

# SPAIN PROGRAM

*Madrid Four Week /*

*Madrid and Málaga Six Week*

*Summer Program*

## APPLICATION FORM

APPLICATION INSTRUCTIONS  
SPANISH LANGUAGE AND CULTURE  
4-WEEK or 6-WEEK SUMMER PROGRAM

1. Complete pages 1 and 2 of the standard SUNY application form.
2. Obtain 1 letter of reference. Preference is for an academic reference; however a letter from an employer, coach or supervisor of an internship or community service work is acceptable.
3. Obtain official transcripts of *all* college-level work.
4. Complete the FORSPRO application, supplemental information for FORSPRO and sign the FORSPRO Policies and Procedures.
5. Binghamton University requires a judicial review of all applicants for Binghamton-sponsored study abroad programs. This review is automatically processed for Binghamton University students. Other-SUNY and non-SUNY students must complete the Judicial Review form included in this packet. The existence of judicial records at the participant's home university does not necessarily mean denial of admission to a program; however, the information must be reviewed by the Office of International Programs study abroad or faculty advisor responsible for the program in order for a determination to be made
6. Email a clear, digital picture of your face to [kcook@binghamton.edu](mailto:kcook@binghamton.edu). It will be used to make a photo ID card for you to use in Spain.
7. **Attach a check or money order for the registration fee and first installment of the program fee. The check/money order should be made payable to "FORSPRO".**

The registration fee is:

- \$300 before December 15, 2011
- \$375 from December 16, 2011 to February 15, 2012
- \$450 from February 16, 2012 to April 15, 2012

**The first installment of the program fee is \$900 and it is due at the time of application.** Students using financial aid may defer the \$900 until the aid arrives. However, the registration fee cannot be waived.

**For students NOT using financial aid the total amount due at the time of application is:**

- \$1200 before December 15, 2011
- \$1275 from December 16, 2011 to February 15, 2012
- \$1350 from February 16, 2012 to April 15, 2012

**For students using financial aid the total amount due at the time of application is the registration fee only—**listed above.

**Please Note:** The registration fee is non-refundable once the applicant has been *accepted*. See the program cost sheet for the full refund and cancellation policy: <http://oip.binghamton.edu>.

8. **Submit all materials to the:** Office of International Programs, Nelson A Rockefeller Center, G-1, Binghamton University, Binghamton, NY 13902-6000. Phone: 607-777-2336. Fax: 607-777-2889. Questions? Contact Kerry Cook at [kcook@binghamton.edu](mailto:kcook@binghamton.edu)

**STATE UNIVERSITY OF NEW YORK**  
**Overseas Academic Programs**

**APPLICATION**

*Please type or print with ballpoint pen.*

**Application for:**

Name: \_\_\_\_\_  
Last First Middle

Program Location Abroad:

University City Country Administering SUNY Campus  
Please list any other programs you are applying for.

Study Period for which you are applying – check one:

~ Fall ~ Spring ~ Academic Year ~ Summer ~ Intersession Year: \_\_\_\_\_ Session (if applicable): \_\_\_\_\_

How did you learn about this program? \_\_\_\_\_

**Personal Information** (Please notify us of any change of address or telephone number.)

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_ Sex (M/F): \_\_\_\_ Married? (Y/N) \_\_\_\_  
Mo Day Year City / State Country

Country of Citizenship: \_\_\_\_\_ Visa Status (if not a U.S. citizen): \_\_\_\_\_

Home Campus ID Number (B # at BU): \_\_\_\_\_ Home Campus: \_\_\_\_\_

Local Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Number, Street Apartment #

City State Zip Code E-mail: \_\_\_\_\_

My local address can be used until the following date: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail valid until: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo Day Year Mo Day Year

Permanent Address: \_\_\_\_\_  
Number, Street Apartment #

City County State Zip Code Telephone: (\_\_\_\_) \_\_\_\_\_

**Academic Status**

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Specialty within major field: : \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

~ Freshman ~ Sophomore ~ Junior ~ Senior ~ Master ~ Doctorate GPA (major, estimated): \_\_\_\_\_ GPA (cumulative): \_\_\_\_\_

Semester Credits Completed To Date: Undergraduate: \_\_\_\_\_ Graduate: \_\_\_\_\_

Semester Credits Currently Enrolled: Undergraduate: \_\_\_\_\_ Graduate: \_\_\_\_\_

**STATE UNIVERSITY OF NEW YORK**  
**Overseas Academic Programs**

**APPLICATION**

Your Name \_\_\_\_\_

Program Location Abroad \_\_\_\_\_

Administering SUNY Campus \_\_\_\_\_

**Academic Background**

Colleges or Universities Attended:

