Keep a copy for your files – you may want to consult these instructions later.

WINTER 2015-16

EDUCATION ABROAD

APPLICATION INSTRUCTIONS AND PROGRAM POLICIES

*FOR HUNTER COLLEGE PROGRAMS ONLY*

Submit Application to Hunter College Education Abroad Office, Room E1447
695 Park Ave, New York, NY 10065

Please note: Submitted applications are not returned, even if the student withdraws from the program. However, we need all NEW information whether or not you applied before.

REQUIREMENTS

- You must have a GPA of **2.5 or higher** (unless otherwise indicated in the program description)
- You must fulfill program prerequisites, if any.
- You must NOT have any stops on your record and be a student in good standing.

DEADLINES

**October 15th** – Application deadline for all students, including $350 Application Fee/Deposit.

**November 20th** – final program fee payment for all participants **regardless of funding source**, i.e. Honors College, loans, or any other type of Financial Aid.

For tuition payment deadlines: follow the schedule for winter as provided on the Bursar’s page: [http://www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar)

ACCEPTANCE

Spaces in the programs are limited. It is in your best interest to apply early!

Space permitting, applications from eligible students may be considered after the deadline. $25.00 late application fee will be charged. Students will be notified by e-mail of their acceptance. Once the program is filled, the remaining qualified students will be put on a waiting list. Senior Citizen Auditors (age 60 and over) will be accepted only if there is space available after all qualified students have been admitted. They will register at their normally assigned time.

PERSONAL STATEMENT

Please attach a typewritten personal statement that, in 500 words or less, explains how your participation in this particular study abroad program will advance your personal, educational, and/or career goals.
Acceptances are announced beginning one week after application deadline.

**November 14-15th: Orientation sessions** will take place over this weekend. Specific times will be announced later. **Make sure to reserve time for these mandatory meetings.**

Program dates indicate the day **you need to arrive** at the site (in most cases it means that you need to fly the day before) and the day **the program ends** (this is the day you need to leave from the provided housing).

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### IMPORTANT DATES

**Acceptances** are announced beginning one week after application deadline.

**November 14-15th:** Orientation sessions will take place over this weekend. Specific times will be announced later. **Make sure to reserve time for these mandatory meetings.**

Program dates indicate the day **you need to arrive** at the site (in most cases it means that you need to fly the day before) and the day **the program ends** (this is the day you need to leave from the provided housing).

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### FINANCIAL INFORMATION AND CANCELLATION POLICY

- **NOTE:** All payments must be by money order or certified check made payable to Hunter College. No personal checks, cash or credit cards are accepted. **DO NOT ENDORSE.**

  **Deadlines are important! Late fees will apply.**

- **Late Application Fee** - Late applications will incur $25 late fee. Students can get an extension of up to a month for medical forms.  *Medical forms* not submitted a month after the application deadline (Oct.15) will incur $25 late fee if submitted within a week (by Oct. 22).  *Each additional week of delay will raise the late fee by $5* (i.e. payments made between Oct 23 and 29 will incur a late fee of $30, payments made between Oct. 30 and Nov. 5, will incur a fee of $35, etc).

- **Late Payment Fee** - Students are ultimately responsible for meeting the payment deadline regardless of funding source, i.e. Macaulay Opportunities Fund, loans or any type of Financial Aid. Unfortunately, we can't wait for the disbursement of these funds, which often takes place several weeks after our deadline, since we need to pay vendors abroad by their deadlines. Therefore, students should start planning for it from the time of application and be prepared to advance the necessary payment by the deadline (Nov. 20).  *Late payments will incur $25 late fee if submitted within a week (by Nov. 27).  *Each additional week of delay will raise the late fee by $5* (i.e. payments made between Nov.28 and Dec.4 will incur a late fee of $30, payments made between Dec.5 and 11 will incur a fee of $35, etc).

