



**Office of International Programs
Montana State University-Bozeman**

400 Culbertson Hall
P.O. Box 172260
Bozeman MT 59717-2260
Tel: +1 (406) 994-7151
Fax: +1 (406) 994-1619
E-mail: studyabroad@montana.edu
Web: www.montana.edu/international

CCIS STUDY ABROAD APPLICATION PROCEDURES

*******READ CAREFULLY*******

Application Checklist: Please check to be certain you have completed each item.

- ❑ If you attend a CCIS member institution, you may apply to your own Office of International Programs. Check the CCIS website at www.ccisabroad.org to see if your school is a member. **All Montana State University students must make an appointment with the MSU Office of International Programs before completing an application.

- ❑ If you do not attend a CCIS member institution, please follow the directions below:
FOR APPLICATIONS: Download from the following websites:
Morocco: <http://www.montana.edu/international/studyabroad/ccis/morocco.htm>
New Zealand: <http://www.montana.edu/international/studyabroad/ccis/newzealand.htm>
London (Kingston): <http://www.montana.edu/international/studyabroad/ccis/london.htm>
London (FIE) <http://www.montana.edu/international/studyabroad/ccis/FIElondon.htm>

- ❑ Please download all parts of the application which includes:
 1. "CCIS Application Instructions"
 2. "CCIS Application"
 3. "CCIS Reference Form" (2 copies)
 4. "Course Request Form"

- ❑ At your Campus Registrar's Office, order one official transcript to be sent to Amy Johnson at the address below.

- ❑ Ask two university faculty members to complete the Reference Forms. Please have them put in sealed envelopes and sign the back. Turn in with completed application packet.

- Write an Applicant's Statement of Purpose as described by the following guidelines:

In a clear, thoughtfully prepared essay, introduce yourself and present your reasons for wanting to study abroad. Explain your motivation and why studying abroad will be beneficial to you. Refer to such things as your educational achievements, intellectual and personal interests, and career goals. Include your reasons for choosing the study abroad site you have selected. Finally, briefly describe the academic work you have completed at your home institution, including your field(s) of interest.

- Attach a 2x2 inch facial photo to the first page of the application. The photo must show your full face and shoulders against a white or off-white background with no distracting shadows. These can be obtained at Fedex-Kinkos, Walmart, Costco, and AAA. Senior photos, snapshots, or home photos will not be accepted, unless they meet the above requirements.
- Complete a Course Request Form. Course Information for MSU sponsored programs can be obtained from the following websites:

London:

Kingston University: <http://www.kingston.ac.uk/studyabroad>
Foundation for International Education (FIE): <http://www.fie.org.uk>

Morocco:

Al Akhawayn University: <http://www.alakhawayn.ma>

New Zealand:

Massey University: <http://departments.massey.ac.nz/>
University of Canterbury: <http://www.canterbury.ac.nz/subjects/>
University of Waikato: <http://calendar.waikato.ac.nz/prescriptions/papers/>

- **Submit one photocopy of the entire application** (including photo), along with the original completed application. This is your responsibility to make these copies before mailing your materials.
- **Application deadlines for MSU-sponsored programs:**

London: Kingston

June 1st for Fall Semester (September – December)
November 1st for Spring Semester (February – May)
April 15th for Summer Semester (June – July)

London: FIE

April 1st for Fall Semester (September - December)
October 1st for Spring Semester (January – April)

Morocco:

April 1st for Fall Semester (August – December)
November 1st for Spring Semester (January – May)
April 1st for Summer Semester (May – July)

New Zealand: (Canterbury, Massey, and Waikato)

November 1st for First Semester (February – July)
April 1st for Second Semester (July – November)

□ **Submit all materials to:**

Amy Johnson
Office of International Programs
400 Culbertson Hall – P.O. Box 172260
Montana State University – Bozeman
Bozeman, MT 59717- 2260

What Happens Next?

We will be contacting you and are looking forward to getting to know you!