

**Business and Culture in China
Travel Study Application
May 6th – 20th 2012**



Destination:

CHINA

Featuring

**Shanghai,
Xiamen, and
Beijing**

**Checklist of items due by
4:30 pm on Feb. 6th:**

- Application Form
 - Faculty Reference Form
 - Essay
 - Check payable to SIUE for first payment due between Feb. 2 and Feb. 6.
- Please note:** Upon acceptance to the program, the deposit becomes non-refundable.

HOW TO APPLY

1. Download and complete the [Application Form](http://www.siue.edu/international/octravel/pdf/ts_student_application.pdf) at http://www.siue.edu/international/octravel/pdf/ts_student_application.pdf

2. Please attach an essay to your application:

- Length of 250 words explaining
 - How you heard about this program
 - What made you want to participate
 - What goals you hope to fulfill through participation
 - What you hope to learn
 - How you will benefit professionally
- In the upper, right-hand corner of your essay, please ...
 - write your legal name (first, middle, and last) EXACTLY as it appears (or will appear) on your passport,
 - include the name and phone or email contact information for the faculty member who is completing your Recommendation Form.

3. Ask an SIUE faculty member (Business faculty preferred) to complete the Recommendation Form and turn it in to our office by 4:30 pm on Thurs., Jan. 19, 2012.

Recommendation Form: http://www.siue.edu/business/international/pdf/recommendation_form_1_.pdf

4. Turn in your completed application **as soon as possible** but no later than 4:30 pm on Feb. 6, 2012. Please also make sure the faculty member has turned in your recommendation by that time.

- Applicants cannot be accepted into the program before the application deadline.
- Participants will be notified of acceptance by email sometime between Mon., Jan. 23 and Fri., Jan. 27, 2012.

5. Please submit your **first deposit** in the form of a check payable to SIUE between Feb. 2 and 6, 2012.

- Please do not turn in your check prior to Feb. 2nd, 2012.
- If you are selected for participation in this travel study program, the check will be cashed.
- If you are NOT selected, your check will not be cashed. It will be destroyed or returned to you.
- You MUST submit a deposit on time in order for your application materials to be considered "complete."
- Checks are preferred. If you must pay with a credit card, please contact the International Programs Office for more info.

PASSPORT REQUIREMENTS

A passport that is valid through at least Nov. 2012 is required for participation. If you do not hold a valid **passport that is valid through at least Nov. 2012**, please apply for one as soon as possible even if you have not yet been admitted to this course. If selected to participate, your passport will be needed in one of our class sessions in February 2012 when we will complete applications for visas to visit China. (Passports remain valid for 10 years.) **Passport application information, as well as other links that may interest you** as you plan to travel internationally, available at

<http://www.siue.edu/business/international/links.shtml>

CORPORATE TUITION ASSISTANCE

If you qualify for tuition assistance through your employer, please mention your participation in this course to your benefits manager. You may be able to receive additional funding to offset costs. When requesting tuition assistance from your employer, please inform the International Programs Office if verification is required.



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**APPLICATIONS AND
PAYMENTS TO:**

School of Business
International Program
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Mailing:

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