- **Application Fee and Deposit**
  
  Each Application must be accompanied by a $350 **Money Order or Certified Check**, which will be applied to the program fee. With the exception of London, if you withdraw from the program prior to the application deadline, you will be refunded your deposit, minus $50, which will be kept as the application fee. If you withdraw from the program after the application deadline, you will lose your entire $350 deposit. Also note that paying the program deposit authorizes the provider (whether Hunter or a third party) to incur expenses on that student’s behalf; should a student withdraw from a program for any reason after paying the deposit, **he or she will be responsible for any non-recoverable expenses.** These expenses can include (but are not limited to) airfare, housing fees, and partial or full tuition.
• **Program Fee**
Before the starting date of the program, students will be financially responsible for any **non-recoverable costs** associated with the program fee at the time of withdrawal. Non-recoverable costs are financial commitments (such as housing deposits, field trip pre-payments, etc.) made on behalf of students. These costs vary by program and typically increase closer to the departure date. After the starting date of the program, the student will be financially responsible for the **entire program fee**. There will be no refunds for late arrivals or early departures.

**Withdrawal from Program**
Notification of withdrawal must be made in writing to the Education Abroad Office before the withdrawal will be officially recognized. Otherwise, students will be responsible for all program fees. The date on which the written notification is received is the date by which the financial calculation will be determined. If a balance is due to the Education Abroad Office or the Office of the Bursar at the time of withdrawal, that amount must be paid in a timely manner.

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**TUITION**

CUNY tuition is **NOT** included in the program fee and must be paid directly to the Bursar (students from other CUNY colleges pay their home school). **Check the Bursar’s website:** [http://www.hunter.cuny.edu/bursar](http://www.hunter.cuny.edu/bursar) and follow the payment schedule for Winter Intersession.

Proof of tuition payment needs to be presented to the Education Abroad Office prior to departure. Students cancelling before the start date of the program will be refunded full tuition. **After the starting date of the program, tuition will be refunded following the Bursar’s refund policy for the programs where the tuition remains at Hunter. For those programs where tuition is paid to an institution other than Hunter, the refund will be contingent on the refunds recovered by Hunter.**

*IF THE PROGRAM IS CANCELLED BY THE EDUCATION ABROAD OFFICE, ALL PAYMENTS WILL BE REFUNDED.*

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**VISAS**

All visas (if required) are the responsibility of the student. If you are **NOT** a US citizen, make sure to inquire early with the consulate of the country to which you are going to see if you need a visa. If a visa is needed, contact the Education Abroad Office before you apply for one. After contacting the office, proceed to apply early. It is often a lengthy process, particularly in high season.

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**TRAVEL**

In most cases, there is not going to be organized group travel to the program site and students will be expected to arrive on the date indicated. Accepted students should make their travel arrangements shortly after the orientation session, since prices go up with time. In programs where airfare is included, the Education Abroad Office can’t make any changes in departure or return dates.
**HOUSING AND MEALS**

- Co-ed housing is not available
- Guests are not allowed to stay in program housing
- Accommodation for special meals, diets or rooming preferences cannot be guaranteed

**INSURANCE**

Hunter College will purchase international health insurance for students travelling abroad. *All students may want to consider buying travel insurance when purchasing their airfares.*

International Health Insurance for CUNY programs is purchased from: **Cultural Insurance Services International** (CISI)

Hunter’s Policy Number is: **15 GLM N049653**
Please READ the Application Instructions and Program Policies thoroughly!!!

WINTER 2015-16

I am applying to: ____________________________________________________________

Program Name

Last Name: ________________________________ First Name: ____________________________
Print clearly Print clearly

Last 4 Digits of SS#: ___-___-___ Gender: ☐ Male ☐ Female Date of Birth: ___/_____/_____

CUNYfirst Empl ID: _________________________ Phone Number: (___) ___-_____________

Your School E-mail Address: _________________ @ ______________________ Print Clearly

Preferred E-mail: ___________________________ @ ______________________ Print Clearly

Home School: _______________________________

Cumulative GPA: __________ Credits Earned: __________

Current Academic Year: ☐ Fr ☐ Soph ☐ Jr ☐ Sr ☐ Other (explain): ________________

Expected Date of Graduation? _________________ Macaulay Honors: ☐ Yes ☐ No

Country of Citizenship _________________________ Passport #: ____________________________