Name	Dates (from – to)	Credits	Degrees	Honors
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List language courses (except English) or other courses you have taken that have prepared you for this program:

Title	Credits	Grade	H.S. or College?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Contact Information** *(Please notify us of any change of address or telephone number.)*

Name and Address of Parent or Guardian (if under 21):

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Name Home Telephone

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Street Cell or Daytime Telephone

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

E-mail: \_\_\_\_\_

Name and Address of person to contact in case of emergency:

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Name Home Telephone

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Street Cell or Daytime Telephone

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

E-mail: \_\_\_\_\_

**Miscellaneous**

Please describe your plans for financing your participation in an overseas study program by indicating the amount of money you expect to receive from each source.

Financial Aid: \_\_\_\_\_ Scholarships: \_\_\_\_\_ Grants: \_\_\_\_\_ Loans: \_\_\_\_\_ Parent / Guardian Assistance: \_\_\_\_\_ Savings: \_\_\_\_\_

Other Assistance Sources (please describe): \_\_\_\_\_

State briefly any additional information that may be useful in evaluating your candidacy, including any travel or residence in other countries or regions of the U.S. or anything else you wish to point out about yourself or your academic record:

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Home Campus Study Abroad Office Signature**

**I am aware that this student is applying to the SUNY study abroad program(s) listed on page 1 of form OAP 1:**

Your Name (please print) \_\_\_\_\_ Title, Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Institution: \_\_\_\_\_

**To the Student**

This **academic reference** should be given to a professor who knows you well and is able to judge your academic qualifications for study abroad. A letter of recommendation on letterhead is also acceptable.

As this letter is confidential, it should be sent directly to the Administering SUNY Campus by the person writing the letter. You must provide a stamped, addressed envelope for this purpose. You may submit this letter yourself if it has been placed in a sealed envelope and has been signed over the seal by the person writing the reference.

I waive my right to access this reference completed by \_\_\_\_\_ ~ Yes ~ No  
Name of Reference

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Reference**

*Please return this form to the International Education Office at above address.*

The student named above is applying for the designated State University of New York overseas academic program. We would appreciate your assessment of the applicant's attributes with which you are familiar. You may also attach a letter of recommendation.

How long and in what capacity have you known the student? \_\_\_\_\_

Academic attributes

	Excellent	Very Good	Good	Fair	Poor	No Evaluation
Competence in major or specialization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic interest and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for independent study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-academic attributes

	Excellent	Very Good	Good	Fair	Poor	No Evaluation
Level of maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to new or unstructured circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence and self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please state frankly your opinion of this candidate's ability to suitably represent both their home campus and the USA in a study abroad program, weighing both strong and weak points. Please use the space below or the reverse side of this page. You may also add or attach a letter of recommendation.**

Your Name (please print) \_\_\_\_\_ Title, Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Institution: \_\_\_\_\_

## FORSPRO Spain Summer Programs 2012 APPLICATION

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Passport #: \_\_\_\_\_

Local Mailing Address through May 10<sup>th</sup>, 2012: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (*required*): \_\_\_\_\_

### PROGRAM:

(Choose one)

/ \_\_\_ / Madrid 4 Weeks

/ \_\_\_ / 6 Weeks Madrid & Málaga

### PLACE OF DEPARTURE:

(Check One): **6 Week Program departs from JFK or Miami only.**

New York (JFK) \_\_\_\_\_ Miami (\$225) \_\_\_\_\_ Getting own airfare (credit \$1025) \_\_\_\_\_

**COURSES:** Select the course numbers from the ones listed on the brochure/website. Make sure you are not selecting two courses offered at the same time—for example, two morning classes. The third course is only for 6-Week Program participants. For the course descriptions and schedule, please visit our website see \*\*\* (upload brochure to website?)

