

Program Application Form

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

step **1** → **Complete the application form**

Simply print out this form, fill it in and make sure all information is accurate.

step **2** → **Attach all supporting documentation**

Supporting documents include:

- Personal Objectives Statement (see attached)
- Code of Conduct Statement (see attached)
- Copy of your transcript
- Copy of your most recent resume
- Check, Money Order or Copy of online payment confirmation of the \$100 application fee
(See application fee payment instructions)

step **3** → **Send your completed application**

Mail: **Global Education and Career Development Abroad**
38732 N. 10th Street
Desert Hills, AZ 85086
USA

Fax: (480) 907-3400

E-mail: admissions@GlobalEdPrograms.com



GENERAL APPLICATION FORM

Personal Data

First Name:		Last Name:	
Citizenship:		Date of Birth (mm/dd/yyyy): / / 19__	
		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"/> Study Abroad Advisor | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Study Abroad Fair (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

Current Student Status (ie. Undergraduate, post graduate, graduated):	Name the school you currently attend (or most recently attended):
Major(s):	Minor(s):
Graduation Date:	Current GPA:

List Languages Known by Level

Beginner:	Elementary:	Low Intermediate:	Intermediate:	High Intermediate:	Advanced:	Native:
-----------	-------------	-------------------	---------------	--------------------	-----------	---------

Program Information

Location:	Program Name:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Custom	Year:
-----------	---------------	---	-------

Agreement and Waiver

Your signature on this application form indicates that you understand and accept the following:

- 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 (GlobalEd). 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.
- I authorize the overseas institutions to release all official transcripts to GlobalEd, and, in turn, GlobalEd will release this information to my home institution.
- I authorize GlobalEd to contact my home institution to inform them of GlobalEd and share details of my experience abroad.
- I will not share or distribute any contact information of the company or colleagues I intern with any other parties.
- 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.
- 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.
- I authorize GlobalEd to act on my behalf to coordinate and secure my accommodations, activities, excursions and any other expenses related to my program abroad.

Signature: _____ Date: _____

Global Education and Career Development Abroad

Phone: (888) 329-9888 • Fax: (480) 907-3400 • Email: info@GlobalEdPrograms.com

OBJECTIVES STATEMENT

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

Objectives Statement

Please describe your short term goals outlining what you would specifically like to achieve while abroad. Such goals could include reaching a conversational level of the local language, taking courses that can't be taken at your home school, meeting locals and getting to know the local culture, working in a local business setting, 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.

CULTURAL SENSITIVITY

All program participants must understand that they are guests in the host country and should exercise sensitivity to the cultural differences of others. As an international student, exposure to cultural values, opinions and attitudes that differ from their own is to be expected as this is part of the study abroad experience. Successful interaction with the local culture involves observation, asking questions, participating and avoiding confrontations or subjects sensitive to the local culture. More information will be given on the local culture during our orientation sessions; however, the student should consult with GlobalEd staff for further questions.

HOUSING

Program Participants receiving GlobalEd Housing must comply with the guidelines and rules established in the Housing Contract which will be handed out and signed during orientation. Students are expected to be respectful of their 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. Students seeking independent housing should sign the Independent Housing Statement and must understand that they will be financially and legally responsible for the terms and conditions of their housing contract.

DRUG AND ALCOHOL ABUSE

GlobalEd does not promote the consumption of illegal drugs nor condone alcohol abuse in any of its programs, events or facilities. The purchase, sale, use or possession of illegal drugs is strictly forbidden. "Alcohol abuse" results from excessive consumption of alcohol and/or inappropriate behavior related to the consumption of alcohol which threatens the safety or well-being of oneself or others. 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.

ATTENDANCE AND PUNCTUALITY

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

Courses – Courses, whether offered by a local university or with GlobalEd, require 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 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, 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.

CONFIDENTIALITY

Internship Program participants must understand that they will be treated as an employee and may be exposed to sensitive and/or propriety data (i.e. financial, strategic, product-related, or competitive information). To abuse these privileges or engage in any unethical or illegal activity with such information will subject the student to the laws of the host country, threaten the relationship between GlobalEd and the sponsoring company and may result in immediate termination of the internship, a failing grade and loss of post program career services support.

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 deadline**, 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 your program, 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.

Signature: _____ Date: _____

Global Education and Career Development Abroad

Phone: (888) 329-9888 • Fax: (480) 907-3400 • Email: info@GlobalEdPrograms.com

APPLICATION FEE PAYMENT INSTRUCTIONS

Application Fee

A \$100 application fee is charged to every student applying for a GlobalEd study abroad, language and internship program. Application fees cover administrative costs associated with processing applications. This fee is separate from your program cost and is nonrefundable. The application fee is only refunded if you are not accepted for participation or if the program you apply for is canceled.

Late Fees

GlobalEd is committed to making the application and pre-departure study abroad 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 check, money order, direct deposit or wire transfer. Our bank is Bank of America. Payment methods can be found on the next page.



How to make payments

Payments to GlobalEd can currently be made via the following methods: **Direct Deposit** into our Bank of America account, **Wire Transfers** or **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.

Direct Deposit

Limits: none

Direct 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

Wire Transfer

Limits: none

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

Bank: 
Company Name: Global Education and Career Development Abroad
Account Number: 457021825105
Routing Number: 026009693 (Wires)

Please reference your name and invoice number in the description and send a confirmation to info@GlobalEdPrograms.com.

Written Checks and Money Orders

Limits: none

Checks and money orders can be made payable to *Global Education & Career Development Abroad* and sent to:

Global Education and Career Development Abroad
38732 N. 10th Street
Desert Hills, AZ 85086