*If you will need a visa, you MUST speak to the Education Abroad Office before applying for one.
APPLICATION CHECKLIST

Please check that all items are completed before submitting the application:

__ Online Application Form (https://ww3.hunter.cuny.edu/edabroad/view.php?id=11)

__ Placement Acceptance Form (p.7)

__ Code of Conduct page (p.8)

__ NOTARIZED Waiver and Release Agreement (pp. 9-13)

__ Health Information Questionnaire and Physician’s Statement (pp.14-15)

__ New York State Health Care Proxy Form (pp. 16-17)

ADDITIONAL REQUIRED DOCUMENTS

To be attached to your application:

__ $350 Application Fee in form of Money Order / Certified Check made payable to Hunter College (no cash, credit card or personal checks will be accepted). (For information on how to fill out a certified check/money order, please go to our website: http://www.hunter.cuny.edu/educationabroad/expenses-fees-and-aid/payments-to-study-abroad).

__ One copy of your transcript (can be unofficial for CUNY students as long as your name is printed on it).

__ A photocopy of the picture page of your passport

__ One 2x2 headshot photo (attached to page 5).

__ Personal Statement

**I have read and understood the previous Application Checklist, the Additional Required Documents, and the Application Instructions and Program Policies for Winter 2015-16 programs.

Signature: ___________________________ Date: _______________
PLACEMENT ACCEPTANCE FORM
Conditions of Placement for Hunter College Education Abroad Programs

• Timely Completion of Forms - I understand that my participation in Hunter College Study Abroad Programs is contingent upon returning all forms (application, registration, housing, etc.) and other materials, which may be requested by stated deadlines.

• Eligibility - I understand that my acceptance to participate in Hunter College Study Abroad Programs is contingent upon my maintaining all eligibility requirements (academic, financial, and social/behavioral) as defined by Hunter College and my home campus. My participation may be terminated by either Hunter College, my home or host campuses if I fail to remain enrolled at my host campus or fail to maintain other eligibility standards. I further understand that failure to remain enrolled as a student may affect my financial aid and/or program eligibility at Hunter College, my home and/or my host campus.

• Tuition/Fees Room/Meal, and other Fees - I agree to pay tuition/fees in a timely manner. I also agree to pay program fees in a timely manner. I understand that failure to make full payment of all required fees or to resolve other debts may result in the cancellation of any course registration and/or disenrollment. I understand that all financial obligations must be fulfilled prior to receiving transcripts or a diploma from Hunter College.

• Transcripts - I assume responsibility to request that an official transcript of the work attempted while on the program be sent back to my home campus if Hunter College is not my home campus.

• Insurance - I understand that Hunter College will provide me with health and emergency evacuation insurance on all Hunter’s Winter Intersession and Summer programs that are taking place outside of the US. If I’m participating in the Hawaii program, I need to have adequate domestic health insurance for the time period of the program, and it is my responsibility to ensure that I am adequately covered. I further understand that my home and/or host campus (if other than Hunter College) may require me to submit proof of coverage. Hunter College does not provide Travel Insurance.

• Medical Matters - I will comply with any requirements for medical information relating to my participation in the program, including obtaining or documenting immunizations required by my home and/or host campuses.

• Personal Health and Safety - I understand that Hunter College and/or my home and host campuses cannot guarantee my health and safety while on the program. I am responsible for acting prudently and exercising caution and common sense at all times. I also understand that I may be using different forms of transportation to participate in this program. I agree that Hunter College as well as my home and host campuses are not responsible for personal injury, death, and/or loss or damage of property suffered by me during periods of travel with, and independent of, the program.

• Rules and Regulations - I agree to abide by all rules, regulations, and policies of Hunter College and/or my home and host campuses governing my academic, financial, and social/behavioral status while on the program. I understand that failure to conform to these rules and regulations may result in the termination of my participation and Hunter College, my host and/or my home campuses may take further disciplinary action.

