INSTRUCTIONS FOR INTERNATIONAL EXCHANGE STUDENTS APPLYING TO
HOBART & WILLIAM SMITH COLLEGES

We are so pleased to learn of your interest in “HWS”, the Hobart and William Smith Colleges community, located in the heart of the Finger Lakes region of New York State. You will find application materials enclosed here.

Before you get started, we encourage you to learn more about us. Please visit the HWS homepage and read a little about our Colleges, about our academic programs, student life, the community of Geneva, New York, etc. To access the latest academic information that will assist you in selecting your classes, go to http://campus.hws.edu/adm/registrar/FallSchedule.pdf if you will study with us in the Fall semester (late August through late December) or http://campus.hws.edu/adm/registrar/SpringSchedule.pdf if you will study with us in the Spring semester (mid-January through mid-May). Please note that a typical ‘full’ course load at Hobart & William Smith Colleges is normally 4.0 course credits per semester.

Students who follow an ECTS system at home and who must receive the equivalent of 30 ECTS units can petition for permission to enroll in 5.0 course credits at no extra charge but, be forewarned, this is a LOT of work so if you have the option of making up those final 6 units in another way, we recommend this.

For complete descriptions of all courses, you can visit our on-line catalog at http://www.hws.edu/academics/curr_major.aspx. Click on the titles of the major fields of interest to you and then click on the “curriculum” button (on the left side of the screen) to learn more about how this field is approached at the Colleges and to get the complete listing of classes offered in that field along with descriptions. If additional information is required, such as a detailed syllabus, please email me, the international exchange advisor, for assistance. Please do NOT contact the professor directly. I am happy to request syllabi on your behalf and you can reach me at teel@hws.edu.

Please note that FINAL deadline for the receipt of materials for the spring semester is November 1 and for the fall semester is April 1. But we are always happy to receive applications earlier and will be able to respond to your application within a few weeks of receipt.

Students who are admitted will be sent additional forms for completion and return along with their admission packet. You will also be sent information about housing on campus, about the airport arrival service to meet you, and other pertinent information that we hope will prepare you for your stay with us. If you have any questions or need assistance at any point in the process, please just call or email.

Best wishes,

Amy Teel, Programs Manager
Center for Global Education

Tel: 01- 315-781-3307
Fax: 01- 315-781-3023
email: teel@hws.edu
EXCHANGE APPLICATION CHECKLIST
HOBART AND WILLIAM SMITH COLLEGES

YOUR NAME: ________________________________

SEMESTER/YEAR YOU ARE APPLYING FOR _______________

**Deadline for applications: April 1 for Fall, Nov 1 for Spring**

I enclose the following to complete my exchange application:

- Exchange application form, including personal essay
- Faculty Evaluation
- University Report, including an official transcript
- Declaration of Finances, including bank statements and/or other documentation

_________________________________________  ___________________
Signature       Date

Please return all application materials to:

Center for Global Education
Hobart and William Smith Colleges
300 Pulteney Street
Geneva, NY 14456
U.S.A.
EXCHANGE STUDENT APPLICATION  
HOBART AND WILLIAM SMITH COLLEGES  

Application Deadline: April 1/Nov 1  

PERSONAL DATA  

Legal Name ___________________________________________  
Last/Family  First  Middle  Jr., etc.  
Enter name exactly as it appears on passports or other official documents  

Former last name(s) if any ___________________  Gender  ☐ male  ☐ female  

Birthdate __________________ mm/dd/yyyy  E-mail address________________________________  

Permanent Home Address ______________________________________  
Number and street  
City or town  State/Province  Country  PostalCode  

Permanent Home Phone _________________________  
If different from above, please give your mailing address for all admission correspondence.  

