

SPEAC (Summer Programs East Asian Concentration)

Teacher Training Programs for Chinese/Japanese Language

Department of East Asian Languages and Literatures

National East Asian Languages Resource Center

East Asian Studies Center

The Ohio State University

2009 Application Instructions and Procedures for International Applicants*

WHO SHOULD USE THIS APPLICATION AND INSTRUCTIONS?

Use this application only if you are an international applicant. You are considered an **international applicant** if you **are not** a U.S. citizen, permanent resident, refugee, or political asylee. International applicants normally have obtained or expect to obtain an F-1 or J-1 student visa to study in the U.S. Holders of certain visas, such as H-1, J-2, F-2, etc., are also considered international applicants, and should follow the instructions as follows.

Dear International Applicants,

Thank you for your interest in SPEAC programs. SPEAC is a graduate non-degree program (GND) for personal enrichment and professional development. Graduate non-degree status is also appropriate for students actively pursuing a graduate degree at another college or university, and who wish to transfer graduate credit back to that institution. You must hold a four-year baccalaureate (or higher) degree from an accredited U.S. college or university (or the foreign equivalent) and present a strong academic record that suggests you have the potential for success in graduate-level study. Eligibility is extended to those who are enrolled in a graduate program in another U.S. university, who wish to study for one quarter as a transient student and transfer the credit back to their home institution and to those enrolled in established exchange programs or special university sponsored workshops. **Please note:** If you will need a student visa, your application, including all supporting documents, will be reviewed by the Dean of the Graduate School. Only after the Graduate School has determined that you have the potential to be successful in graduate school will the university offer you admission.

Following is an application packet, including an application form, two reference forms, and an affidavit of financial support. **Please fill out the forms clearly and return all required materials listed on the following checklist to SPEAC before the deadline. All program related information will be sent out by email.** If you have any questions throughout the application process, don't hesitate to contact SPEAC by email at speac@osu.edu. More information is available at <http://deall.osu.edu/programs/summerPrgm>

Deadline: All materials must be received by SPEAC office by Thursday, February 12, 2009

Application Materials to be mailed in to:

SPEAC

Department of East Asian Languages and Literatures

The Ohio State University

398 Hagerty Hall

1775 College Rd.

Columbus, OH 43210

U.S.A.

Application for Admission Checklist (Please use this as a checklist and keep it for your records.)

- (1) **The completed application form.** Be sure to sign the application form. Your application will not be processed without it.
- (2) **Two reference forms** filled out by the appropriate referees. If you are returning the letters of reference yourself, make sure the referees sign across the seal of the envelope.
- (3) **Official transcript(s)** from all post-secondary institutions attended.
- (4) **A personal statement.** (Be sure to include your full name and social security number on it.)
- (5) **A non-refundable application fee of \$50.** It must be in the form of a check or money order drawn on a U.S. bank, made it payable to SPEAC, the Ohio State University.
- (6) **A copy of your college degree diploma** with the date the degree was awarded, a proof that you have earned a Bachelor or master's degree.
- (7) **Affidavit of Financial Support for International Students.** This form must be signed by whomever will be paying for your education and be dated no more than one year prior to the time of planned enrollment. It must be written in English or accompanied by an English translation, which is sealed and signed by the appropriate bank or government official.
- (8) **Bank statements** to show that you and/or your personal sponsor have sufficient financial resources to cover your education and living expenses for the duration of your study at The Ohio State University. The amount shown on the bank statement must equal or exceed estimated expenses.
- (9) **Submit recent scores on the TOEFL** (Test of English as a Foreign Language). Minimum required scores are 550 on the paper version, or 213 on the computer version. You may have your score sent to SPEAC, The Ohio State University by the testing agency or send proof of the score yourself.

Notice of Admission to SPEAC

We will send out admission notices in late April by email. If you have been admitted, your visa application form and instructions will accompany your letter of acceptance. If you have been accepted, you will also at this time receive a housing request form, meal information, and other pertinent information.