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

### CULTURAL ACTIVITIES:

**Madrid 4 Week Program:** 4-week and 6-week participants may select from these options. Check your choices.

/ \_\_\_ / Madrid Cultural Activity Package \$175: Royal Palace, Prado Museum, Flamenco, Tuna, Archeological Museum, and Chinchón (Required for students taking “Art, Music, Folklore & Traditions)

/ \_\_\_ / Madrid Program tour package \$265 : Escorial, Segovia, Toledo, Paris (Recommended for students taking “History of Spain”)

#### 4-Day Excursions:

Choose only one

/ \_\_\_ / Barcelona \$445 (July 7-10)

/ \_\_\_ / Lisbon \$445 (July 7-10)

#### 3-Day Excursion:

/ \_\_\_ / Santiago \$265 (July 20-22)

**6 Week Málaga Portion:** Only 6-week participants may select this option.

/ \_\_\_ / Panoramic Tour of Costa del Sol, Mijas, Ronda, and Nerja \$175

## Supplemental Information for FORSPRO

The following information must be provided at the time of application:

Name \_\_\_\_\_  
*Last First Middle*

Date of Birth \_\_\_\_\_  
*Day Month Year*

Are you a vegetarian? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any other dietary restrictions? \_\_\_\_\_

Address to which any materials (ticket, luggage tags, etc.) should be mailed prior to your departure:

\_\_\_\_\_  
*Number and Street Apt.*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*Telephone number (prior to departure)*

The following information must be provided at the time of application or as soon as possible thereafter:

Name \_\_\_\_\_  
*exactly as it appears on your passport*

Passport # \_\_\_\_\_ Country \_\_\_\_\_

Date of Issue \_\_\_\_\_ Issuing Authority \_\_\_\_\_

If there are any changes in this information, you are responsible for notifying both FORSPRO and the Office of International Programs at Binghamton University.

## FORSPRO Policies and Procedures

Please read carefully the following policies established by FORSPRO for the administration of the summer programs in Madrid and Malaga. Sign this sheet and submit it with your application. Please keep a copy of this sheet so that you can refer to it as needed for clarification about the areas of the program for which FORSPRO is responsible.

### TERMS AND CONDITIONS

**PRICES:** Program prices are based on group departures from New York city. All prices are based on applicable airline tariffs, ground transportation rates, hotel rates, government regulations and currency exchange rates as of September 2010, and are subject to minor changes depending on the tariffs and rates at the time of departure. Although Forspro has never changed its program prices, it reserves the right to change prices without prior notice.

**DEVIATION FROM GROUP'S FLIGHT ITINERARY:** Deviations are not allowed on the eastbound flights. Deviations are allowed on the westbound flights on a limited basis and depend on availability and are subject to the airline policies at the time the request is made. All requests must be in writing. The airline allows only one change per passenger.

**CANCELLATION AND REFUND POLICY:** Please note that the registration fee due at the time of application is non-refundable once the applicant has been accepted. With the exception of the registration fee, FORSPRO will implement the following cancellation and refund policy:

The participant has the right to cancel his/her reservation and receive a refund as set forth in the following schedule. The cancellation request must be in writing and the post office postmark or email/fax date will determine the effective date. If the cancellation is received 90 days or more before departure, you will receive a full refund less \$150 cancellation fee. If it is received 89 days and up to 46 days before departure the penalty is \$350. If the cancellation is received 45 days and up to 24 hours before departure the penalty is \$1500. Persons who cancel less than 24 hrs. prior to departure and no show participants are entitled to no refund. There are no refunds for unused portions of the trip. Note: Applicants who have not paid their account in full 45 days prior to departure are subject to cancellation from the program and a refund issued in accordance to our cancellation policy.

All refunds will be returned to the Office of International Programs at Binghamton University. The Office of International Programs will retain a \$100 administrative fee and then return entire remainder of your refund from FORSPRO.

I, (and/or my parent or guardian if I am a minor), an applicant of a Forspro program, acknowledge that Forspro, Inc., its employees and agents, my school, school district, school board, college, university and any chaperon or staff member accompanying any tour in which I participate, are not responsible for any event outside their control (including without limitations acts of God, strikes, war, sickness, or government restrictions or regulations), or for acts of any person or entity riot controlled by Forspro, Inc. (including without limitations airlines, bus companies, taxi services, hotels and schools).

I hereby release Forspro, Inc., its employees and agents and any local school from all claims of any nature arising out of such events or acts. I also grant Forspro, Inc., its officers or agents, to place me, at my own expense (if not paid or covered by the insurance policy), in a hospital at any point for any service and treatment, or, if no hospital is available, to place me in the hands of a local medical doctor for treatment. Forspro, Inc., its officers and agents are further authorized to fly me back to the United States at my own expense (if not paid or covered by the insurance policy) for medical treatment if this is deemed necessary by Forspro, Inc. in consultation with local medical authorities.

I understand that Forspro, Inc., has full authority to terminate participation in its programs for failure to comply with its rules, standards and instructions, and that, in such case, I may be sent home at my own expense with no refund of fees. I will indemnify Forspro, Inc., its employees and agents, for any financial liability or obligation which I personally incur, or injury or damage to the person or property of others which I cause, while participating in Forspro, Inc. programs.