• Release of information - by signing this Placement Acceptance Form, I hereby give permission to Hunter College coordinators and/or my home and host campuses to collect and release information appropriate to my application for, and my participation in the program, including: letters of recommendation, transcripts, financial status with the campuses, report of conduct, and medical/counseling records. That information may be released between and among the campus coordinators and other appropriate officials of both the home and host campuses and Hunter College. I further agree that my home and host campuses may disclose to one another, to Hunter College, and to my parent, legal guardian, or spouse any information which may impact my mental health or physical well-being while on the program. (The “program” extends from the time of placement until the receipt of the official transcript by the home campus of the work attempted at the host campus.) The permission granted here under shall survive the termination of my participation in the program.

• Hold-Harmless - I understand that my participation in Hunter College Study Abroad Programs is voluntary. I understand that Hunter College does not make any warranties of any kind, expressed or implied, regarding Hunter College Study Abroad Program participation, including perceived quality of experience or services rendered. I further understand that Hunter College does not assume responsibility and disclaims any liability for any injury, loss, damage, or expense (personal, academic, financial, or other) suffered by me by reason of my participation in this program.
HUNTER COLLEGE/CUNY
CODE OF CONDUCT
Hunter College Programs Abroad

Name: ___________________________ Program: ___________________________

Participants are expected to observe local laws and customs and exhibit good behavior. The College reserves the right to require any student to leave the program for reasons of personal behavior or academic standing. Participants in Hunter College Programs Abroad are subject to the “Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129-A of the Education Law” (the “Rules and Regulations”).

FOUR INVIOLABLE LAWS ARE:

1. Students must maintain an adequate academic standard.

2. Violent, disorderly or indecent behavior of any kind is prohibited and may result in suspension, expulsion, ejection and/or arrest by the civil authorities in accordance with the “Rules and Regulations”.

3. Illegal drugs in any form are not tolerated and any student dependent upon their use should not participate in the program. Laws in most countries state that possession of any illegal drug is punishable by fine, imprisonment, and/or deportation. Students found to be using illegal drugs in any form may be subject to suspension, expulsion, ejection, and/or arrest by the civil authorities in accordance with the “Rules and Regulations”.

4. Attendance in all classes and class-related trips is mandatory.

I have read these rules and I agree to obey them during the time of my participation in the Study Abroad Program. I understand that violation of these rules may lead to probation or suspension.

I understand that if for any reason I leave the program, I am responsible for all financial arrangements for my care and for transportation home.

______________________________
SIGNATURE

______________________________
DATE
CUNY INTERNATIONAL TRAVEL PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM

This form has been developed by the CUNY Office of the General Counsel (OGC) and adapted for integration into Hunter College’s Education Abroad Short-Term Program Application.

HUNTER COLLEGE WAIVER AND RELEASE AGREEMENT

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Activity site(s). These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) that I have accessed at http://travel.state.gov and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I accept all of these risks and voluntarily elect to participate in the Activity.

2. I understand that, although the University has made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them (“Released Parties”) for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses may be caused by the gross negligence or willful misconduct of any of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.

4. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm the University’s relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Activity and assume responsibility for my
actions, understanding that the circumstances of an Activity likely requires a standard of behavior that may differ from that applicable on campus.

5. I will comply with the University’s rules, standards, and instructions for student behavior generally and for the Activity, including the College’s Code of Student Conduct and the Henderson Rules of Public Order (collectively, “standards”). I acknowledge and understand that my compliance is important to the success of the Activity and to the University’s/College’s willingness to permit future similar activities. I agree that the University has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings and not granting academic credit for and removing me from the Activity, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the University, the Activity or other participants.

6. I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am removed from the Activity, I consent to going home at my own expense with no refund from the University or College of any monies paid. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The University is not responsible for providing any assistance under such circumstances.

