



SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE
SCHOOL OF BUSINESS

Hong Kong Travel Study Application March 2nd -11th 2012

Application Deadline: November 15, 2011
Apply by October 25th for discounted price of \$2900

How to Apply

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

2. Please attach the following to your application:

- a 250-word essay 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 margin of the essay, please write the name, email, and phone number of the faculty member who will recommend you.

3. Ask an SIUE faculty member to complete the Recommendation Form and turn it in to our office by the application deadline. Form available at

http://www.siu.edu/business/international/Trav_Hong_Kong.shtml

4. Turn in your completed application as soon as possible but no later than 4:30 pm on November 15, 2011.

- Regardless of when the application is submitted, no students can be accepted into the program before the application deadline.
- Participants will be notified of acceptance by November 23, 2011.

5. Your first deposit (half of the total amount) in the form of a check payable to SIUE is due by between November 13 & 15, 2011.

- 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 travel leader for more info.

6. If you do not hold a valid **passport**, please apply as soon as possible, even if you have not yet been admitted to this course. Passports remain valid for 10 years.

Checklist of items due by 4:30 pm on Nov. 15:

- _ Application Form
 - _ Faculty Reference Form
 - _ Essay
 - _ Check payable (half the total amount) to SIUE due between Nov. 13 and Nov. 15
- Please note:** Upon acceptance to the program, the deposit becomes non-refundable.



APPLICATIONS AND PAYMENTS TO:

Janice Joplin, Associate Dean
School of Business International Program
FH 3305
Campus Box 1051,
SIUE – Edwardsville, IL 62026-1051
jjoplin@siue.edu, phone. 618-650-2922

CORPORATE TUITION ASSISTANCE

Companies that provide tuition assistance may help fund participation in this course. When requesting tuition assistance from your employer, please ask if a letter from the School of Business International Program is required.