Mailing Address (from mm/yyyy to mm/yyyy) ________________________________________________  
Number and street  
City or town  State/Province  Country  PostalCode  

Phone at mailing address ___________________________  Cell phone _________________________  

Citizenship ☐ US citizen  ☐ Dual US citizen; please specify other country of citizenship ________________  
☐ US Permanent Resident visa; citizen of ____________ Alien Registration Number ____________  
☐ Other Citizenship _________________________________________________________________  
Country(ies)  Visa type  

If you are not a US citizen but live in the United States, how long have you been in the country? _____________  

Possible area(s) of academic concentration/major ____________________________________ or undecided  
Possible career or professional plans _______________________________________________ or undecided  

The following items are optional. No information you provide will be used in a discriminatory manner.  

Place of Birth  
City  State/Province  Country  

First language, if other than English ____________________________  Language spoken at home ________________________  

If you wish to be identified with a particular ethnic group, please check all that apply  
☐ African American, Black  ☐ Mexican American, Chicano  
☐ Native American, Alaska Native (tribal affiliation _________ enrolled _____) ☐ Native Hawaiian, Pacific Islander  
☐ Asian American (countries of family’s origin__________________________) ☐ Puerto Rican  
☐ Asian, including Indian Subcontinent (countries ________________________) ☐ White or Caucasian  
☐ Hispanic, Latino (countries ____________________________) ☐ Other (specify __________________)
EDUCATIONAL DATA
University you now attend (or from which you graduated) _________________________________ Date of Entry __________

Permanent Home Address
___________________________________________________________________________
Number and street
___________________________________________________________________________
City or town State/Province Country Postal Code

Exchange Coordinator’s Name _________________________________ Coordinator’s Email __________________________

Position _____________________________ Phone ___________________ Fax __________________________

List all colleges/universities at which you have taken courses for credit. You must enclose an official transcript for each institution.

<table>
<thead>
<tr>
<th>Name of College/University</th>
<th>Location (City, State/Province, Postal code, Country)</th>
<th>Dates Attended</th>
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<tbody>
<tr>
<td>__________________________</td>
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</table>

Name of Secondary School from which you graduated __________________________________________________________

Name of Diploma _________________________________________ Date received __________________________________

__________________________________________________________________________________

TEST INFORMATION
ONLY the TOEFL test is required for admission (if your first language is not English). If you’ve taken or plan
to take the exams below, please provide details. The official scores from the appropriate testing agency must be
submitted to us.

Test of English as a second language
(TOEFL or other exam i.e. IB English, GCSE English – Higher Level)

<table>
<thead>
<tr>
<th>Test to be taken</th>
<th>Date taken/ Score</th>
<th>Test to be taken</th>
<th>Date taken/ Score</th>
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</table>

EMERGENCY CONTACT
Please list the person who should be contacted in case of emergency.

Name ____________________________________________ Gender □ male □ female

Last/Family First

Relationship to you ______________________________

Home address if different from yours ___________________________________________________________
EMERGENCY CONTACT (continued)

E-mail _________________________________
Home phone _________________________________
Cell phone _________________________________
Work phone _________________________________
Work E-mail _________________________________

EXTRACURRICULAR, PERSONAL AND VOLUNTEER ACTIVITIES
Please list your principal extracurricular activities below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
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</tbody>
</table>

ACADEMIC HONORS
Briefly list or describe any of your scholastic distinctions or honors.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

WORK EXPERIENCE
List any job (including summer employment) you have held during the past three years.

<table>
<thead>
<tr>
<th>Specific nature of work</th>
<th>Employer</th>
<th>Approximate dates of employment</th>
<th>Approximate no. of hours/week</th>
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</thead>
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</tbody>
</table>
SHORT ANSWER
Please describe which of your activities (extracurricular activities or work experience) has been most meaningful and why (150 words or less).

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

PERSONAL ESSAY
This personal statement helps us become acquainted with you in ways different from courses, grades, test scores and other objective data. It will demonstrate your ability to organize thoughts and express yourself. We are looking for an essay that will help us know you better as a person and as a student. Please write an essay (250-500 words) addressing ONE of the questions below:

1. A range of academic interests, personal perspectives and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.

OR

2. How will participation in this exchange program help you meet your academic goals? How does it relate to your degree requirements? Why did you choose HWS for you exchange experience?