7. I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss that arises at a time when I am not under the direct supervision of the University, including, without limitation, during travel and/or activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity, and/or that are caused by my failure to remain under such supervision or to comply with the standards. I understand and agree that the University is not in any way responsible for my well-being with respect to any travel to destinations beyond those specifically required for the Activity that I may choose to undertake before, during, or after the Activity.

8. I understand that it is within the College’s discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that the College is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of the host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations.

9. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss arising out of my failure to disclose such conditions or problems.

10. I have or will obtain and maintain health, accident, disability, hospitalization, property
and travel insurance as required by the College and have or will obtain and maintain the
same health, accident, disability, hospitalization, property and travel insurance coverage
for all travel and activities other than those specifically required in order to
participate in the Activity that I may choose to undertake before, during, or after the
Activity. I will be responsible for the costs of such insurance and for any expenses not
covered by insurance.

11. The University may, but is not obligated to, make any decisions and take any
actions regarding my health and safety that it considers to be warranted under the
circumstances, and I hereby authorize the University to make such decisions and take
such actions. I agree to pay all expenses relating thereto and release the University from
any liability for any such actions.

12. I am assuming full financial responsibility for all costs and expenses incurred by me in
connection with the Activity, including, without limitation, financial responsibility for
damage or destruction to property of third parties.

13. I will not hold myself out as having the power or authority to bind or create liability for
the College or the University.

14. I agree that should any provision or aspect of this International Travel Participation,
Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining
provisions will remain in full force and effect.

15. The waiver and release herein represents my complete understanding with the College
and the University concerning its responsibility and liability for my participation in the
Activity. It supersedes any previous or contemporaneous understandings I may have had
with the College or the University on this subject, whether written or oral, and cannot be
changed or amended in any way without my written concurrence.

16. I am printing my contact information below:

Name of Participant:  
CUNY ID:

Local Address:

City:  State:  Zip:

Cell Phone:  Email address:

17. I am printing my emergency contact information below:

In case of emergency,
notify:

Name:______________________ Relationship________________

Phone numbers: day_____________ evening________________
Check one:

☐ I am at least eighteen years old.

☐ I am not yet eighteen years old, so I have secured the signature of my parent or guardian (see next page) as well as my own.

I wish to participate in the Activity, I have read and completed this International Travel Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily in the presence of a notary.

Date: Signature: ______________________________

STATE OF ______________________     ) ss.:  

COUNTY OF ______________________

On this ___ day of _____________, 201_, before me personally appeared ____________________________

to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary
Stamp

Notary Public

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If participating student completing and signing this form is under the age of 18, then the following page must be completed and signed by the student's parent or legal guardian in the presence of a notary.
IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT'S PARENT OR LEGAL
GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING IN THE PRESENCE OF A
NOTARY:

1. I am the parent or legal guardian of my child named and who signed on the previous page.
2. I give my permission for my child to take part in the Activity described on the first
page of this form with the understanding that there are potential risks associated with
the Activity.
3. I understand that my child is expected to behave responsibly and to follow the
University’s discipline code and policies and that failure to do so may subject the student
to removal from the Activity.
4. I have read and understand this International Travel Participation, Waiver, and
Emergency Contact Form, and I confirm that the information provided by my child is
accurate and complete.
5. I agree that in the event of an emergency injury or illness, the staff member(s) in
charge of the Activity may act on my behalf and at my expense in obtaining medical
treatment for my child.
6. I am and will be legally responsible for the obligations and acts of my child as
described in this form, including such parts as may subject me to personal financial
responsibility.
7. I agree, for myself and for my child, to be bound by its terms.

_________________________  __________________________
Print First and Last Name of Parent or Guardian Signature of Parent or Guardian

STATE OF ______________________ )
) ss.:  
COUNTY OF ______________________ )

On this _____ day of ____________ , 20__ , before me personally appeared ______________________

______________________________________________________
to me known and known to me to be the person
described in and who executed the foregoing instrument and acknowledged that s/he executed the
same.

