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London Internship Program  
*Arcadia University: The College of Global Studies*

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*Messiah College International Programs and the EpiCenter Off-Campus Study Checklist*

### **Inquiry**

- Visit your Academic Advisor**  
Meet with your advisor to make sure you can work an enrichment semester into your schedule and for assistance in selecting courses that may meet general education or major requirements for your field of study.
- Contact the Financial Aid Office**  
To find out how your financial aid package will apply while you are studying at the Australia Studies Centre, contact the Financial Aid Office ([finaid@messiah.edu](mailto:finaid@messiah.edu)) to let them know of your plans to study off campus.
- Passports**  
Please begin now applying for your passport if you do not already have one. Passport checklists and applications are available in the EpiCenter. You can also purchase passport photos in the EpiCenter. You need to allow **at least** 6 weeks for your passport to be processed.

**Application** Apply online at: <http://www.arcadia.edu/abroad/apply/>  
(You can either apply online or download a PDF application.)

- Complete the application process by submitting the following:**  
<http://www.arcadia.edu/abroad/default.aspx?id=6754>
  - ✓ **Inventory of Goals and Expectations**
  - ✓ **Transcript**
  - ✓ **Financial Aid Arrangements**
  - ✓ **Study Abroad Advisor's Form** – To be completed by Wendy Lippert or Faith Minnich in the EpiCenter.
  - ✓ **Recommendation Form**
  - ✓ **Scholarship Form**
  - ✓ **Essay**
- Two References**  
Provide your references with envelopes addressed to Wendy Lippert - Box 4514
  1. Faculty Reference must go to your Academic Advisor
  2. Internship Personal Reference from an employer on company letterhead
- Messiah Reference**  
Please have the attached reference form completed by your Resident Director and returned to Wendy Lippert, Box 4514
- An Official Transcript**  
An official transcript can be requested from the Registrar's Office web site at <http://www.messiah.edu/offices/registrar/transcript.html> or on **MCSquare** → Self Service Menu → Student and Financial Aid → Student Records → Request Printed Transcript.  
Please have your transcript forwarded to: Wendy Lippert - Box 4514
- Non-refundable \$50 Application Fee**  
You may send a check or money order payable to Arcadia University, or pay online at [www.arcadia.edu/abroad/pay](http://www.arcadia.edu/abroad/pay). **For online applications, this fee is waived.**
- Submit all above items to Wendy Lippert in the EpiCenter by:**  
**March 15** for the Fall Semester and **September 15** for the Spring Semester  
*Your application will be reviewed by the Internship Office before being mailed to Arcadia*

## **Follow-up**

### **Once You Have Been Accepted into the Program:**

- Notify the EpiCenter**  
Once you have received confirmation that you have been accepted into the program, contact the EpiCenter *to secure your travel arrangements*. You need to secure and complete the following:
  - \_\_\_\_\_ International Student Identity Card
  - \_\_\_\_\_ Travel Information Form
- Sign your Alcohol Waiver**  
This will be distributed at the “Growing Your Faith While Studying Abroad” orientation session or may be picked up in the EpiCenter.
- Attend Pre-Departure and Reentry Orientation Sessions**  
The following orientation sessions have been planned to help prepare you for your semester abroad.
  - *Health and Safety in an International Environment*
  - *Cross-Cultural Adjustment & Communication*
  - *Growing Your Faith While Studying Abroad*
  - *SAFE: Self-Defense Awareness and Familiarization Exchange (for women)*
- Complete an Off-Campus Study Course Approval Form**  
When you take classes off campus, you should check with the Registrar and your Academic Advisor to determine whether the courses you choose will meet general education or major requirements. You can do this by completing an *off-campus study form* and submitting it to the Registrars Office.
- Complete a Study Abroad Contract**  
All students who earn credits in an international setting must complete a Study Abroad Contract. Contracts will be signed online before you can register on MCSquare for your program.
- Register on MCSquare**  
Even though you will be studying off-campus for the following semester, you still need to participate in Messiah class registration; you will not choose specific classes, rather you will select your program.
- Complete the Following:**
  - Make a deposit (which is subtracted from students’ Messiah bills) within two weeks of acceptance and can range from \$500 - \$900.
  - You may be required to complete a variety of paperwork from your program partner, submit photos, or apply for a visa.
- Have a Great Time in London!**

## **Returning Home**

### **Once You Have Returned to Campus the following semester:**

- Attend a Mandatory Half-day Re-entry Retreat**  
Details will be sent before you return to campus.

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*To learn more about this program, visit the EpiCenter Online: [www.messiah.edu/studyabroad](http://www.messiah.edu/studyabroad)*

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*For More Information Contact:  
Wendy Lippert (ext. 6089) / Faith Minnich (ext. 7373)  
epicenter@messiah.edu*

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## RESIDENT DIRECTOR REFERENCE FORM

### For London Internship Program

Name of Student

How long have you known this student?

In what capacity?

To the best of your ability, please indicate the degree to which the student possesses these traits, from excellent (5) to below average (1). Use "U" for unable to judge.

Description	5	4	3	2	1	U	Additional Comments (use back of page if necessary)	Description	5	4	3	2	1	U	Additional Comments (use back of page if necessary)
Can tolerate ambiguity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is self-reliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is open-minded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Can tolerate differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is non-judgmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Complains infrequently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is empathetic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Interacts well with a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has good communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is able to handle stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is flexible, adaptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is resourceful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is curious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Accepts responsibility, reliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a good sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Has academic skills, and potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Briefly comment on the applicant's social, emotional and spiritual maturity.

Is there additional information about this applicant that would be helpful to know as part of the selection process? Additional comments? (Place on back of recommendation.)

Name of Reference

(please sign if not sent by your e-mail account)

Title

Date