



STUDY ABROAD APPLICATION

We are pleased that you are submitting your application to participate in CGCC's study abroad program to Prague! All students and community members are eligible to apply. To ensure a healthy, comfortable, and educationally productive environment for students, faculty and the host institution, general qualifications for acceptance are based on: academic and student conduct background, two letters of recommendation, a personal statement of interest, and an interview with the program director.

PROGRAM NAME: Prague: City of One Hundred Spires **YEAR:** Summer 2025

Name (as listed on passport) _____ **MCCCD Student ID** _____
First Middle Last

Address _____
Street City State Zip Code

Home Phone _____ **Cell Phone** _____

Work Phone _____ **Email Address** _____

Date of Birth _____ **Sex:** Male Female Binary

ACADEMIC INFORMATION:

Community College/University currently attending: _____ Not seeking a degree

Current college major and minor and/or field of interest: _____

Cumulative GPA _____ Have you ever received a disciplinary warning or been on academic or disciplinary probation? Yes No

If yes, please list dates of probation and explain details of circumstances (attach another page). *Student academic and conduct records will be verified by the appropriate MCCCD office.*

List the course/s that you would like to take in the order of preference: HUM245 or ENG217 or AVC142 / 143 or AVC290:

1. _____ 2. _____ 3. _____ 4. _____

Are you applying for more than one program? If so, please list other program(s): 1. _____ 2. _____

List any other study abroad programs in which you have participated: 1. _____ 2. _____

DISABILITY ACCOMMODATIONS AND MEDICAL INFORMATION *(This information will be kept confidential.):*

Information for Students with Disabilities who May Require Accommodations

While Chandler-Gilbert Community College will try to accommodate students with disabilities, some international programs may not comply with US Federal ADA guidelines for accommodation requirements. Students seeking accommodations are strongly encouraged to notify the [Disability Resources and Services](#) (DRS) office at 480.857.5188 regarding their interest in a study abroad program and their accommodation/academic adjustment needs. The DRS Manager will meet with the student, the Program Director (or designee) and other relevant personnel to determine whether the student's needs can be accommodated, given the international nature of study abroad. If you have a disability that requires accommodations/academic adjustments, you will be required to participate in the interactive process. Only the DRS office can evaluate and grant reasonable accommodations/academic adjustments. For more information, see [Administrative Regulation 2.8.1](#) Eligibility for Accommodations & Required Disability Documentation.

While abroad, you will be separated from your family, friends, typical daily routine, and the cultural norms you are used to. Trying to adapt to a new routine and/or nuances of an unfamiliar culture may exacerbate current disabilities or create concerns that otherwise were not present such as depression and/or anxiety, etc.

[Mobility International USA](#) (MIUSA) is a great resource for students with disabilities interested in traveling abroad.

Reasonable Adjustments for Pregnant Students

Students who are pregnant or are experiencing related conditions are entitled to reasonable adjustments to prevent sex discrimination and ensure equal access to MCCCD's education program and activity. Any student seeking reasonable modifications must contact the Regional Director/Title IX Coordinator to discuss appropriate and available reasonable modifications based on their individual needs. Students are encouraged to request reasonable modifications as promptly as possible, although retroactive modifications may be available in some circumstances. Reasonable modifications are voluntary, and a student can accept or decline the offered reasonable modifications. Not all reasonable modifications are appropriate for all contexts. For more information, please review [Reasonable Adjustments](#).

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act are eligible for reasonable accommodations. The Regional Director/Title IX Coordinator will consult with Disability Resources and Services (DRS) to ensure the student receives reasonable accommodations for their disability as required by law.

- I require accommodations and have visited [Disability Resources and Services](#). (If you fail to pre-disclose needed accommodations, you will not be guaranteed any provisions in the host country.)

Medications

Some countries (e.g. Japan) PROHIBIT certain medications (prescription/non-prescription) and/or may require that you obtain a medical provider note or prescription documentation. If you are in possession of illegal medications (even if you obtained them legally in the US) or do not have the proper documentation, your medications may be confiscated and you may be arrested and/or deported.

If you need medications for a medical/psychiatric condition while traveling abroad, check with the [embassy](#) of your host country to verify if those medicines are legal and to see if any additional documentation is required (e.g. original prescription, physician letter). If you need to make any changes to your medication, do so several months before departure, so you can have time to consult with your doctor on any resulting complications and have stability of your condition for travel. MIUSA has a great resource: [Medications When Traveling Internationally](#).

APPLICATION DEADLINE:

Application Deadline: April 18, 2025

- *Enroll early!* Space is limited. Late applications may be accepted at the discretion of the Program Director.
- Applications are reviewed on a rolling basis. You should expect to hear back from the Program Director within 2 weeks of submission. The Program Director may schedule a personal or group interview.
- After acceptance by the Program Director, you will be required to complete pre-departure paperwork.
- After notification of acceptance, students must make a **\$375 confirmation deposit** to secure their space. Deposit will be applied to the program fee. The program fee (not including tuition) is due by **May 9, 2025**. **The deposit is non-refundable after the payment deadline of May 12, 2025**. Students with impending financial aid and/or scholarships must provide documentation of payment arrangements to meet financial obligations.
- Review the attached *How to Pay for Study Abroad* document for scholarship & financial aid opportunities.
- For more detailed information, please visit www.cgc.edu/study-abroad

PLEASE SUBMIT THE FOLLOWING DOCUMENTS (MUST be included for consideration):

