



The University of Michigan
Center for Southeast Asian Studies
3603 School of Social Work Building
1080 South University Avenue
Ann Arbor, MI 48109-1106

Telephone: (734) 764-0352
Fax: (734) 946-0996
<http://www.umich.edu/~iinet/cseas>
cseas@umich.edu

Application and Instructions for the Center for Southeast Asian Studies 2005 SOUTHEAST ASIA SUMMER PROGRAM ABROAD

INSTRUCTIONS FOR APPLICANTS:

This application consists of several parts which must be filled out and returned to the office of the Center for Southeast Asian Studies (CSEAS), 3603 SSWB. Applicants alternatively may complete on-line, print out, and submit to CSEAS an internet-based version of this application, found at the CSEAS website (see above).

The application process for this grant takes place in several stages. Each stage must be completed for the application to be considered.

STAGE I: INITIAL APPLICATION

This short one-page application is due to our offices by **January 18, 2005**. It is intended as an initial expression of interest and the beginning point for Stage II. The content of the application may change greatly between this stage and the final application in Stage III.

STAGE II: INDIVIDUAL MEETING WITH CSEAS STAFF

Once your initial application is received, you will need to schedule a 30-minute meeting **before February 1** with Charley Sullivan, the Program Coordinator at CSEAS (764.4568, or rowcoach@umich.edu). The purpose of this meeting is to talk through your thoughts and plans, and to help adjust or refine the proposal as needed. Charley will also help you with resources and connections as he is able. If you are applying as a group, all members of the group should schedule one meeting.

STAGE III: FINAL APPLICATION

Important Note: If you are applying as a member of a group-proposed project, each group member (up to three members total) must turn in individual applications, transcripts, and recommendations, but only **ONE** comprehensive proposed project budget is required (*). For group projects, all applications should be handed in together.

This application must be received in our office on or before **February 14, 2005**. It must be complete, and will consist of:

- A completed Final Application form, including an updated version of your program abstract.
- (*) Projected budget form
- **Official transcripts of all college work undertaken through the last semester, both at the University of Michigan and at other schools.** University of Michigan transcripts can be ordered through the Registrar's Student Services offices at 413 E. Huron Street (763-5174) and at B430 LL North Pierpont Commons (763-7650), or through Wolverine Access. *In order for transcripts to be considered official, they must be submitted in a sealed envelope with the Registrar's stamp on the seal.* Unofficial transcripts are not acceptable.
- Two letters of recommendation. Please ask two faculty members (professors or GSIs) familiar with your work to complete the attached letter of recommendation on your behalf. Be sure to fill in both the date you would like the letter back to you by, and the text of your program abstract. The letters should be returned to you to turn in with your application.



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- Language evaluation form (optional). If language ability will be relevant to your program, you should submit the language evaluation form. Your language instructor may submit both the language form and the letter of recommendation if you choose.
- Letter(s) of invitation or acceptance from any institutions, programs, or organization with whom you will be working while in Southeast Asia. If your project depends on such a relationship, this is required. Letters should spell out the terms of your visit (how long you will be there, what you will be doing while you are there, who you will work with, etc.) as well as any expectations they have for your visit. Emailed letters are certainly acceptable. They should be sent directly to you, and copied, BY THE SENDER, to rowcoach@umich.edu.

ALL APPLICANTS WILL BE NOTIFIED OF THE STATUS OF THEIR PROPOSALS BY THURSDAY, FEBRUARY 24, 2005.

If your proposal is accepted, or if you are on the waiting list, you will have a packet of information available in the CSEAS Offices on Friday, February 25. This packet will include health forms and parental notification forms that need to be filled out and returned to our offices by March 16, along with a deposit of \$250 that will be fully refunded following completion of your program.

All successful applicants will be required to attend a meeting at noon on Wednesday, March 9, to go through the next stages of planning on your programs.