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2009 Application Form for International Students

Training program in which language? (check one)

Chinese

Japanese

I. Personal Information

Name _____ Date of Birth _____
Last Name First Name Middle Name Month / Date / Year

Name in Chinese/Japanese (if applicable) _____

U.S. Social Security Number _____ - _____ - _____ Sex Male Female

Mailing Address _____

City _____ State (Prefecture, Province, etc.) _____

Zip(Postal)Code _____ Country _____

Telephone (home) _____ Telephone (work) _____

Permanent Address (if different from current address) _____

City _____ State (Prefecture, Province, etc.) _____

Zip(Postal)Code _____ Country _____

Permanent Phone _____ Fax _____

E-mail address _____ Country of Citizenship _____

Place of Birth (City/Country) _____ / _____ Permanent country of residence _____

If you are not a U.S. citizen, check one:

____ Non-immigrant. Visa Status (F-1, J-1, etc.) _____

____ Immigrant. Alien registration number: A Date received _____

____ Refugee or asylum or other (specify) _____ Date received _____

Will you need to get a visa? Yes No

What is your ethnic background? (check one) Black, non-Hispanic American Indian or Alaskan native

Asian or Pacific Islander Hispanic White, non-Hispanic

Emergency Contact (name) _____

Relationship (mother, etc.) _____ Phone _____

Per the student's designation the University may or may not release certain information about each student to the public or through the student directory. Please indicate whether or not you agree to Personal Information Release. Yes No

Do you have health insurance: Yes No

If you do, name of carrier _____ Policy number _____

II. Registration Information

Have you ever registered and paid fees at OSU? Yes No

If yes, give last quarter and year attended _____

major _____ college/school _____

Are you financially self-supporting? Yes No

Are you presently under suspension/dismissal from any post-high school education, including Ohio State? Yes No

If yes, please attach a statement of explanation.

Is your cumulative point hour ratio (CPHR) a 2.00 (C) or higher on a 4.00 for all previous college work in the United States? Yes No

III. Educational background (List all post-secondary institutions attended, beginning with current or most recent)

Institution (Name)	Address (City, Country)	Dates Attended From (Mo/Yr) To (Mo/Yr)	Major or Program	Degree	Date Received (Mo/Yr)

IV. Experience in Teaching Chinese/Japanese (Begin with current or most recent)

Institution	Dates	Materials Used	Levels Taught

V. Other Relevant Professional Work Experience (Begin with current or most recent)

Company/Institution	Location	Dates	Position/Duties

VIa. Have you attended a US institution of higher education as a full-time degree candidate? Yes No

Evaluate your own ability in English according to the scale below. (Circle your response.)							
5 (Native-like)	4 (High)	3 (Above average)	2 (Low)	1 (Minimal)	X (unknown)		
Ability to engage in professional discourse:			5	4	3	2	1 X
Ability to engage in daily conversation:			5	4	3	2	1 X
Sensitivity to different aspects of language use:			5	4	3	2	1 X
Ability to read professional documents:			5	4	3	2	1 X
Ability to read simple documents: (e.g. letters, memo)			5	4	3	2	1 X
Ability to present own thinking in coherent writing:			5	4	3	2	1 X

VIIb. If you are not a native speaker of the target language (Japanese or Chinese), provide information for the following.

Target language for teacher training in SPEAC (check one)

Chinese

Japanese

Evaluate your ability in the target language according to the scale below. (Circle your response.)

5 (Native-like)	4 (High)	3 (Above average)	2 (Low)	1 (Minimal)	X (unknown)			
Ability to engage in professional discourse:			5	4	3	2	1	X
Ability to engage in daily conversation:			5	4	3	2	1	X
Sensitivity to different aspects of language use:			5	4	3	2	1	X
Ability to read professional documents:			5	4	3	2	1	X
Ability to read simple documents: (e.g. letters, memo)			5	4	3	2	1	X
Ability to present own thinking in coherent writing:			5	4	3	2	1	X

VII. Health Insurance:

You are automatically enrolled in single Comprehensive coverage unless you complete the online waiver form by the deadlines. You will be required to provide proof of comparable coverage with the waiver request. The online waiver form is located at www.ureg.ohio-state.edu. Information regarding the health insurance requirement, the Student Health Insurance Plan, and the deadline for enrollment/withdrawal is located at www.shc.ohio-state.edu/shi.