Notary Stamp  

_________________________  
Notary Public
HEALTH INFORMATION QUESTIONNAIRE

The purpose of this form is to help HUNTER COLLEGE to be of maximum assistance to you should the need arise during your study abroad experience. Mild physical or psychological disorders can become serious under the stresses of life while studying abroad. It is important that the program be made aware of any medical or emotional problems, past or current, which might affect you in a foreign study context. The information provided will remain confidential; and will be shared with program staff, faculty, or appropriate professionals only if pertinent to your own well-being. HUNTER COLLEGE may not be able to accommodate all individual needs or circumstances. This information does not affect your admission to the program. Please note: the nondisclosure of a physical or medical condition may affect our ability to provide information relevant to your specific needs abroad.

MEDICAL HISTORY

1. Are you generally in good physical condition? (If no, please explain.)
   - Yes___No____

2. Have you ever been treated or are you currently being treated for any psychological or emotional problems? (If yes, please explain.)
   - Yes___No____

3. Do you have any allergies to drugs or foods? (If yes, please list ALL)
   - Yes___No____

4. Are you taking any medications? (If yes, please list ALL medications.)
   - Yes___No____

5. Have you had any major injuries, diseases or ailments in the past five years? (If yes, please explain.)
   - Yes___No____

6. Are you a vegetarian or are you on a restricted diet? (If yes, please explain.)
   - Yes___No____

7. When was your last tetanus shot?
   - ____________

8. Is there any additional information (concerning medical conditions or mental, learning, or physical disabilities) that would require accommodation or be helpful for the program director to be aware of during your study abroad experience? (If yes, please explain.)
   - Yes___No____

I certify that all responses made on this Health Information Questionnaire are true and accurate, and I will notify HUNTER COLLEGE hereafter of any relevant changes in my health that may occur prior to the start of the program. I further understand that, in the event of an emergency abroad, HUNTER COLLEGE reserves the right to notify my parent(s), guardian, spouse, or designated agent (if not a minor.)

_________________________  ________________________
SIGNATURE OF PARTICIPANT  DATE

_________________________  ________________________
SIGNATURE OF PHYSICIAN  DATE
PHYSICIAN’S STATEMENT

TO THE APPLICANT: Please authorize by your signature below the release of any medical information that may be relevant in the opinion of your physician to your participation in the study abroad program.

__________________________________________________________
Your name                                                   Program name and location

Application for: Spring 20     Fall 20     Summer 20     Intersession 20     Academic Year 20 - 20

Length of term away

__________________________________________________________
Signature                                                   Date

TO THE PHYSICIAN: Please indicate if the student named above has a history of chronic or disabling physical conditions; any allergies which may require either continuing or emergency treatment; any special dietary problem; or any other physical or emotional condition which might affect his/her well-being or that of fellow students while living or traveling outside the United States for an extended time. Please list the generic names for any prescription medicine the student requires which may not be readily obtainable abroad.

Physician’s Name (print): ________________________________________________

Address: __________________________________________________________________

Signature: _______________________________       Date: _______________________________

A DOCTOR’S STAMP AND/OR LICENSE # IS REQUIRED

NOTE: An extension may be provided up to 30 days from application deadline date for submission of physician’s forms if necessary. Please hand in the rest of the application as soon as possible.
Health Care Proxy Form Instructions

Item (1)
Write the name, home address and telephone number of the person you are selecting as your agent.

Item (2)
If you want to appoint an alternate agent, write the name, home address and telephone number of the person you are selecting as your alternate agent.

Item (3)
Your Health Care Proxy will remain valid indefinitely unless you set an expiration date or condition for its expiration. This section is optional and should be filled in only if you want your Health Care Proxy to expire.

Item (4)
If you have special instructions for your agent, write them here. Also, if you wish to limit your agent’s authority in any way, you may say so here or discuss them with your health care agent. If you do not state any limitations, your agent will be allowed to make all health care decisions that you could have made, including the decision to consent to or refuse life-sustaining treatment.

If you want to give your agent broad authority, you may do so right on the form. Simply write: I have discussed my wishes with my health care agent and alternate and they know my wishes including those about artificial nutrition and hydration.

