

## APPLICATION INSTRUCTIONS

We are pleased that you are applying for an overseas program which is sponsored and administered by Lehman College of The City University of New York (CUNY). Please read these application instructions carefully. A completed application consists of four parts.

**1. The Two-Page Overseas Study Application:** Students must send the application and all supporting material to our Study Abroad Office.

**2. The Applicant's Statement of Purpose:** See Number 10 on Page 2 of the application for a description.

**3. The Confidential Reference Form:** Two references are required. **If you are a student**, forms should be given to two professors who know you well, who are able to judge your academic qualifications, and who can comment on your ability to gain from this study abroad experience.

**If you are a teacher**, your form(s) should be given to your supervisor(s).

**4. IMPORTANT: AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPT IS REQUIRED AS PART OF YOUR APPLICATION.** If you have fewer than 25 credits, have your high school record sent. Whether you send a high school record or a college transcript, please ask that the name of the program to which you are applying be noted on the transmittal document. Please note that all applicants must have completed at least one semester of college-level work prior to their semester abroad. **For teachers**, a copy of your teaching certificate or license may be submitted in lieu of a transcript.

- Students are accepted based on their G.P.A. at the time of the application. HOWEVER, A 3.0 G.P.A. MUST BE MAINTAINED PRIOR TO DEPARTURE. All applications for a given program are reviewed, and all applicants are notified by the administering campus as quickly as possible concerning the action taken on their respective applications. Those accepted in the program receive information concerning travel arrangements, orientations, payment schedules, passports, visas, health insurance, and other essential details.

***For information, please contact [emmanuel.perez@lehman.cuny.edu](mailto:emmanuel.perez@lehman.cuny.edu)***