Forspro, Inc. is the principal and will make all arrangements for services and accommodations for my program. Forspro, Inc., may cancel any program for insufficient enrolment or otherwise, and may alter programs, itineraries, and departure dates, and/or substitute airlines and equipment as required.

I certify that I have read and understand the "Terms and Conditions" and that I accept all terms and conditions stated therein.

Signature \_\_\_\_\_

Sponsor Campus: Binghamton University

Home University: \_\_\_\_\_

**Binghamton University Study Abroad Application  
Judicial Review Form for non-Binghamton Students**

Binghamton University requires a judicial review of all applicants for Binghamton-sponsored study abroad programs. It is necessary for us to be informed of any judicial record that exists for any participant. The existence of judicial records at the participant's home university does not necessarily mean denial of admission to a program; however, the information must be reviewed by the Office of International Programs (OIP) study abroad or faculty advisor responsible for the program in order for a determination to be made. Each non-Binghamton applicant, regardless of home campus, is required to provide this authorization even if there is no judicial record.

**Instructions for the non-Binghamton Student:** Please complete the appropriate section of this form and then bring the form to the Judicial Officer on your home campus. Be sure to fill in your name at the top of page 2.

**Instructions for the non-Binghamton judicial officer:** The student named on this form has authorized release of his/her judicial record to Binghamton University. Please complete the second section of this form and then return the form to us **directly** by mail to the address listed above, fax to the number listed above, or e-mail to Colleen Parks, Secretary, Office of International Programs, ([cparks@binghamton.edu](mailto:cparks@binghamton.edu)). A prompt response is appreciated.

**I. To Be Completed by the Non-Binghamton Student:**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Home Campus ID Number

\_\_\_\_\_  
Binghamton program for which you are applying

Have you been convicted of a felony since matriculation in your current degree programs?    \_\_\_ yes    \_\_\_ no

Have you ever been suspended, dismissed, or expelled from a college or university?    \_\_\_ yes    \_\_\_ no

\_\_\_\_\_  
Name of Judicial officer on your home campus

\_\_\_\_\_  
Phone Number for Judicial Officer

\_\_\_\_\_  
Email address for judicial officer

\_\_\_\_\_  
Fax Number for Judicial Officer

**Please give your consent by agreeing with your signature to the statement below.**

Under the provisions of the Family Education Rights and Privacy Act, I authorize the judicial affairs officer named above to discuss all information related to any judicial affairs review on the campus at which I am matriculated with the appropriate Office of International Programs staff members and, if appropriate, with the associated faculty program director, for the purpose of determining my participation in a study abroad program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date release signed

\_\_\_\_\_  
Date this release expires and is no longer valid. (We recommend a date at the end of the semester in which you are studying abroad.)

*Cont'd on Next Page*

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
Student's First Name

**I. To Be Completed by the Judicial Affairs Officer**

1. \_\_\_\_\_ The student named above and on the reverse side of this form has no judicial record on our campus.
2. \_\_\_\_\_ The student named above and on the reverse side of this form does have a judicial record on our campus. Please explain the nature of the offense, the sanctions, and compliance with the sanctions.

\_\_\_\_\_  
Printed name of individual authorized to complete this form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please return this form to our office directly**

By Mail: Office of International Programs, Nelson A. Rockefeller Center, RC G1,  
Binghamton University, P.O. Box 6000, Binghamton, NY 13902

By e-mail: to Colleen Parks, Secretary, Office of International Programs, ([cparks@binghamton.edu](mailto:cparks@binghamton.edu)).

By fax: 607-777-2889

**Binghamton University**  
**Agreement to Release Information**

**I. Permission to Release Academic Information for Application to a Binghamton University International Exchange or Study Abroad Program**

Binghamton University works with universities and non-profit organizations to host our international exchange and study abroad programs. Often it is a requirement for officials of these universities to review the academic record of each prospective participant as part of the acceptance procedures. We need your permission to forward your study abroad application to our partners. The materials include the application form, study statements, letters of reference, and transcripts as well as any additional material included in your application. Only the officials directly involved in the evaluation of your application and in academic advising for your program will have access to your file.

Please sign this form and return it to the address below. It should accompany the regular State University of New York application form. **The application will not be considered until this form is on file** in the Office of International Programs (OIP). Keep a copy for your own records.

