

Applying to the Hamilton College Academic Year (or semester) in Spain

**Application Deadlines: March 1 for Academic Year and Fall Semester
October 1 for Spring Semester**

Application Instructions

To begin the HCAYS Application process, please go to the following website:

<http://www.regonline.com/HCAYSHIF201920> You may complete and submit much of the application on-line and pay the registration fee through our secure site.

Please note that the HCAYS Admission Committee will not review your file until your application is complete. The required documents are listed on the following page under **Application Materials**. It is your responsibility to make certain that we receive ALL materials in a timely fashion.

You will need to sign and return the Release Agreement. The signature of your parent or guardian is also required on the Release Agreement. HCAYS is able to accept two copies of this form with one signature per form.

You should expect a response regarding HCAYS admission within two weeks of our deadline if your RegOnline application is complete.

Within two weeks of acceptance, in order to enroll, you must remit a \$500 non-refundable deposit, your Physician's Report, Health Travel form, plus three passport-size photographs. You will also need to return to your on-line application to provide Housing details to insure your host assignment in Spain.

If you have questions regarding your eligibility or the HCAYS application process, please contact:
Ms. Gena Hasburgh at aysjyf@hamilton.edu or 315.859.4201.

We are grateful for your interest in the Hamilton College Academic Year (or semester) in Spain, and we look forward to learning more about you and your plans for study abroad.

Hamilton College Academic Year (or semester) in Spain APPLICATION MATERIALS

1. Application Registration: www.hamilton.edu/spain
2. \$50 Application Fee (on-line payment required at time of application)
3. 300 Word Essay
Through the RegOnline application, you must upload a statement in English including comments on:
 - a. your experiences in Spanish, including travel or residence abroad
 - b. your reasons for wishing to study abroad and how this experience will contribute to learning
 - c. co-curricular interests in Spanish

4. Writing Sample

Please submit a recent paper written in Spanish and graded by a professor. (Do not send a corrected copy unless your own revisions are evident. If your paper was graded by hand, please remit your paper with corrections by US Mail to the address that follows. If your paper was graded electronically, you may upload it during your application registration on-line.)

The following documentation must arrive by March 1 if you are applying for the Academic Year or Fall semester and by October 1 if you are applying for the Spring semester:

**HAMILTON COLLEGE ACADEMIC YEAR (OR SEMESTER) IN SPAIN
198 COLLEGE HILL ROAD
CLINTON NY 13323**

5. Release Agreement, including an original signature by you and a parent or guardian.
6. Two Recommendations, submitted through RegOnline. One recommendation must be from a recent language professor. The other recommendation must be from a recent professor in your major. If Spanish is your major, please ask for a recommendation from two professors.
7. Recommendation, submitted through RegOnline, from the Dean/ Director of Study Abroad, Study Abroad Advisor or Dean of Students
8. Uploaded unofficial Transcript(s) from every post-secondary school that you have attended.

Due upon Acceptance:

Within two weeks of acceptance, you must remit a \$500 non-refundable deposit, your Physician's Report plus three passport-size photographs.*

Physician's Report (form is available through the HCAYS application web page: www.hamilton.edu/spain)

Hamilton Travel Abroad Health Screening Form

Housing Information: Please return to your on-line application to provide details once authorized by HCAYS.*

ATTENTION HAMILTON COLLEGE STUDENTS:

IMPORTANT: please submit your LEAVE of ABSENCE Form to the Off-Campus Study Office, CJ 105.

Hamilton College Academic Year (or semester) in Spain

Release and Indemnification Agreement

I hereby release the Hamilton College Academic Year in Spain (the "Program"), the sponsoring institutions, including Hamilton College, its trustees, officers, employees, and agents, and the trustees or directors, officers, employees, and agents of other sponsoring institutions, domestic or overseas (collectively, the "Releasees"), from any and all claims or liability of any kind resulting from the death of or any injury, loss, damage, accident, or delay suffered by _____ (the "Student"), whose parent or legal guardian I am, while the Student is participating in either of the Programs. I further agree not to sue or otherwise bring any action or proceeding against the Releasees with respect to any such claim or liability.

This Release and Indemnification Agreement further applies to any claims arising out of independent travel that may be undertaken by the Student.

I agree to indemnify the Releasees and save them harmless from and against all liability, loss, cost or expense, claims, suits, or proceedings in law or equity, and attorneys' fees and disbursements relating to same, arising out of the Student's participation in the Program.

I agree that the Program reserves the right to enforce those rules, standards, and instructions set forth in their brochures, pre-departure bulletins, and other public statements, and that the Student's participation in the Program may be terminated as a consequence of the Student's failure to follow these requirements.

