

**SPEAC (Summer Programs East Asian Concentration)**  
**Teacher Training in Teaching 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 Non-OSU Applicants**

**WHO SHOULD USE THIS APPLICATION AND INSTRUCTIONS?**

Use this application only if (1) you have never before enrolled in the Graduate School (former Ohio State graduate students should contact the Graduate School to find out how to reenter and register for classes); and (2) you are a U.S. citizen (or a non citizen who has permanent resident, refugee, or asylee status).

**Would an undergraduate non-degree program (Continuing Education) better serve your needs?** If you do not need credit that might count later towards a graduate degree, at Ohio State or elsewhere, enrolling in Continuing Education (CED) might be the better option. Students in CED may take many classes at the 100 through 700 levels and pay the less expensive undergraduate fees. Courses taken through CED can satisfy undergraduate **prerequisites** for admission to a graduate program; however, CED courses cannot be used to fulfill requirements for a graduate degree.

**GRADUATE NONDEGREE STATUS**

Students in this status take graduate level coursework for personal enrichment, professional development, certification, or to familiarize themselves with the rigors of a graduate program before applying to a degree program. Graduate Non-degree (GND) 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.

**Admission Criteria** – You must hold a four year bachelor’s degree (or higher) from a regionally accredited college or university (or the foreign equivalent).

**Restrictions and Policies** –

1. Graduate Non-degree admission does not require the approval of a graduate program or department. Students in this status are admitted to the Graduate School at large.
2. Admission to Graduate Non-degree status neither guarantees nor implies subsequent admission to a degree program. Students who decide to pursue a graduate degree must complete a separate application for admission.
3. If a Graduate Non-degree student later applies and is admitted to a graduate degree program, no more than 10 hours of graduate credit earned in non-degree status may be counted toward the graduate degree. Within this limit, the Graduate Studies Committee of the degree program to which the student is later admitted determines the number of graduate credit hours actually counted toward the degree.
4. Graduate Non-degree students may not receive university fellowships or graduate associateships.

Dear 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.

The following is an application packet, including the application form and two reference forms. **Please fill out the forms clearly, especially your SS# and email address, 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, do not hesitate to contact SPEAC by email at [speac@osu.edu](mailto:speac@osu.edu). More SPEAC information and application materials are available at <http://deall.osu.edu/programs/summerPrgm/default.cfm>

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**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**

- (1) **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.
- (3) **A personal statement.** (Be sure to include your full name and social security number on it.)
- (4) **Official transcript(s)** from ALL post-secondary institutions attended.
- (5) **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.
- (6) **A non-refundable application fee of \$40**, made payable to SPEAC, the Ohio State University.

### **Notice of Admission to SPEAC**

We will send out admission notices late April by email. 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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**Application Form**

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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 Japanese / Chinese (if applicable) \_\_\_\_\_

U.S. Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Sex  Male  Female

Current 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 \_\_\_\_\_

Are you Ohio resident? Yes \_\_\_ No \_\_\_

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 \_\_\_\_\_

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/CAP \_\_\_\_\_ college/school \_\_\_\_\_

Have you requested a transfer from one undergraduate enrollment unit (college, school or division) to another within the past year?  Yes  No

Have you resided in Ohio for the past 12 consecutive months?  Yes  No

Are you financially self-supporting?  Yes  No

Are you financially supported by a person who has resided in Ohio for the past 12 consecutive months and who claimed you as a dependent for income tax purposes?  Yes  No

Are you a dependent child of a parent (or legal guardian) or a spouse of a person who has accepted full-time employment in Ohio?  Yes  No

If male, aged 18 to 26; have you registered with the selective service?  Yes  No

If yes, enter your selective service number \_\_\_\_\_

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

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.)							
<b>5</b> (Native-like)	<b>4</b> (High)	<b>3</b> (Above average)	<b>2</b> (Low)	<b>1</b> (Minimal)	<b>X</b> (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.)						
<b>5</b> (Very High)	<b>4</b> (High)	<b>3</b> (Above average)	<b>2</b> (Low)	<b>1</b> (Minimal)	<b>X</b> (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. 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 graduate 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 to 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** \_\_\_\_\_

Please Continue to Next Page

**VIII. 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](http://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](http://www.shc.ohio-state.edu/shi).

**IX. 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

**X. 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.

**Signature: \_\_\_\_\_ Date \_\_\_\_\_**