

# ROLLINS COLLEGE INTERNATIONAL PROGRAMS

# APPLICATION GUIDELINES UNIVERSITY OF TRIER

## ADMISSIONS

The minimum requirements for admission to the program are: 3.0 minimum gpa, Junior standing, good college standing, an excellent record of personal responsibility (e.g. judicial record, service to the Rollins community, employment history) and high level of maturity. Applicants will also be evaluated on the basis of their application and academic reference. Applicants must have at least two (2) years of college German or the equivalent.

Applications meeting the criteria stated above are reviewed after the deadline. Because of limits in the places available, students meeting the minimum requirements are therefore not guaranteed a place.

In exceptional cases, applicants not meeting the criteria stated above will be considered on a space available basis after the program deadline and will require a faculty interview.

## APPLICATION DEADLINE

Spring semester : October 1

## CHECKLIST FOR APPLICATION

Use the following checklist as a guide for submitting a complete application, which will ensure a timely admissions decision. Please submit the following:

- Application
- Dean's Statement
- Essay
- Recommendation form
- 8 Photographs
- University of Trier application
- University of Trier housing application
- KAPITO application

## APPLICATION INSTRUCTIONS

**A.** Use a black pen to and print neatly. Submit the Dean's Statement to the Dean of Student Affairs, who will return it to International Programs.

**B.** Your reference should be from a professor who has taught you.

**C. Photos:** Enclose 8 small photos, with your name printed on the back. Photos must be recent, full face, and approximately 1½" by 1½". (Photo booths that take strips of four photos are the most economical way to obtain these.)

**D.** Provide a transcript from each college or university other than Rollins where you have taken more than one course.

**E.** Your essay should describe your education goals and how study abroad will complement them; include reasons for choosing your study abroad destination. It should be one to two typed pages.

Please return your completed application to:

### **INTERNATIONAL PROGRAMS OFFICE**

Rollins College

International House

1000 Holt Avenue - 2759

Winter Park, FL 32789-4499

Tel: (407) 646-2466 Fax: (407) 646-2595

intprog@rollins.edu

<http://www.rollins.edu/int-programs>

### **Student Acknowledgment and Signature:**

I hereby certify that all the information in this application is correct, and that it is my own work.

---

Signature

Date

### **Reporting of Grades:**

I understand that educational systems in other parts of the world operate differently than in the United States. I am aware that should I choose to study abroad in the final semester of my senior year, grades may not be reported in time for graduation. If my official grade reports for overseas work do not arrive in time for graduation compliance checking and approval by the College faculty and president, my graduation date will be delayed and I may be prevented from participating in the commencement ceremony.

---

Signature

Date

**ROLLINS COLLEGE  
INTERNATIONAL PROGRAMS**

**GENERAL BACKGROUND  
INFORMATION**

Please return this application to International Programs. Please type or print in black ink.

Name of applicant

R

Last/First/Middle

Rollins I.D. Number

Social Security Number

Home College or University

GPA

Campus E-mail address

Home E-mail address

Current standing:

Major

Minor

Month/Year of Graduation

Date of birth (M/D/Y)

M/F

Citizenship

College address (box number/apt., street, city, state, zip)

Permanent address (box number/apt., street, city, state, zip)

Holiday address (if different from above, box number/apt., street, city, state, zip)

Telephone (college)

Telephone (cell)

Telephone (permanent)

Telephone (vacation)

Send mailings to:

College address: valid from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Permanent address: valid from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Vacation address: valid from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Father's name

Address (City, State, Zip Code)

Mother's name

Address (City, State, Zip Code)

Father's home telephone

Father's work telephone

Father's E-mail

Mother's home telephone

Mother's work telephone

Mother's E-mail

# LANGUAGE EVALUATION

Please have a faculty member in Foreign Languages complete the following:

## German Aural Comprehension

- Limited to slow, uncomplicated sentences
- Understands simple conversation
- Understands conversation on simple academic topics
- Understands sophisticated discussion of academic topics

## German Speaking Ability

- Can only frame structurally simple, short sentences
- Uses basic grammatical structure, speaks with limited vocabulary
- Uses structural patterns, but not with consistent accuracy.
- Has control over structural patterns; can handle academic discussions