I certify that the Student is _____ years of age, is in good physical and mental health, and that he or she has no special medical or physical conditions which would preclude or impair participation in the Program. I understand that, in case of a medical emergency, reasonable effort will be made to contact me or another parent or guardian of the Student. I hereby give permission for the Program to seek medical attention for the Student and for the attending physician to do what is medically necessary for the Student, if and as needed.

I have read this instrument, and I understand and agree to these conditions and terms. I acknowledge that there are no reservations to the full effectiveness of this Release and Indemnification Agreement.

Dated: _____ Parent/LegalGuardian: _____
(signature)

Print Name: _____

Address: _____

I acknowledge and confirm that I am in good physical and mental health, that I am familiar with, and agree to abide by, the rules, standards, instructions and regulations of the Hamilton College Academic Year in Spain, and I agree to be bound to the terms and conditions of the above Release and Indemnification Agreement. I further agree that, should I incur any serious physical, emotional or mental emergency while on the Program, the Director-in-Residence may contact my parent(s) or legal guardian(s), and/or a member of the medical staff of Hamilton College.

Dated: _____ Student: _____



CONFIDENTIAL PHYSICIAN'S REPORT: Due Upon Acceptance

Name of applicant: _____ **College or University:** _____

Applicant's email: _____

To the student: Your health and safety while traveling and abroad are of the utmost importance of us, and self-disclosure of your health history and current concerns, if any, are essential to your well-being. This form will inform the HCAYS / HiF of any physical or psychological condition, which may affect you while abroad, and to provide essential information to medical personnel in Spain or France in case of an emergency. This information should be accurate, current and complete. Please do not disguise or hide any issues. The information will be shared with personnel in Spain and France, medical personnel or hosts, if necessary, and except in unusual cases, answers will not affect your selection to the Programs. Please be certain to complete pages 1 and 2.

Authorization: I authorize my physician to provide information regarding the status of my health to the staff of the Hamilton College Academic Year in Spain or Hamilton in France, and I authorize the HCAYS or HiF staff to consult with my physician, if necessary. I have disclosed all pertinent health information, physical and psychological, and any treatment and medications I have taken within the past five years. If I develop any medical or psychological condition subsequent to enrolling with the HCAYS or HiF, I agree to disclose this information to the HCAYS or HiF personnel, and agree that the staff will share the information with my host, if necessary.

Student's signature: _____ **Date:** _____

To the physician: Sound physical and emotional health is important to successful study abroad. We request your careful and complete evaluation of the applicant's health.

Applicant's general state of health (please circle all replies): **Excellent** **Good** **Fair** **Poor**

Student's date of birth: _____ Height: _____ Weight: _____

Is the applicant seriously overweight or underweight?	Yes _____	No _____
Any dietary restrictions (medical / personal preference)?	Yes _____	No _____
Allergies:	Yes _____	No _____
Prescriptions / medications (please list on next page)	Yes _____	No _____
History of physical or emotional challenges that may cause hardship abroad?	Yes _____	No _____

(Please explain)

Communicable diseases including HIV / AIDS	Yes _____	No _____
Psychiatric treatment within the last four years?	Yes _____	No _____
Currently in treatment for physical or emotional condition?	Yes _____	No _____
Serious eyesight, hearing or speech impairment?	Yes _____	No _____
Other medical, emotional or physiological conditions that might cause problems?	Yes _____	No _____
Any additional information that we should know?	Yes _____	No _____

Name of applicant: _____ **College or University:** _____

To the physician (continued):

1. If you have answered **Yes** to any of the previous questions, please explain:

2. If the student is not currently treated for any illness, but has received treatment within the past four years, please explain:

3. If the student will need treatment in Spain or France, please have the current attending physician explain the treatment requirements. In addition, do you have a contact or facility in Paris or Madrid where the treatment may continue?

4. If the student will need prescription medicine while in Spain or France, please indicate that the student will take a sufficient amount of medication for the duration of the Program, and whether the medication is available in Spain or France.

5. If you have any other comments or remarks not included with this evaluation, please explain:

6. Please verify with your signature that you have discussed the physical and psychological demands of study abroad with this student, that you have reviewed the student's responsibility regarding study abroad, that if necessary, you are willing to consult with HCAYS / HiF personnel and medical personnel in Spain and France, and that to the best of your knowledge, this student is ready and able to study abroad.

Name of Physician: _____ **Signature:** _____

Address: _____

Telephone: _____ **Fax:** _____

Date: _____

Thank you for your prompt completion of this important information.