VIII. English Test Information:

1. I plan to take the TOEFL on: _____ or MELAB on: _____
 mo/day/ yr mo/ day/ yr

2. I took the TOEFL on: _____
 mo/day/yr

3. My scores are:

Computer-based test: Listening _____ Writing _____ Reading _____ Essay Rating _____ Total _____

Internet-based test: Listening _____ Writing _____ Reading _____ Speaking _____ Total _____

Paper-based scores are: Section 1 _____ Section 2 _____ Section 3 _____ Total Writing (TWE) _____

4. I took the MELAB on: _____ and my scores are: Total: _____
 Mo/day/yr

TOEFL Test scores must be sent directly from the testing agency to SPEAC, The Ohio State University. If registered for TOEFL, use code #1592 to have scores sent to SPEAC. Enclose a copy of your student test score report, if available.

IX. Statement of Non-degree Educational Objectives:

Specify the length of time required to pursue your educational objectives:

1 quarter 2 quarters 3 quarters 4 quarters Other (please specify):

The following is required of all international non-degree applicants unless they are affiliated with a recognized exchange program.

Write a 1-2 page explanation of your educational plans. Indicate clearly your reasons for attending SPEAC at Ohio State, your intended course(s) of study, and your plans once you have completed the GND courses. (Please begin your summary below, and attach your personal statement with this application form.)

Read and sign below:

Restrictions of Non-degree Student Status:

As a GND student, you are not eligible to pursue a master's or doctoral degree at Ohio State. You must apply and be admitted as a regular (degree-seeking) graduate student. Graduate School rules allow for a maximum of

10 hours of GND coursework to apply toward the requirement for a graduate degree if a student is later admitted. Within this 10-hour limit, approval to count GND coursework rests with the Graduate Studies Committee of the student's program.

Certification of Truth Statement:

By signing my name below, I affirm that the information I have provided on this application, and any other information I have submitted or will submit to The Ohio State University in connection with the admission process, is complete and accurate. I understand that submission of incomplete or inaccurate information is sufficient cause for revocation of admission or enrollment. I authorize each academic institution I have attended to release my academic and personal information to Ohio State in connection with the admission process.

Your Signature: _____ **Today's Date** _____

X. References

Please request two people who, in their professional capacities, can talk about your character and academic readiness to undertake the intensive study of Chinese or Japanese to complete the reference forms online. Please download the related reference form and give it to your reference. No family members, please. List the names of the two people you have asked for letters of reference.

Name	Title	Institution

XI. Statement of Intention and Signatures

The SPEAC Teacher Training Programs are intensive studies in the Chinese or Japanese pedagogy. The course of study requires individuals to be in classes from four to five hours each day, and to spend between several hours daily preparing for classes. Students participating in this program are not permitted to take other classes or hold full time jobs without prior written permission; part-time employment is also strongly discouraged.

SPEAC program fees do not include Student Health Insurance, housing and meals.

Participant's failure to abide by these provisions may result in his/her disenrollment in SPEAC.

I fully understand the nature of SPEAC and will abide by the requirements and guidelines of the program.

Signature: _____ **Date** _____

I affirm that the information I have provided on this application form and any additional information I submit related to the admissions/financial aid process is complete, accurate, and true to the best of my knowledge. If applicable, I authorize each high school and each college or school I have attended to release academic and personal information, as well as my employer to verify my dates of employment. I agree to submit other materials that are required for an admission application. I agree that as a student I will be subject to The Ohio State University Code of Student Conduct. I understand that furnishing false or incomplete information on any part of this application material or other related materials may result in cancellation of admission or registration or both.

Sing below to indicate your comprehension and acceptance of the above statement.

Signature _____ **Date** _____



Graduate Non-degree

Affidavit of Financial Support for International Students

If you will need an F-1 or J-1 visa, Ohio State University is required by U.S. government regulations to check the availability of adequate funding for your tuition, fees, and living expenses for the duration of your studies. Until all funding documentation has been completed, signed, dated, and returned to the International Admissions Office, we will be unable to provide you with a notice of admission or with the documents necessary to obtain your visa.

