

# GlobalEd Program Application Form

Congratulations on your decision to further your studies, personal and professional development and employability through a GlobalEd program. To apply, simply follow the three-step process outlined below.

## step 1 → Complete the application form

Simply fill out this form either online or by hand and make sure all information is accurate.

## step 2 → Attach all supporting documentation

Supporting documents include:

- Personal Objectives Statement (see attached)
- Recent copy of your resume
- Code of Conduct Statement (see attached)
- Application payment confirmation of the \$100 application fee  
(See application fee payment instructions)

## step 3 → Send your completed application

Either via  
mail:

**Global Education and Career Development Abroad**  
38732 N 10th St  
Desert Hills, AZ 85086  
USA

Or E-mail: [info@GlobalEdAbroad.com](mailto:info@GlobalEdAbroad.com)





# GENERAL APPLICATION FORM


Personal Data			
First Name:		Last Name:	
Citizenship:	Date of Birth (mm/dd/yyyy):     /     /		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Mailing Address:			Postal Code:
City:	State/Province:	Country:	
Primary Phone Number:	Alternate Phone Number:	Passport Number:	
Email:			
Emergency Contact:	Phone Number:	Relationship:	

How did you learn about the GlobalEd program you are applying for?	
<input type="checkbox"/> Advisor	<input type="checkbox"/> Facebook
<input type="checkbox"/> On Campus Event (Which one? _____)	<input type="checkbox"/> Google
<input type="checkbox"/> Professor or Academic Advisor	<input type="checkbox"/> GoAbroad.com
<input type="checkbox"/> Friend/Fellow Student	<input type="checkbox"/> StudyAbroad.com
<input type="checkbox"/> Referral from a GlobalEd Alumni	<input type="checkbox"/> Other (please specify) _____

Academic Information	
Name of Current School:	Year of Study (freshman/sophomore/junior/senior/graduated):
Graduation Date:	Current GPA:

Please list the languages you know and their corresponding competency level						
Beginner:	Elementary:	Low Intermediate:	Intermediate:	High Intermediate:	Advanced:	Native:

Program Information					
Program Name:	Program Location	or <input type="checkbox"/> Online	Term:	Year:	Dates:

Agreement and Waiver	
	<p>Your signature on this application form indicates that you understand and accept the following:</p> <p>I certify that the information submitted in this application is correct, and agree to abide by the policies of Global Education and Career Development Abroad.</p> <p>As GlobalEd will be acting on my behalf, I hereby authorize the release of my application and other relevant data to GlobalEd's overseas partners and institutions.</p> <p>I authorize the overseas and/or partner institutions to release all official transcripts to GlobalEd, and, in turn, GlobalEd will release this information to my home institution.</p> <p>I authorize GlobalEd to contact my home institution to inform them of GlobalEd and share details of my experience abroad.</p> <p>I will not share or distribute any contact information of the company or colleagues I intern with any other parties, if applicable.</p> <p>I understand that it is my responsibility to contact my home institution regarding transfer credit and all procedures related to financial aid prior to going abroad.</p> <p>I authorize GlobalEd to use all photos or videos taken or received from my experience abroad for promotional materials in print, digital and video formats.</p> <p>I authorize GlobalEd to act on my behalf to coordinate and secure my accommodations, activities, excursions and any other related expenses.</p>

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## OBJECTIVES STATEMENT

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Please fill out the following objectives statement to help us understand your personal, academic and professional goals and expectations related to your program experience.

### Objectives Statement

Please describe your short term goals outlining what you would specifically like to achieve while participating on this program. Such goals could include reaching a conversational level of the foreign language, taking courses that can't be taken at your home school, meeting people, to learn more about a particular sector, to receive some career guidance, etc...

Please describe some of your longer term goals outlining what you would hope this experience will contribute to your future development, either on a personal, academic or professional level. Such goals could include gaining a greater level of self-confidence, building your resume, increasing your knowledge of the world, creating the foundation for an international career.



# CODE OF CONDUCT STATEMENT

## Code of Conduct

Students are expected to act responsibly at all times and must understand that their behavior and actions must adhere to local laws while abiding by GlobalEd's Professional Code of Conduct. Above all, respect for others and personal safety is our priority. This includes respecting other students, locals, university representatives, GlobalEd staff and partners/collaborators, adhering to housing norms, our drug and alcohol policy, respecting property and displaying appropriate behavior at all times, when applicable.

### ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are expected of students for courses, internships and mandatory activities.

**Courses** – Courses, whether offered by a local university, language school or online, GlobalEd requires both regular attendance and punctuality.

**Internships** – Students must comply with both the Internship sponsor's norms (company) as well as those of GlobalEd. Students are expected to design and abide by a work schedule with their internship tutor. Failure to attend and submit work without proper notification and sponsor approval or repeated lack of punctuality may result in a negative evaluation on behalf of the company, a reduced or failing grade (when applicable) or even dismissal from the program.

**Mandatory Activities** – Students are required to attend all mandatory events, such as orientation. For optional activities we request that students confirm their participation and be punctual for these events, as tardiness interferes with the experience of others.