SUMMARY OF IMPORTANT DATES

| | |
|----------------------------------|--|
| Jan. 18, 2005 (or before) | Initial application (1-page) due |
| Feb. 1, 2005 (or before) | Individual scheduled meetings with CSEAS staff (once initial application has been handed in) |
| February 14, 2005 | Final Application and all supplemental materials (questionnaire, recommendations, language evaluations, invitation letters, and transcripts) due |
| February 24, 2005 | Applicants will be notified of proposal status |
| February 25, 2005 | Accepted and waitlisted participants should pick up program information packets at CSEAS office |
| March 9, 2005 | Meeting for accepted and waitlisted participants at 12:00 PM at CSEAS office for program planning |
| March 16, 2005 | Health forms, parental notification forms, and \$250 refundable deposit due to CSEAS office |

Please Note:

- *Applications must be complete to be accepted and reviewed.*
- Completed applications are reviewed by CSEAS staff following the posted deadlines. They are reviewed as well by faculty and/or staff from Michigan and/or its institutional and organizational partners. Acceptance is decided through careful consideration of various factors that include the applicant's academic, class level, fit of program to academic plan, language proficiency (where relevant), evaluation letters, questionnaire responses, evidence of character (maturity, flexibility, seriousness of purpose, disciplinary history, etc.), and any special factors that may be relevant.
- Students on academic probation at the time of application will not be considered.



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2005 SOUTHEAST ASIA SUMMER PROGRAM ABROAD
INITIAL APPLICATION
DUE: JANUARY 18, 2005

PERSONAL INFORMATION

First Name: _____ Last Name: _____ Date of birth: _____ Sex: F / M

U-M Student ID: _____ Soc. Sec. #: _____ Email address: _____

Current/Campus street address: _____ Phone: _____

City: _____ State: _____ Zip code: _____ Valid until what date: _____

This is an individual project application.

I am applying as a member of a group-proposed project.

Please list names of group members: _____

ACADEMIC INFORMATION

U-M School or College: _____

Current class standing: First Year Sophomore Junior Senior Overall Grade Point Average: _____

Number of credits or hours of college study completed: _____ Expected date of graduation: _____

Declared or intended concentration(s) and minor(s): _____

How did you hear about this program? Friend CSEAS webpage "Why Study Southeast Asia at Michigan" mailer

U-M Faculty/Staff member Other: _____

Program Abstract: In 3-4 brief sentences, please outline your proposed program. This should provide our readers with a quick snapshot of what you would like to accomplish with the grant.



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2005 SOUTHEAST ASIA SUMMER PROGRAM ABROAD
FINAL APPLICATION
DUE: FEBRUARY 14, 2005

- This is an individual project application.
- I am applying as a member of a group-proposed project.

Please list names of group members: _____

PERSONAL INFORMATION

First Name: _____ Last Name: _____ Date of birth: _____ Sex: F / M

U-M Student ID: _____ Soc. Sec. #: _____ Email address: _____

Current/Campus street address: _____ Phone: _____

City: _____ State: _____ Zip code: _____ Valid until what date: _____

Permanent street address: _____ Phone: _____

City: _____ State: _____ Zip code: _____ Citizenship: _____

ACADEMIC INFORMATION

U-M School or College: _____

Current class standing: First Year Sophomore Junior Senior Overall Grade Point Average: _____

Number of credits or hours of college study completed: _____ Expected date of graduation: _____

Declared or intended concentration(s) and minor(s): _____

Updated Program Abstract: In 3-4 brief sentences, please outline your proposed program. This should provide our readers with a quick snapshot of what you would like to accomplish with the grant

TOTAL AMOUNT OF FUNDING REQUESTED: \$ _____ (from Project Budget Form)



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Name: _____

RECOMMENDATIONS

List below the names of the people who will write letters of recommendation on your behalf:

1. _____ 2. _____

List the name of the language instructor who has completed your Program Abroad Foreign Language Evaluation Form:

1. _____

List the names and institutions of any letters of invitation or acceptance in support of your proposal:

Name _____

Institution _____

City, Country _____

Hard copy E-mail Letter

Name _____

Institution _____

City, Country _____

Hard copy E-mail Letter

FINAL APPLICATION CHECKLIST:

- Summer Program Application Questions
- Project Budget
- Two (2) Summer Program Abroad Academic Evaluation Forms (Letters of Recommendation)
- Summer Program Abroad Foreign Language Evaluation Form (if applicable)
- Letters of invitation or acceptance from programs/organizations in Southeast Asia
- Transcripts

GUARDIAN CONTACT INFORMATION:

Your guardian: _____ Relationship to you: _____

Guardians' street address, if different from permanent address: _____

City: _____ State: _____ Zip code: _____ Phone: _____ / _____
(work) (home)

Guardian's email address: _____



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Center for Southeast Asian Studies Summer Program Application Questions

Name of applicant: _____

Country for your program: _____

In no more than two pages, 12 point font and with normal margins, please outline the course of study or service you wish to pursue this summer.

Please address the following questions:

1. What is your project for the summer: what is the basic goal for your summer program; where do you want to carry it out, how long would you expect to be in Southeast Asia? Fundamentally, what do you hope to learn from this project, and how does your project design make that learning possible?
2. What are your academic plans at U-M? How does this summer project help further those plans? How will you use what you learn during the summer once you return to U-M?
3. What parts of this plan are solidified: do you have firm contact with "sponsors" of this project (the institution you hope to study at; the organization you hope to work with or at, or the person you hope to work with); do you have an invitation or acceptance to work with them? If your project does not have a "sponsor," what solid plans do you have to carry it out independently? What are your plans for a place to stay? What parts of the plan would still need to be solidified if you were to receive the grant?
4. What connections to or knowledge of Southeast Asia do you have? What college courses (if any) have you taken on Southeast Asia? Do you have language abilities in Southeast Asian languages; if so, which language(s) and at what level?
5. What other college-level coursework have you carried out that will help you in this project?
6. Have you ever traveled or lived outside the United States before? If so, where and for how long?
7. Tell us anything else you think would help us evaluate you and your project.



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Project Budget Form

Please fill out the following budget form. We expect to make grants of between \$3000-\$3500 per person. Please budget round-trip airfare at \$1500. Provide details where possible. (e.g.: 2 months room rental at \$100/month). **If you are applying for a group-proposed project, please turn in only ONE budget form for the group.**

| EXPENSE DESCRIPTION | PROJECTED COST |
|--|----------------|
| TRANSPORTATION | |
| International Airfare Details: Roundtrip airfare between _____ and _____ Number of people: _____ (please budget \$1500/person) | |
| In-country transportation Details: | |
| Visa Fees Details: | |
| Airport Taxes and Fees Details: | |
| PROGRAM EXPENSES | |
| Tuition or Fees (paid to an institution or individual) Details: | |
| Books, Supplies, Materials Details: | |
| Language Study or Acquisition (if needed) Details: | |
| PERSONAL EXPENSES | |
| Lodging Details: | |
| Food Details (base this per week on number of weeks): | |
| Host or Colleague Gifts Details: | |
| International Student Identity Card(s) \$22.00 per student. Required. | |
| Other expenses: | |
| SUBTOTAL | |
| Add: 10% Margin | |
| TOTAL APPLIED FOR | |



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SUMMER PROGRAM ABROAD ACADEMIC EVALUATION FORM

Name of applicant: _____

Please fill out this form completely and return it to the applicant by _____

| | |
|--------------------------|--|
| Program Abstract: | |
|--------------------------|--|

TO THE STUDENT: Please present this form, *in a timely way*, to a professor or graduate student instructor who knows your work. Responses from non-academic evaluators are **not** acceptable. You may choose to waive your rights to access this letter in accordance with The Federal Education Rights and Privacy Act of 1974 by signing the Student Waiver below.

STUDENT WAIVER STATEMENT:

I hereby waive my rights to inspect this document with the understanding that it will be used for the sole purpose of evaluating my qualifications for participation in the University of Michigan CSEAS Summer Program Abroad and will not be available to any other institution or private party.

Signature of applicant: _____ Date: _____

TO THE INSTRUCTOR MAKING THE RECOMMENDATION: The student named above is applying for a program to fund a self-designed summer program of work or study in Southeast Asia. The abstract for their proposal is included above for your information. If the student has signed the Student Waiver, please return the letter to the student in a sealed envelope with your signature across the seal. Please evaluate the student candidly. Thank you for your cooperation.

