

Business and Culture in Germany

May 10 - 20, 2010

Application Deadline: Thurs., Feb. 4, 2010, at 4:30 pm



**CHECKLIST OF ITEMS DUE BY
4:30 PM ON THURS., FEB. 4, 2010:**

- Application Form
- Faculty Reference Form
- Essay
- Check payable to SIUE for \$1300
(non-refundable upon acceptance)



HOW TO APPLY

1. Download and complete the [Application Form](#) at http://www.siu.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., Feb. 4.

Recommendation Form: http://www.siu.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. 4, 2010. 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., Feb. 8 and Fri., Feb. 12, 2010.

5. Your **first deposit** in the form of a check payable to SIUE for \$1,600 is due between Feb. 1 and 4, 2010.

- Please do not turn in your check prior to Feb. 1, 2010.
- 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 Cyndi for more info.

6. If you do not hold a valid **passport**, please apply for one as soon as you are admitted to this course. 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.siu.edu/business/international/links.shtml>

APPLICATIONS AND PAYMENTS TO:
Cyndi Peterson, Assistant Director
School of Business International Program
Phone: 618-650-2922
Email: cypeter@siue.edu
Office: FH 3301

Mailing:
Cyndi Peterson
SIUE Campus Box 1335
Edwardsville, IL 62026-1335



CORPORATE TUITION ASSISTANCE

If you qualify for tuition assistance from your employer, you may be able to receive additional funding to offset costs. Please mention this course to your benefits manager and inform Cyndi if your employer requires verification of participation.