- Personal Statement of Interest** reflecting on how the program will fulfill your academic, personal, and/or professional goals (*maximum of 1 page, double-spaced*)
- Unofficial Transcript** (*downloadable from www.my.maricopa.edu*)
- TWO Letters of Recommendation** from an instructor, advisor, or supervisor (*using attached template*)

Please submit application, personal statement of interest and an unofficial transcript all together at one time. The two letters of recommendation can be emailed directly to david.finley@cgc.edu by the person completing the form.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

YOUR SIGNATURE VERIFIES THE FOLLOWING:

- I am aware that programs are open to all students and community members ages 18 years and above. I understand that my application will be reviewed and that I can be accepted or denied participation in the program.
- I understand that I am participating in an ACADEMIC program that includes the following: attending all classes, completing all assigned work and taking all examinations at the scheduled days/times, as well as attendance at the pre-departure orientation, on-site lectures, excursions, events, projects, and post-program activities. I MUST COMPLETE any REQUIRED PRE-DEPARTURE or POST-TRIP COURSEWORK (if applicable). I understand that non-compliance with these requirements may result in a failing grade and/or removal from the program.
- During the application process, I will be asked to provide a minimum of TWO non-familial General Recommendations. These can come from current/past professors, advisors, supervisors at work, or someone in another supervisory capacity. If I am a community member, a waiver can be discussed with the program director. To send an electronic request, I must email the Program Director at david.finley@cgc.edu. **Be careful not to enter your own contact information** to request your General Recommendation references.
- If I require accommodations for a disability, I MUST notify [Disability Resources and Services](#) (DRS) as soon as possible. If I fail to engage in the interactive process with the DRS office, I will not be guaranteed any provisions in the host country. Physical exertion including long walks, uneven surfaces, and stairwells with no elevator access may be required in your program.*

- After notification of acceptance, I must make a **\$375 confirmation deposit** at CGCC's Student Business Services to secure my space. Upon acceptance, the deposit fee will be charged to my Student Center at maricopa.edu/students. The deposit will be applied to the program fee. I understand that **the deposit is non-refundable after the payment deadline of May 12, 2025.**
- I certify that I will meet financial obligations and will adhere to all program fee and tuition payment deadlines for my individual study abroad program (date listed in the Payment of Program Costs section of this application). Payments can be made by calling CGCC Student Business Services at 480.732.7312, paying in person at the Student Business Service office located at the Pecos Campus, Public Safety Building (FSB) 112, or by paying online in my Student Center (once charges have been posted).
- I certify that I will meet all financial obligations and will adhere to all program fee and tuition payment deadlines. **The program fee and tuition are SEPARATE from each other.** Tuition will be due by the applicable deadline in my Student Center after registering once I register for my courses in March (when Summer registration begins) or prior to the beginning of pre-departure coursework (whichever date is first). If my program begins prior to the official Summer tuition deadline, I must pay my tuition prior to departure. I understand that I am NOT guaranteed a place in the program until I have paid my deposit and program fee in full.
- I understand that if I am aged 60+, there is an additional insurance charge of \$3.56 per day as required by our iNext insurance carrier.
- If I am not a current Chandler-Gilbert Community College (CGCC) student, I must admit myself to CGCC in my Student Center (at www.maricopa.edu/students) in order to make a deposit and register for Summer courses.
- I agree to complete and return all pre-departure documents by deadlines required by the Program Director.
- Since all communication occurs through email, **it is imperative that my email address is accurately updated in the student information system (SIS) and that I regularly check and be responsive in a timely manner to any communications** during the application process and prior to departure. I will check my spam folder to double check that I'm getting all my messages regarding my study abroad program.
- If I do not have a passport, I must allow 6-8 weeks for processing. Current passport cost is \$165. If it needs to be expedited (2-3 weeks processing time), there is an additional \$60 fee.
- Since I will be traveling to Prague, Czech Republic, a European Union country, I will need an **ETIAS travel authorisation which requires a passport FIRST** in order to obtain. The cost is 7 Euros (about \$8 USD) which can be paid with a debit or credit card. **NOTE:** The ETIAS travel authorisation is scheduled to launch during the first half of 2025.
- If accepted into the program, I must attend the mandatory orientation on **Saturday, April 26, 2025 from 9 am-1 pm.**
- I certify that all information on this application is accurate as of the date of submission and agree to notify the Program Director, David Finley, of any changes to the information presented on this application.

Signature _____ **Date** _____

**Students with disabilities are served under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Americans with Disabilities Amendments Act. Under these laws, universities and colleges must ensure that their programs do not discriminate against students with disabilities. However, U.S. laws do not govern foreign institutions, even when U.S. institutions collaborate with them. It is the student's responsibility to learn about the types of accommodations typically provided in the host country and consider their own openness to different ways of accommodating their disability.*

PLEASE SUBMIT COMPLETE APPLICATION TO:

David Finley, - SA Program Director
 Chandler-Gilbert Community College
 2626 East Pecos Road
 Chandler, AZ 85225-2499
Office: EST213
Phone: 480-726-4125
Email: david.finley@cgcc.edu

Website: www.cgcc.edu/academics/study-abroad
Campus Map: www.cgcc.edu/locations/pecos-campus



PERSONAL STATEMENT OF INTEREST

Chandler-Gilbert Community College Prague: City of One Hundred Spires Study Abroad Program

1-page maximum (about 300 words), typed and double-spaced

Applicant Name: _____

Study Abroad Program: **Prague: City of One Hundred Spires** Year: **2025**

Please reflect on the following:

- How does the content of the study abroad program relate to your present and future academic, personal, and/or professional goals?
- What expectations do you have for your own personal growth as a result of your participation in this program?
- What cultural understanding do you hope to achieve during your abroad experience?