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/HCAYSHIF201819 You may complete and submit much of the application on-line and pay the registration fee through our secure site.

Please note that your file will not be reviewed by the HCAYS Admission Committee 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 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, 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 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 on-line 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 under separate cover, 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. Two Recommendations
   You must submit two recommendations. Each recommendation form should be in a sealed envelope, signed on the back by the professor. One recommendation must be from your current or most recent language professor. The other recommendation must be from your most recent professor in your major. If Spanish is your major, please remit both forms, preferably from two professors.

6. Release Agreement, including an original signature by you and a parent or guardian.

7. Official Transcript(s) from every post-secondary school that you have attended.

8. Recommendation from the Dean of Students or Dean of Study Abroad or Study Abroad Advisor, signed and dated by the Dean or Advisor.

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/Legal Guardian: ____________________________________________ (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: __________________________________________________________
Application Deadlines:  **March 1**  (Fall Semester and Academic Year)
  **October 1**  (Spring Semester)

Spanish Language Assessment

Name of applicant ____________________________________________________________

College _____________________________________________________________________

TO BE COMPLETED BY A RECENT INSTRUCTOR IN SPANISH:

How would you rate the applicant’s Spanish?  (POOR, FAIR, GOOD, VERY GOOD, SUPERIOR)

1. ability to understand Spanish spoken at normal speed? __________________________

2. ability to understand lectures in Spanish? ________________________________

3. ability to take significant notes at such lectures? _____________________________

4. ability to express himself or herself orally in Spanish? ________________________
   pronunciation? ______________ correctness? _______________ fluency? ___________

5. ability to read for university level courses? ________________________________

6. ability to write Spanish? _________________________________________________

7. motivation and effort? ____________________________________________________

8. Additional remarks: ______________________________________________________

____________________________________________________________________________

If you were to direct a Study Away Program, would you want this student to enroll? Please comment.

____________________________________________________________________________

____________________________________________________________________________

Signature  Name (please print)  Position  Date
Application Deadlines: **March 1** (Fall and Year) or **October 1** (Spring Semester)

**Assessment in the Major**

Name of applicant ________________________________________________________________

College ____________________________________________________________

TO BE COMPLETED BY A RECENT PROFESSOR IN THE MAJOR:

Please assess the following comments using POOR, FAIR, GOOD, VERY GOOD, SUPERIOR or NO BASIS FOR RATING:

1. Motivation for Program Abroad. Strong personal interest, seriousness of purpose, self-motivated.

2. Academic qualities. Attitude toward study, native ability, general knowledge, well-organized, achievement, original, enthusiastic, contributes to class, curious.

3. Concern for international understanding. Involvement in pertinent activities, knowledge of past and present of own country, knowledge or interest in foreign cultures, acceptance of other groups.

4. Social attitudes. Courteous, helpful, flexible, responsible, adapts to new situations, tactful, acceptance by others, adjusts to group life, acceptance of others.

5. Emotional stability and maturity. Apparent degree of adjustment, emotional reaction to strain, emotional effect on others, soundness of decisions affecting self, nature of knowledge of self.

6. Additional remarks: (i.e., sense of humor)

If you were to direct a Study Away Program, would you want this student to enroll? Please comment below or attach additional comments.

____________________________________  ____________________________  ________________________
Signature  Name (please print)  Position  Date
Application Deadlines:  **March 1**  (Fall Semester and Academic Year)  
**October 1**  (Spring Semester)

Dean / Director of Study Abroad - or - Study Abroad Advisor

Name of applicant ____________________________________________________________

College ___________________________________________________________________

TO BE COMPLETED BY THE DEAN or ADVISOR:

Do you rate this student’s overall performance as POOR, FAIR, GOOD, VERY GOOD or SUPERIOR? Please comment.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Does your college approve of this student’s plan to study for a semester or a year abroad with our program?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Signature __________________ Name (please print) ___________________________________ Position ___________________ Date ___________________
When completed, please return this form to: HCAYS / HiF
198 College Hill Road
Clinton, New York 13323

CONFIDENTIAL PHYSICIAN’S REPORT: Due Upon Acceptance

Name of applicant: ____________________________

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 _______
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.