

**California College of the Arts  
International Exchange Program Application for CCA Students**

**Deadlines: Fall 2012 Abroad: March 1, 2012   Spring 2013 Abroad: October 1, 2013  
Submit complete application to International Student Affairs and Programs**

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**Part 1: Applicant Data**

Name: \_\_\_\_\_ CCA Student ID#: \_\_\_\_\_

Major: \_\_\_\_\_ Level of Study: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email address: \_\_\_\_\_

Are you an international student? Yes \_\_\_ No \_\_\_

**Local address:**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Local phone number: \_\_\_\_\_ Local address valid until: \_\_\_\_\_

**Permanent home address:**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent phone number: \_\_\_\_\_ Permanent address valid from: \_\_\_\_\_

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**Part 2: Program Information**

I am applying to spend:  Fall term \_\_\_\_\_  Spring term \_\_\_\_\_ as a participant in CCA's Exchange Program.  
Year Year

First Choice Program: \_\_\_\_\_  
School City Country

Second Choice Program: \_\_\_\_\_  
School City Country

Third Choice Program: \_\_\_\_\_  
School City Country

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**Part 3: Language Proficiency:**

Current Level of Foreign Language Proficiency:

Language #1: \_\_\_\_\_ fluent / good / moderate / limited

Language #2: \_\_\_\_\_ fluent / good / moderate / limited

If you have proof of proficiency in another language, please include it in your application for the exchange school to review.

Exchange programs differ in their requirement for language proficiency. CCA expects that **at a minimum**, students will have a basic level of language proficiency in order to function in the daily activities of life in a foreign country.

**Please state your plans for acquiring some additional language proficiency prior to the exchange semester (continue on back as needed):**

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**Part 4: Proposal, Letter of Recommendation, Transcript and Portfolio:**

Please write a detailed proposal describing the work that you plan to complete during your Exchange semester. Although the proposal should be concise (1-2 pages), it should include a thoughtful consideration of your goals and reasons for seeking an exchange, as well as a discussion of how a semester abroad relates to your educational goals. You must also enclose your portfolio, your official CCA transcript and a letter of recommendation from your Program Chair or related faculty member.

**Part 5: Course/Project Approval:**

**Proposed Program:** After collaboration with your academic advisor, please list the requirements you plan to satisfy while studying abroad as a part of CCA's International Exchange Program. A final portfolio review of work completed while abroad is **required upon return**. If the Host School offers specific classes, please list the specific classes under "Intended Course at Exchange School," and the CCA equivalent. If the Host school to which you are applying is project-based rather than class-specific, simply list the CCA course equivalents to the best of your ability, based on the proposal you are submitting.

CCA Course Title & Number	Intended Course at Exchange School (if known)	# of credits

I understand that credits awarded at my exchange institution may not equate to the same amount at CCA. I plan on taking \_\_\_\_\_ credits during my semester abroad. I understand that it is my responsibility as the student to advocate for the appropriate courses when I am finalizing my schedule at the institution abroad.

*(Any questions about credit equivalencies should be directed to Student Records at studentrecords@cca.edu)*

**You must complete the following steps while at the exchange school:**

- Email your academic advisor and the International Student Affairs and Programs office of any changes to this plan as soon as possible.
- Complete the course or studio work with a grade of "C" or better (or foreign equivalent).
- Upon completion of the courses or studio work, request that an official transcript be sent to the CCA Student Records Office, 5212 Broadway, Oakland, CA 94618.
- Upon return to CCA, schedule a review of the work completed while abroad with your advisor/program expert to confirm the exact CCA course equivalents that have been met.

**I understand the above conditions:**

Student Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals:**

Advisor: I have reviewed the above academic course information with the student. Student needs to consult with individual(s) indicated below :

Name: \_\_\_\_\_ Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Program Expert signature needed:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Director of H & S signature needed:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part 6: Clearance for International Exchange Program Participation**

To be approved to participate in a Study Abroad program a student must be in good academic, conduct, and financial standing with CCA. The student must also file for health clearance to study abroad and provide information about disability accommodations for advising purposes. Please complete all of Part 6 and collect the signatures required prior to handing in the International Exchange Program Application.