## Writing Ability in German

- Writes simple sentences on conventional topics, with some errors in spelling and structure
- Writes on academic topics with few errors in structure or spelling
- Writes with idiomatic ease or expression and feeling for style

## German Reading Ability

- Limited to simple vocabulary and sentence structure
- Understands more complicated material without idioms or specialized vocabulary
- Understands materials whose content contains idioms and specialized terminology

Student's last German course \_\_\_\_\_ Grade \_\_\_\_\_ Semester \_\_\_\_\_

Please indicate your general opinion of this applicant's ability to participate in the program:

- Should have no difficulty
- Should be able to manage adequately after a short period of adjustment abroad
- Should be able to manage adequately completing the following course(s): \_\_\_\_\_
- Will require considerable training before necessary competence is attained.

--	--	--	--

Name (please print)                      Signature                      Title                      Date

--	--	--	--

College                      Address (street, city, state, zip)                      Telephone                      E-mail address

# COURSE INFORMATION

**Course selection:** Please list the names of courses that you would like to take, in order of preference. You will not be able to register for your courses in Trier until after you arrive and have received permission from the course professor. Refer to the Trier course listings in International Programs

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Courses currently in progress:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**ROLLINS COLLEGE  
INTERNATIONAL PROGRAMS**

**RECOMMENDATION  
FORM**

**To the applicant:** Please fill out the top section of this form and give to a professor who knows you well and has taught you.

\_\_\_\_\_

Program and Location

Semester

Year

\_\_\_\_\_

Name of applicant (please print)

Telephone

E-mail address

\_\_\_\_\_

Address (street, city, state, zip code)

**Check ONE of the following statements and then sign below:**

- I hereby forgo any claims to access letters of reference written on behalf of my application for a Rollins Program.
- I do not wish to forgo any claim of access to letters of reference written on behalf of my application for a Rollins Program.

\_\_\_\_\_

Signature

Date

**To the individual completing this form:** This candidate's application cannot be reviewed until we receive this form. Please return it promptly to the address at the end of the form.

1. How long have you known the applicant? In what capacity?

Since \_\_\_\_\_

- Continuous contact
- Infrequent contact
- No contact since \_\_\_\_\_
- Only through records

Capacity

- Student in large class/lecture
- Student in small class/seminar
- Advisee
- Interview

2. Please describe the applicant as a student:

Assessment

- Excellent
- Above Average
- Average
- Below average
- Insufficient information to judge

Basis of Assessment

- Personal knowledge/records
- Reports of others
- Record review only

3. How would you rate the applicant's oral and written communication skills?

Oral skills

- Excellent
- Above Average
- Average
- Below average
- Unknown

Written Skills

- Excellent
- Above Average
- Average
- Below average
- Unknown

Basis of Assessment

- Personal knowledge/records
- Reports of others
- Record review only

Comments:

4. Will the applicant be motivated in his or her studies on the study abroad program?

- Assessment
- Highly motivated
  - Adequately motivated
  - Unmotivated
  - No basis for judgment

- Basis of Assessment
- Direct knowledge
  - Reports of others
  - Record review

Comments:

5. Studying abroad requires that students leave their familiar surroundings and learn in a completely new environment. Is the applicant self-reliant and mature enough to perform well in this type of program?

- Self-reliant
- Very self-reliant
  - Generally self-reliant
  - Will require help

- Mature
- Very mature
  - Fairly mature
  - Somewhat immature

- Basis of assessment
- Personal knowledge/records
  - Reports of others
  - Records only

Comments:

6. If you were the overseas director of the applicant's proposed program, would you be eager to have this person as a participant? Why or why not?

7. Please provide a brief statement about the applicant that addresses his or her strengths and weaknesses as far as they relate to the proposed study abroad program. Include your recommendation and any other information that you feel would be relevant to her or his application.

--	--	--	--

Name (please print)                      Signature                      Title                      Date

--	--	--	--

College                      Address (street, city, state, zip)                      Telephone                      E-mail address

Please return to:  
Office of International Programs, Rollins College, 1000 Holt Avenue - 2759, Winter Park, FL 32789  
Tel: 407-646-2466, Fax: 407-646-2595  
Email [intprog@rollins.edu](mailto:intprog@rollins.edu)