1. During what period have you known this student? From _____ to _____
 What is/was your relationship to the student?

2. What is your evaluation of her/his intellectual competence and class performance? Please elaborate.



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Name of applicant: _____

3. Please assess the student's emotional stability and maturity in light of the demands of a program abroad experience.

4. Please share your observations of the student's ability to handle relationships with other students and faculty.

5. Do you think she/he would be a good student to select for participation in this program? Please elaborate.

6. Please provide any other information about this student relevant to her/his qualifications for this program and potential for success in study abroad.

I understand that this recommendation will be made available for the inspection and review of the applicant upon his or her request if the Student Waiver Statement is NOT signed.

Name of instructor: _____ Signature: _____

Institution: _____ Title: _____

Office Address: _____ Telephone: _____

Date: _____ Email Address: _____



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SUMMER PROGRAM ABROAD FOREIGN LANGUAGE EVALUATION FORM

Name of applicant: _____ Program country: _____

Return this form to the applicant by (date): _____

Program Abstract:

TO THE STUDENT: Please complete the above and present it, *in a timely manner*, to an evaluator capable of commenting on your language skills. You may choose to waive your rights to access this letter by signing the Student Waiver below.

STUDENT WAIVER STATEMENT:

I hereby waive my rights to inspect this document with the understanding that it will be used for the sole purpose of evaluating my qualifications for participation in the University of Michigan CSEAS Summer Program Abroad and will not be available to any other institution or private party.

Signature of applicant: _____ Date: _____

TO THE INSTRUCTOR MAKING THE RECOMMENDATION: The student named above is applying for a program to fund a self-designed summer program of work or study in Southeast Asia. The abstract for their proposal is included above for your information. Instruction will be in the language of the country listed above. Please complete **both sides** of this form and return it to the applicant by the date listed above. If the student has signed the Student Waiver, please return the letter to the student in a sealed envelope with your signature across the seal. Thank you for your cooperation.

I. Under what circumstances, and for how long have you known the applicant?

II. Please, by checking the appropriate column, assess the applicant's suitability or readiness for study abroad with respect to:

| | Desirable | Adequate | Inadequate | Unknown |
|------------------------------|-----------|----------|------------|---------|
| - seriousness of purpose | _____ | _____ | _____ | _____ |
| - interest in other cultures | _____ | _____ | _____ | _____ |
| - tact and sensitivity | _____ | _____ | _____ | _____ |
| - emotional stability | _____ | _____ | _____ | _____ |
| - maturity and poise | _____ | _____ | _____ | _____ |



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Name of applicant: _____

III. Do you think this student has the skills to live abroad successfully in the country whose language you teach?

IV. Language you are evaluating: _____. If applicable, please assess this student's abilities and achievements in light of proficiency standards and expectations set by the language department for the level at which you were his/her instructor.

V. Please assess, by checking the appropriate column, this students communication abilities in terms of what is likely to be required in the program abroad setting.

- 1 = Lacks even elementary skills for everyday interaction
- 2 = Can communicate adequately for certain needs or purposes, but with difficulty
- 3 = Communicates effectively on selected topics, improvises with others
- 4 = Has well-developed skills, and is near-fluent in most communication contexts
- 5 = Unusually fluent for a non-native

| | 5 | 4 | 3 | 2 | 1 |
|-----------|-------|-------|-------|-------|-------|
| Listening | _____ | _____ | _____ | _____ | _____ |
| Speaking | _____ | _____ | _____ | _____ | _____ |
| Reading | _____ | _____ | _____ | _____ | _____ |
| Writing | _____ | _____ | _____ | _____ | _____ |

VI. Please add any additional remarks that would help us evaluate the applicant.

I understand that this recommendation will be made available for the inspection and review of the applicant upon his or her request if the Student Waiver Statement is NOT signed.

Name of instructor: _____ Signature: _____

Institution: _____ Title: _____

Office Address: _____ Telephone: _____

Date: _____ Email Address: _____