Documentation of Funds

Complete this form and provide documentation as required. All documentation of sources of support which you submit must: 1) include both your name and the sponsor's (account holder's) name; 2) be dated no more than one year prior to the desired quarter; and 3) be written in English. Translations must be signed and sealed by the appropriate bank or government official.

Affidavit of Financial Support --A separate Affidavit is required from each sponsor. Each sponsor (personal and institutional) must complete the appropriate *Affidavit of Support* on the back or provide a letter of sponsorship. The total funds on the Affidavit(s) must equal the total funds needed for the duration of your studies at Ohio State. Letters of sponsorship must be for Ohio State University specifically, and for no other college or university.

Bank Statement--Each personal sponsor (friends, family, self) must provide a statement or letter from the bank showing U.S. dollars, or type of currency where the account is held, totaling the amount needed for the duration of your studies at Ohio State. The name of the account holder must be the same as the signature on the *Affidavit of Support*.

Estimated Expenses for a Single Student for One Quarter

All amounts below are current for 2006-2007 and are subject to change without notice. In 2006-2007 and beyond, plan for 5% to 10% annual increases for all costs.

Graduate	Tuition (1 quarter)	Books & Supplies (1 quarter)	Health Insurance (1 quarter)	Living Expenses (7 weeks)	Total Expenses (Estimated)
	\$7,597	\$300	\$415 Single Student	\$1,400 Single Occupancy	\$9,612

For more fees, please visit OSU Registrar's Office's web site at

<http://www.ureg.ohio-state.edu/ourweb/more/Content/FeeTables/MainFeeTables.htm>

Applicant's Personal Information

Last or Family Name:		First or Given Name:		Middle Name:
Country of Citizenship		City and Country of Birth		
Date of birth (Month/day/year)	U.S. Social Security Number or Ohio State Applicant number		Occupation	
If you are in the U.S., what is your visa status?		If you hold a J-1 visa, who issued the IAP-66/DS-2019 (Please attach a copy of your most recent IAP-66/DS-2019)		
My spouse is now at Ohio State as a: <input type="checkbox"/> faculty member <input type="checkbox"/> visiting scholar <input type="checkbox"/> student <input type="checkbox"/> not applicable				
I plan to bring to U.S. the following dependents:	Relationship to me	Date of Birth	Place of Birth	Country of Citizenship
Name				

Affidavit of Support from Personal Source (Family, Friends, Self)

Directions: Ask your personal sponsor(s) to complete the appropriate sections below. Where several sponsors will be offering partial support, provide a copy of both sides of this form for each, including yourself if you are supporting yourself to any degree.

I will provide FULL FINANCIAL SUPPORT for the applicant's educational and living expenses for the entire length of study at Ohio State. As verification that funding is available, I have attached original bank statement(s).

I will provide PARTIAL FINANCIAL SUPPORT. Amount: \$ _____
Duration of support: 10 weeks 7 weeks 3 weeks Other _____
As verification that funding is available, I have attached original bank statement(s).

I will provide full support for spouse and/or children if accompanying applicant to the United States.

Personal Sponsor: Name: _____ Relationship to Applicant: _____
Address: _____

Signature: _____ **Date:** _____

APPLICANT'S DECLARATION

I, _____ (applicant's printed name), hereby promise that the information provided is correct and complete. I understand I ultimately am responsible for all anticipated expenses related to my participation to SPEAC program for the length of my stay in the United States.

Applicant's Signature: _____ **Date:** _____

Affidavit of Support from the Funding Agency (Government, Organizations, or Institution/School)

Directions: Please ask your funding agency to complete this form or to provide an original letter including the following details regarding your support.

We, _____ (name of supporter), hereby certify that we will pay the following expenses for _____ (applicant) from _____ (country).

- tuition and fees living expenses for student
 health insurance living expenses for spouse and children

Study is approved for _____ (program title) in Summer Programs East Asian Concentration at the Ohio State University.

Funding is effective from ___ / ___ (mo/yr) to ___ / ___ (mo/yr). Total award is \$ _____ (US dollars).

Signature: _____ Date: _____

Official title: _____ Office or Division: _____

Address: _____

Address where tuition and fees will be billed, if applicable: _____

Official Seal of Funding Institution (if available)

Signature: _____ **Date:** _____