Attach your essay on a separate sheet(s). You must put your full name, date of birth and name of your home university on each sheet.

REQUIRED SIGNATURE
I certify that all information in my application, including my personal essay, is my own work, factually true and honestly presented.

Signature ___________________________ Date ___________________________

Application Deadline: April 1/November 1

Please return all application materials to:

Center for Global Education
Hobart and William Smith Colleges
300 Pulteney Street
Geneva, NY 14456, U.S.A.

These colleges are committed to administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap, or gender.
TO THE APPLICANT
Please fill in the information below and give this form to a faculty member who has taught you an academic subject.

Birthdate ___________________   Gender   male   female

Student Name__________________________________________________________________

Last/Family                                    First                                   Middle

Address_______________________________________________________________________

Number and Street                     City or Town                     State/Province

______________________________________________________________________________

Country                                      Zip code or Postal Code

University you now attend_________________________________________________________________

TO THE PROFESSOR
The selection committee finds candid evaluation helpful in choosing among highly qualified candidates. We are primarily interested in what academic and personal qualifications the applicant has that would make him or her an appropriate candidate for participating in an exchange program.

A photocopy of this reference form, or another reference you may have prepared on behalf of this student, is acceptable. We are grateful for your assistance. Be sure to sign below then return this form to the student in a sealed envelope.

Professor’s Name_____________________________    Position__________________________

Please print or type

University & Department_________________________________________________________

University Address______________________________________________________________

Professor’s Phone ______________________________________   Date__________________

Signature___________________________________________ Date ______________________

BACKGROUND INFORMATION

How long have you known this student and in what context? ______________________________________

What are the first words that come to mind to describe this student? ______________________________________

List the courses you have taught this student, the student’s year in school and level of difficulty

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
EVALUATION
Please write (or attach on a separate sheet) what you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate’s intellectual promise, motivation, maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, enthusiasm, concern for others, respect accorded by faculty, and reaction to setbacks. We welcome information that will help us to differentiate this student from others.

RATINGS
Compared to other students in his or her class year, how do you rate this student in terms of:

<table>
<thead>
<tr>
<th>No basis</th>
<th>Below Average</th>
<th>Average</th>
<th>Good (above average)</th>
<th>Very Good (well above average)</th>
<th>Excellent (top 10%)</th>
<th>Outstanding (top 5%)</th>
<th>One of the top few encountered in my career</th>
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<tr>
<td>Creative, original thought</td>
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<td>Motivation</td>
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<td>Self-confidence</td>
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<td>Independence and initiative</td>
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<td>Intellectual ability</td>
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<td>Academic achievement</td>
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<td>Written expression of ideas</td>
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<td>Effective class discussion</td>
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<td>Disciplined work habits</td>
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<td>Potential for growth</td>
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</table>

CONFIDENTIALITY
We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the student’s file should the applicant matriculate at a member college. In accordance with the Family Educational Rights and privacy Act of 1974, matriculating students do have access to their permanent files, which may include forms such as this one. Unless required by state law, colleges may not provide access to admission records to applicants, those students who are denied admission, or those students who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation. These colleges are committed to administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap, or gender.
TO THE APPLICANT
Please fill in the information below and give this form to your academic advisor or exchange coordinator.

Birthdate _________________    Gender   male   female

Student Name ____________________________________________________________

Last/Family                                    First                                   Middle

Address _________________________________________________________________

Number and Street       City or Town       State/Province

Country     Zip code or Postal Code

University you now attend________________________________________________

Current year courses – please indicate title, level (AP, introductory, advanced honors, etc) and credit value of all courses you are taking this year.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Course level</th>
<th>Credit value</th>
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TO THE ADVISOR OR EXCHANGE COORDINATOR
Please attach the applicant’s official transcript, including courses in progress, a school profile and transcript legend. After filling in the blanks below, please use both sides of this form to describe the applicant. Please provide all available information for this candidate. Be sure to sign below then return this form and the transcript to the student in a sealed envelope.