I understand that this request for clearance for study abroad is not complete until all of the appropriate signatures have been obtained. I authorize the release of information necessary for these clearances to ISAP and Student Affairs leadership as well as to potential host schools as health or safety concerns may necessitate.

Student Signature: \_\_\_\_\_ Name printed: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part 6a: Disciplinary Clearance**

Have you ever been subject to disciplinary action or been on disciplinary probation as a CCA student? At a previous college?

Yes \_\_\_ No \_\_\_ If yes, explain:

\_\_\_\_\_

Information disclosed will not automatically exclude you from participation in an exchange semester, but may lead to further discussions with ISAP to determine if program participation is appropriate. This information will be reviewed and verified by Division of Student Affairs staff.

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**Part 6b: Health and Disability**

**We want to ensure the health and safety of all exchange program participants. Disclosure of information about a specific illness or disability will not automatically disqualify you from participation in an exchange semester. This information will be used to aid CCA in helping you plan for and to assess your preparedness for a healthy and safe exchange experience.**

**All CCA students MUST complete a separate Exchange Health Clearance process prior to final approval for participation. To obtain all required forms, please contact the ISAP office. Health Clearance forms are due within two weeks of the Exchange Application deadline. Failure to disclose information or to complete the Health Clearance process can disqualify you from participation in the exchange program.**

Required: Are there any medical, physical and/or psychological conditions, or sensory impairments that you currently receive or have received special services for or may need special services for while abroad? Please include any conditions for which you are receiving/have received/may need medication, medical treatment, psychological counseling, etc.

\_\_\_\_\_

Optional but essential for advising purposes since disability-related laws and services are very different abroad: Are there any documented disability-related arrangements and/or accommodations you currently receive, have received in the past, or may need while abroad?

\_\_\_\_\_

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**Part 6c: Financial Clearance**

Are you receiving financial aid? Yes \_\_\_ No \_\_\_ Do you plan to apply for financial aid to study abroad? Yes \_\_\_ No \_\_\_  
**Please also complete an Exchange Program Cost worksheet and review it with Financial Aid prior to submitting it to ISAP within two weeks of the Exchange Application deadline.**

Student Accounts: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature signifies that the student's account is in good standing.)

Financial Aid Office: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature signifies that the student's Financial Aid record is currently in order.)

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**Part 7: Applicant Certification**

I have read and I accept the terms of the International Exchange Program as explained in this application. I understand that it is my responsibility to meet the terms of eligibility, and I have filled out this form truthfully and completely to the best of my ability. I understand that providing any false information and/or failing to disclose information may disqualify me from participation. I understand that CCA has sole discretion to approve me as an Exchange Program candidate and that the Host has sole discretion in determining placement in their program.

I understand that deadline dates (add/drop/withdrawal) for on-campus courses can be different than those for exchange programs and exchange units. Accordingly, if I make late changes to plans to study abroad or completely withdraw from an exchange program, re-enrollment at CCA for the semester in question cannot be guaranteed. I further understand that I am applying for the International Exchange Program, this is not a request for a Leave of Absence, and that if I should decide to take a Leave of Absence rather than study abroad for the term, I will be required to submit a CCA Leave of Absence Form. I understand that I will be considered continuously enrolled while participating in CCA's International Exchange Program.

I also understand that I am expected to return to CCA for the term following the term I am participating in the International Exchange Program. I agree that upon completion of the semester at the Host Institution, I must request that an official transcript to be sent to the Student Records Office at CCA and that it is my sole responsibility to ensure that this process is completed in a timely manner to avoid complications with degree completion and/or Commencement participation.

I understand that I must meet with my adviser or program expert upon my return to determine the specific CCA requirements I have satisfied. I understand that it is my responsibility to obtain all information necessary about obtaining a student visa to attend school in a foreign country legally. Finally, I understand that there are risks associated with study abroad and travel to/residence in foreign countries and that California College of the Arts cannot control those risks. By choosing to participate in a CCA International Exchange Program, I accept responsibility for preparing myself for the experience and assume all risks inherent to the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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