1. I authorize the staff of Binghamton University's Office of International Programs to send my academic application materials, including my transcript(s), to the prospective host institution if necessary.
2. If accepted, I understand that grade reports or academic transcripts of work I undertake and complete at my host institution will be sent to the Office of International Programs at Binghamton University at the end of the program.
3. All communication with the prospective host institution will be channeled through the Office of International Programs.
4. I agree to notify the Office of International Programs immediately at Binghamton University if I no longer want to be considered for placement or if I change my residential address, e-mail address, or phone number.
5. I will check my e-mail regularly, since the Binghamton OIP will use that means of communication most often during the application and pre-departure processes.

**DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_  
(please print)

**SIGNATURE** \_\_\_\_\_

## **II. Permission to Release Information**

Name: \_\_\_\_\_ Semester Abroad: \_\_\_\_\_  
(please print legibly)

Because communication is so important between students who will be traveling abroad and their parents, and between students and parents and the University, we will be sharing information regarding program arrangements or program changes, study abroad procedures and policies, financial aid or other financial issues, health insurance or other health matters, travel arrangements and personal safety with your parents or guardian, or other designated family member, if they request it.

By signing this form, you give us permission to discuss information of this kind with your parents other designated family members. Your permission is required for participation on a Binghamton or Other SUNY program.

Please indicate the names of any, and at least one, parent, guardian or other responsible family member or adult who may be contacting us for information related to your study abroad program:

**First:**

Full name: \_\_\_\_\_ Email address: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers (work, home, mobile): \_\_\_\_\_

**Second:**

Full name: \_\_\_\_\_ Email address: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers (work, home, mobile): \_\_\_\_\_

**Third:**

Full name: \_\_\_\_\_ Email address: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers (work, home, mobile): \_\_\_\_\_

**I am over the age of 25 and am legally and financially independent of my parents. Do not release any information about me to a parent or guardian.** \_\_\_\_\_

(initial)

Date this release expires and is no longer valid: \_\_\_\_\_  
(We suggest you use a date one month after the end of your program)

**YOUR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **YOUR APPLICATION CHECKLIST**

We have created this checklist to make your application process much easier for you. Make sure that you check off all of the spaces before turning in your application. Good luck!

- 1  Complete pages 1 and 2 of the SUNY application form
- 2  Obtain 1 letter of reference. Preference is for an academic reference; however a letter from an employer, coach or supervisor of an internship or community service work is acceptable. Use the form on p. 3
- 3  Obtain official transcripts of *all* college-level work. (Binghamton University students will use the Student Records link on BUBrain to request an official transcript) You can request that it be sent to yourself and do NOT open the official transcript envelope before submitting it with your application.
- 4  Complete the FORSPRO application, supplemental information for FORSPRO, and sign the FORSPRO Policies and Procedures (pp.4-6)
- 5  Complete the Judicial Review form included in this packet if you attend a SUNY school that is NOT Binghamton University. Binghamton University students do not need to complete this form (Pp. 7-8). The existence of judicial records at the participant's home university does not necessarily mean denial of admission to the program; however, the information must be reviewed by the Office of International Programs study abroad or faculty advisor responsible for the program in order for a determination to be made
- 6  Email a clear, digital picture of your face to [kcook@binghamton.edu](mailto:kcook@binghamton.edu) . It will be used to make a photo ID card for you to use in Spain.
- 7  Attach a check or money order for the registration fee and first installment of the program fee. The check/money must be made payable to "FORSPRO."

The registration fee (due for ALL at the time of application) is:

\$300 before December 15, 2011

\$375 from December 16, 2011- February 15, 2012

\$450 from February 16-April 15

Registrations received after May 1 are subject to availability

The first installment of the program fee is \$900 and it is also due with the registration fee at the time of application. Students using financial aid may defer the \$900 until the aid arrives. However, the registration fee cannot be waived.

For students NOT using financial aid, the total amount due at the time of application is:

\$1200 before December 15, 2011

\$1275 from December 16, 2011 - February 15, 2012

\$1350 from February 16, 2012 – April 15, 2012

For students using financial aid, the total amount due at the time of application is the registration fee only (see above)

Please note: The registration fee is non-refundable once the applicant has been accepted. See the program cost sheet or the full refund and cancellation policy: <http://www2.binghamton.edu/oip/study-abroad/program-options/binghamton-programs/madrid/Madrid%20Costs%20Summer%202012.pdf>

Has everything been checked from steps 1 to 7? If YES, then:

- 8  Submit all materials to the: Office of International Programs, Nelson A Rockefeller Center, G-1, Binghamton University, Binghamton NY 13902-6000  
Phone: 607-777-2336  
Questions? Contact Kerry at [kcook@binghamton.edu](mailto:kcook@binghamton.edu)

Updated 10/2011