If you wish to make more specific instructions, you could say:
If I become terminally ill, I do/don’t want to receive the following types of treatments:....
If I am in a coma or have little conscious understanding, with no hope of recovery, then I do/don’t want the following types of treatments:....
If I have brain damage or a brain disease that makes me unable to recognize people or speak and there is no hope that my condition will improve, I do/don’t want the following types of treatments:....
I have discussed with my agent my wishes about ___________ and I want my agent to make all decisions about these measures.

Examples of medical treatments about which you may wish to give your agent special instructions are listed below. This is not a complete list:

- artificial respiration
- artificial nutrition and hydration (nourishment and water provided by feeding tube)
- cardiopulmonary resuscitation (CPR)
- antipsychotic medication
- electric shock therapy
- antibiotics
- surgical procedures
- dialysis
- transplantation
- blood transfusions
- abortion
- sterilization

Item (5)
You must date and sign this Health Care Proxy form. If you are unable to sign yourself, you may direct someone else to sign in your presence. Be sure to include your address.

Item (6)
You may state wishes or instructions about organ and/or tissue donation on this form. A health care agent cannot make a decision about organ and/or tissue donation because the agent’s authority ends upon your death. The law does provide for certain individuals in order of priority to consent to an organ and/or tissue donation on your behalf: your spouse, a son or daughter 18 years of age or older, either of your parents, a brother or sister 18 years of age or older, a guardian appointed by a court prior to the donor’s death, or any other legally authorized person.

Item (7) Two witnesses 18 years of age or older must sign this Health Care Proxy form. The person who is appointed your agent or alternate agent cannot sign as a witness.
Health Care Proxy

(1) I, ____________________________ hereby appoint ____________________________ to act as my health care agent to make any and all health care decisions for me, except to the extent that I state otherwise. This proxy shall take effect only when and if I become unable to make my own health care decisions.

(2) Optional: Alternate Agent
If the person I appoint is unable, unwilling or unavailable to act as my health care agent, I hereby appoint ____________________________ to act as my health care agent to make any and all health care decisions for me, except to the extent that I state otherwise.

(3) Unless I revoke it or state an expiration date or circumstances under which it will expire, this proxy shall remain in effect indefinitely. (Optional: If you want this proxy to expire, state the date or conditions here.) This proxy shall expire (specify date or conditions):

(4) Optional: I direct my health care agent to make health care decisions according to my wishes and limitations, as he or she knows or as stated below. (If you want to limit your agent’s authority to make health care decisions for you or to give specific instructions, you may state your wishes or limitations here.) I direct my health care agent to make health care decisions in accordance with the following limitations and/or instructions (attach additional pages as necessary):

In order for your agent to make health care decisions for you about artificial nutrition and hydration (nourishment and water provided by feeding tube and intravenous line), your agent must reasonably know your wishes. You can either tell your agent what your wishes are or include them in this section. See instructions for sample language that you could use if you choose to include your wishes on this form, including your wishes about artificial nutrition and hydration.

(5) Your Identification (please print)

Your Name ____________________________
Your Signature ____________________________ Date ____________________________
Your Address ____________________________
(6) Optional: Organ and/or Tissue Donation
I hereby make an anatomical gift, to be effective upon my death, of:
(check any that apply)
■ Any needed organs and/or tissues
■ The following organs and/or tissues

Limitations
If you do not state your wishes or instructions about organ and/or tissue donation on this form, it will not be taken to mean that you do not wish to make a donation or prevent a person, who is otherwise authorized by law, to consent to a donation on your behalf.
Your Signature
Date

(7) Statement by Witnesses (Witnesses must be 18 years of age or older and cannot be the health care agent or alternate.)
I declare that the person who signed this document is personally known to me and appears to be of sound mind and acting of his or her own free will. He or she signed (or asked another to sign for him or her) this document in my presence.

Name of Witness 1 (please print)
Address

Signature Date

Name of Witness 2 (please print)
Address

Signature Date

State of New York
Department of Health 1430 4/0