### CULTURAL SENSITIVITY

Whenever an international component is present, whether it be through interaction with international program participants, companies or onsite, all program participants must understand that they should exercise sensitivity to the cultural differences of others. Exposure to cultural values, opinions and attitudes that differ from your own is to be expected as this is often an integral part of many of GlobalEd's programs. Successful interaction with the other cultures involves observation, asking questions, participating and avoiding confrontations or subjects sensitive to the local culture. More information will be given on culture during our orientation sessions when applicable; however, the student should consult with GlobalEd staff for further questions.

### HOUSING NORMS (if applicable)

If GlobalEd provides you with international housing, you will be expected to be respectful of your roommates and neighbors at all times. Behavior which interferes with the experience of others (students, neighbors) or results in potential danger to oneself or others, or the destruction of property, will not be tolerated and may result in losing the housing assignment or even program dismissal without possibility of refund.

### DRUG AND ALCOHOL ABUSE

When participating in an overseas program, GlobalEd has a strict policy against the consumption of illegal drugs and alcohol consumption. We do not promote the consumption of alcohol in any of our programs, events or facilities. The purchase, sale, use or possession of illegal drugs is strictly forbidden. Alcohol consumption is strictly forbidden among minors. While abroad, a participant of legal age to consume alcohol is expected to act responsibly. Destructive or disruptive behavior related to alcohol consumption will not be tolerated. Any violation of this policy is considered serious and may result in dismissal from the program.

## Cancellation Policy

**All requests to withdraw from a program must be made in writing to GlobalEd. Application fees and confirmation deposits are non-refundable.**

- Cancellations **on or before the final application date**, the participant will receive a 100% refund of eligible funds paid.
- Cancellations **5-15 natural days prior to the program start date**, the participant will be eligible for a 50% refund of eligible funds paid.
- Cancellations **within 5 natural days prior to the application start date**, the participant will be eligible for a 20% refund of eligible funds paid.
- Cancellations **on or after the program start date**, the participant will **not** be eligible for a refund.

Please refrain from booking flights for international programs, prior to your official acceptance. GlobalEd is not responsible for airline fare or ticket change fees incurred by program participants.

By signing below, I acknowledge that I have read the information provided on this page, and hereby agree to the GlobalEd Code of Conduct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPLICATION FEE PAYMENT INSTRUCTIONS

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### Application Fee

A \$100 application fee is charged to every student applying for any GlobalEd study abroad, online, language, and/or internship program. Application fees cover administrative costs associated with processing applications.

The application fee is usually separate from (ie. In addition to) the program fee. In response to the COVID-19 pandemic, for the 2020 Academic Year, the application fee will be applied towards the total program fee and is fully refundable if the applicant does is not accepted to a program.

### Late Fees

GlobalEd is committed to making the application and pre-program start process as easy and efficient as possible. To do so, we need the cooperation of our program participants. Failure to meet deadlines interferes with our scheduled processing of applications, requesting of admissions letters, onsite housing procurement, transportation and other tasks related to program operations.

Students are charged a \$50 late fee if they apply to a program after its scheduled application deadline, unless otherwise stated. This late fee is in addition to the application fee and is nonrefundable.

### Payment and Billing Methods

All payments to GlobalEd can be made by check, money order, direct deposit, wire transfer. Our bank is Bank of America. Payment methods can be found on the next page.

## HOW TO MAKE PAYMENTS

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Payments to GlobalEd can be made via the following methods: **Credit Card, PayPal, Direct Deposit at any Bank of America Branch, ACH Direct Deposit** at any Bank of America branch, **Wire Transfers** for those making international payments, and **Checks/Money Orders**. Checks/Money Orders should only be used if they can be received by the invoice due date. Below are the details for each payment method.

### Credit Card or PayPal

Payments can easily be made via major credit cards or by means of PayPal. Click on the Pay Now button or use the QR code to visit our payment gateway.



### Other payment methods

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#### Direct Deposit at any Bank of America Branch

Deposits can be made at any Bank of America branch with the following account details.

Please confirm that the account name is:  
*Global Education & Career Development Abroad*  
**Account Number:** 457021825105

#### ACH Wire Transfer

Interbank transfers from within the U.S. can easily be made using the following information

**Bank:** Bank of America  
**Company Name:** Global Education and Career Development Abroad  
**Routing Number:** 122101706 (ACH)  
**Account Number:** 457021825105

#### Wire Transfer

Below are the full details needed to make a bank transfer or deposit.

**Bank:** Bank of America  
**Company Name:** Global Education and Career Development Abroad  
**Routing number:** 026009693 (Wire Transfers Only)  
**Account number:** 457021825105

Please reference your name and invoice number in the description and send a confirmation to [info@GlobalEdAbroad.com](mailto:info@GlobalEdAbroad.com).

#### Check/Money Order

Checks and money orders can be made payable to

**Global Education & Career Development Abroad**  
and send to:

38732 N 10th St  
Desert Hills, AZ 85086  
USA