement to your study abroad office; nevertheless, we still require an electronic copy of both emailed to us directly. Make sure to follow the information provided here and revise and update your documents to include your most recent experiences and accomplishments.

Your CV and Personal Statement must be sent directly to internship@fie.org.uk via email as Microsoft Word document attachments.

Label your electronic documents as follows:

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|----------------------------------------|-------------------------------------------------------|
| 1. Include the following SUBJECT LINE: | Name of university: Last name, first name – CV and PS |
| 2. CV Document Name: | e.g. Stateside College_Smith Jane_CV |
| 3. Personal Statement Document Name: | e.g. Stateside College_Smith Jane_PS |

CV (Curriculum Vitae)

A CV is the UK term for a résumé, which should be current and formatted to UK industry standards, as indicated in the FIE Handbooks <http://www.fie.org.uk/placementprep>. Include an objective, an education section, relevant courses taken, your grade point average (GPA) and list pertinent employment, volunteer experience and relevant skills. You can also

include special interests. This document goes out to prospective internship placements, so make sure it looks professional. A CV can be more than one page however; it should not be longer than two full pages.

Personal Statement

A Personal Statement is a one-page reflective essay about what draws you to London for your internship experience. It is also an opportunity for you to sell yourself more individually to prospective placements. Your Personal Statement should be formatted as indicated in the FIE Handbooks <http://www.fie.org.uk/placementprep>. Make sure that the tone is professional, as it will be read by employers. While the Personal Statement should give them an idea of who you are, please don't be too colloquial or informal. In other words, don't 'gush' or over emote!

Please note that UK employers may not necessarily be familiar with US company names, acronyms or terminology. This means you may need to add more explanation or detail than you would normally. For example, when describing your previous work experience at a particular company, indicate what type of company it is. Write out acronyms in full; for example, write out Arizona rather than AZ or Grade Point Average rather than GPA.

Proofread all of your materials carefully for spelling, grammar and word usage errors!!

If your internship requests are in very distinct areas, you are welcome to submit multiple versions of your CV and/or Personal Statement in order to reflect your different areas of interest.

We will confirm receipt your documents and advise you if there are any amendments that need to be made before we can send them out to prospective placement sites. We are unable begin our search to place you until we have received both a CV and Personal Statement that meets all the above requirements. Failure adhere to FIE deadlines could potentially result in dismissal from the internship and service learning programmes.

3. Additional requirements

Political Paragraph

If you listed politics as any of your three choices, we need you to email a short political paragraph (also as an attachment) stating with which party in British politics you identify most closely and why. Please also indicate what political issues or policy areas you feel strongly about or have a particular interest in. This is for internal use only, and will help us place you in the most suitable internship for your political interests.

Writing Samples

Journalism students should also email writing sample(s). This should be an article or two (it can be one you have already written) that best represent your work and interests, such as a film review or a feature article from a school newspaper. If you have written it for class, please ensure that it is free from professors' comments, course numbers, etc.

Portfolio

For those of you wishing to intern within applied creative arts, fashion design or graphic design, please make sure you will have access to an electronic version of your portfolio while in London. You should also email examples of your work (digital photos or other electronic files) to us that we can send on to potential placement sites. Please do not send large attachments by e-mail as it can cause system crashes. We can receive large electronic portfolios via the file sharing program <http://www.yousendit.com>. This website is free and safe.

Police Check

Please note that if you have requested to intern within the fields of psychology, social work, education, criminal justice, a museum, a theatre, a non-profit organisation or anything that would involve working with children or people at risk (such as people with disabilities, refugees, the homeless etc.), it is essential that you obtain, and bring with you to London, a valid police check. **Please note that if you are a service learning student, you will automatically require a police check.** The police check does NOT need to be submitted in advance to FIE, however you must bring it to London with you. You will receive further information on how to obtain a police check from the Experiential Education Team in due course