

# KNOX COLLEGE PROGRAM IN BESANÇON APPLICATION

A complete application is comprised of the following:

- **Biographical and Academic Data form**
- **Signature on application of your study-abroad adviser, dean, or registrar**
- **Study Plan (Knox Students only)**
- **300 word essay written in French**
- **Official copy of your transcript from each college/university attended**
- **Three academic references**

## **Signature of Study Abroad Adviser/Dean**

Knox students: this should be signed by the Dean of Students.

Non-Knox students: this should be signed by the official at your college who approves off-campus study such as a dean, study abroad adviser, or registrar. It is designed to ensure that you are a student in good standing at your home school and that you have received permission to participate in the Knox program. It will also facilitate in the transfer of credit, which will be issued through a Knox College transcript.

## **Study Plan (Knox students only)**

The Study Plan is for Knox students only and is intended to ensure that off-campus study will fit into the applicant's educational plan. It must be signed by the student's academic adviser.

## **Essay**

In French, please describe your French academic and cultural experience thus far: when you began studying French, courses taken, etc. In addition, please explain why you want to study in Besançon and what you hope to gain from studying there.

## **Academic References**

Two of the three references should be from language professors and the other one should be your academic adviser or another faculty member who knows you well.

To be submitted to:

Eleanor Stellyes Center for Global Studies  
Room 10, old jail

or:

Knox College Program in Besançon  
2 East South Street, K-224  
Galesburg, IL 61401

Phone: 309-341-7323 Fax: 309-341-7606

## **Fees**

There is no application fee.

## **Deadlines**

Knox employs rolling admission until **April 1** for participation during Fall term or the full year; **October 1** for participation during winter and spring terms.

## **Late applications**

Students applying after the deadlines must send the \$300.00 deposit together with their application. The deposit will be refunded if the applicant is not accepted by Knox College.

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## **Review process**

When your complete application is received, it will be reviewed by the program directors at Knox. As soon as a decision is made, usually within two weeks of the completion of the application file, applicants will be notified by mail.

To ensure our being able to communicate with you by e-mail, please add both of the following addresses to your online address book: [offcampus@knox.edu](mailto:offcampus@knox.edu) and [sregiaco@knox.edu](mailto:sregiaco@knox.edu).

## **Confirmation of Acceptance**

Your acceptance letter will contain a date by which you must submit a \$300.00 deposit to confirm your spot in the program and a Program Acceptance form.

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## **Financial Aid**

Knox students: all financial aid you are currently receiving will be applied toward participation in this program.

Non-Knox students: if you receive financial aid from your college or university, you should consult immediately with your financial aid office to find out what portion of your aid package will apply to your period of study abroad. If you apply for Federal or State financial aid, do not send any government or bank forms to be signed by Knox College. These can be signed by your degree-granting institution. Please consult with your college financial aid office for assistance.

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## BIOGRAPHICAL AND ACADEMIC DATA FORM

Academic year: \_\_\_\_\_  
 Applying for: \_\_\_\_\_ Fall; \_\_\_\_\_ Fall/Winter; \_\_\_\_\_ Winter/Spring; \_\_\_\_\_ Full-year

Name as it appears on your passport: \_\_\_\_\_  
(Last) (First) (Middle)  
 Gender:  F  M Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(write name of month) day year Citizenship: \_\_\_\_\_  
 Student ID # (Knox students only) \_\_\_\_\_ SSN: \_\_\_\_\_

Current College/University: \_\_\_\_\_ Present class:  F.Y.  Soph.  
 Jr.  Sr.  
 Your Current Campus Address (or Knox campus box #) \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 College email address: \_\_\_\_\_ (This is the address we will use to  
 contact you with important program information.)

Permanent (not College) address and phone: Please list your permanent address below giving Street/City/State/Zip and country if other than US

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Permanent home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Parent/Guardian	Father	Mother
<b>Name</b>		
<b>Business Telephone/Cell phone</b>		
<b>E-mail</b>		
<b>Address (if different from yours)</b>		

**Passport Information:** (Please note that you must have a passport valid for 6 months after your intended return to the US before you can apply for a visa.)

Current passport number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

Have you ever been on academic or social probation:  No  Yes (Please explain on a separate sheet of paper.)

Do you have any physical conditions that may require accommodation? If so, explain: \_\_\_\_\_

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Upon acceptance into the program, a medical certificate provided by the program must be completed, signed by a physician, and returned to the program.

Are there any special needs that you would like the Director to be aware of? (optional) \_\_\_\_\_

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**Academic Information**

**Probable major:** \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Last semester GPA: \_\_\_\_\_

French courses taken at the college level:

Course Title	Grade

Supporting materials required (checklist):

- Attached study plan for Knox students only,
- 300-word essay in French outlining your goals and preparation for this program,
- signature on this form,
- an official transcript,
- three letters of recommendation (two from language professors and one from your academic adviser or another faculty member who knows you well. The recommendations should address:
  - your academic performance
  - character
  - ability to pursue a course of study abroad

Please list the names of your recommenders and their email address

Name \_\_\_\_\_ email: \_\_\_\_\_  
 Name \_\_\_\_\_ email: \_\_\_\_\_  
 Name \_\_\_\_\_ email: \_\_\_\_\_

**YOUR APPLICATION IS NOT CONSIDERED COMPLETE UNTIL ALL SIGNED/SUPPORTING MATERIALS HAVE BEEN RECEIVED.**

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home College/University approval name and signature: signature of a dean, study abroad officer, or other College official approving this application and stipulating to the fact that the student is not on academic or social probation.	
_____	_____
Printed name	Title
_____	_____
Signature	Date

Mail or submit application and recommendations to  
 Knox College Program in Besançon  
 2 East South Street  
 K-225  
 Galesburg, IL. 61401

**Recommendation for** \_\_\_\_\_

(Please comment on the applicant's ability and achievement, dependability, personality, emotional stability and potential for successful adjustment to life and study in France.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name printed or typed

\_\_\_\_\_  
College or University

**Send to:**  
Campus Director  
Knox College Program in Besançon  
Knox College Box 225  
Galesburg, IL 61401  
Phone: (309) 341-7323  
Fax: (309) 341-7606

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(Please comment on the applicant's ability and achievement, dependability, personality, emotional stability and potential for successful adjustment to life and study in France.)

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Position Name printed or typed

\_\_\_\_\_  
College or University

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(Please comment on the applicant's ability and achievement, dependability, personality, emotional stability and potential for successful adjustment to life and study in France.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name printed or typed

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