Cumulative GPA ________ on a ________ scale, covering period from ___________ to ___________ mm/yyyy to mm/yyyy

The GPA is weighted not weighted. The School’s passing mark is ________

In comparison with other university students at our school, the applicant’s course selection is extremely demanding very demanding demanding average less than demanding

Student’s expected graduation date _________________

Advisor’s/Coordinator’s Name_______________________________ Position _________________________

Signature_________________________________________ Date ______________________________

University Name __________________________ Advisor’s/Coordinator’s email ______________________

Advisor’s/Coordinator’s Address____________________________________________________________

Advisor’s/Coordinator’s Phone __________________________ Fax __________________________
EVALUATION
Please write (or attach on a separate sheet) what you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate’s intellectual promise, motivation, maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, enthusiasm, concern for others, respect accorded by faculty, and reaction to setbacks. We welcome information that will help us to differentiate this student from others.

How long have you known this student and in what context? ______________________________________

What are the first words that come to mind to describe this student? __________________________________

RATINGS
Compared to other students in his or her class year, how do you rate this student in terms of:

<table>
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<th>Outstanding (top 5%)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Academic achievement</td>
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<tr>
<td>Extracurricular accomplishments</td>
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<td>Personal qualities and character</td>
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<tr>
<td>Creativity</td>
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</tbody>
</table>

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DECLARATION OF FINANCES
HOBART AND WILLIAM SMITH COLLEGES

Exchange student tuition fees are waived but you must provide documentation to show that you have adequate personal resources to cover room, board, books, health insurance and personal spending (at least $7,000 per semester). A Certificate of Eligibility (I-20 or IAP-66) will not be issued until this form is completed and returned to our office with all the necessary supporting documentation, including a bank statement. Please keep a photocopy of this form and all supporting materials to bring to the U.S. Consulate when applying for your visa.

STUDENT’S PERSONAL INFORMATION

Name ________________________________________________________________

  first     middle     last (family name)

Home address _________________________________________________________

_____________________________________________________________________

Mailing address (if different than above) ________________________________

_____________________________________________________________________

Date of birth __________________________

  mm/dd/yyyy

Place of birth ________________________________

Country of citizenship ________________________________

Gender     male     female

Expected visa status     Student

                       Exchange visitor

                       Immigrant

                       Diplomatic or official

                       Other (specify) _____________________
FINANCIAL RESOURCES

Please indicate the sources of your funding for each semester and the amounts available from each source. Funds may come from several sources, if necessary. Amounts should be in U.S. dollars and add up at least to $7,000. This will cover on-campus room and board, insurance, books and personal spending.

<table>
<thead>
<tr>
<th>Source</th>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>Personal Savings</strong></td>
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<tr>
<td>An original bank statement or letter from your bank verifying availability of funds is required.</td>
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<tr>
<td>Bank statement/letter</td>
<td>is enclosed</td>
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<td></td>
<td>will be sent</td>
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<td><strong>Parents/Relatives/Personal Sponsors</strong></td>
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<tr>
<td>Name</td>
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<td>Address</td>
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<tr>
<td>An affidavit of support is required and must be accompanied by an original bank statement showing parent/relative/sponsor has adequate available financial resources.</td>
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<td>Letter of support</td>
<td>is enclosed</td>
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<td>will be sent</td>
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<td>Bank statement/letter</td>
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<td>will be sent</td>
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<tr>
<td><strong>Sponsoring Organization/ Employer/Government Agency</strong></td>
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<tr>
<td>Name</td>
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<tr>
<td>An official copy of the terms of support specifying amounts for all expenses and the length of time covered by the award is required.</td>
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<td>Letter showing award terms</td>
<td>is enclosed</td>
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<td>will be sent</td>
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</table>

I certify that the total amount (excluding travel funds) available for my semester/year of study at Hobart and William Smith Colleges is U.S. $___________. In addition, I certify that the information provided above is correct and complete.

Signature __________________________________     Date ____________________