This form is to be completed by all students wishing to participate on an FIE study abroad program in London. Return this form to the WCBA International Programs department in Bryan Hall 133 once completed.

Lucy DiLeo, Joe Rojo or Jason Ward – School of Business International Programs
E-mail: international.business@warrington.ufl.edu
133 Bryan Hall
PO Box 117160
Gainesville, FL 32611-7160

Please use the checklist below to ensure you have submitted the necessary documents:

☐ Completed admin form – to be submitted to study abroad office
☐ Photo – taken by School of Business International Programs staff / Or one passport sized photo – to be submitted with your form

International Internship/International Service Learning applicants

☐ I have read the information found here: http://www.fie.org.uk/placementprep
☐ I have sent my CV and Personal Statement as an attachment in the correct format to internship@fie.org.uk

☐ I have included a political paragraph (Politics students)
☐ I have included writing examples (Journalism students)
☐ I have included an electronic version of my portfolio (Design students)
☐ Police check in process

☐ I have applied for a Pre-Entry Clearance (Visa)
   Please note, the earliest you can apply is 3 months prior to your arrival date. At the latest, you should apply 6 - 8 weeks prior to your arrival date.

☐ I have included a copy of my English Language Test Certificate
   If you are not from a majority English speaking country, you are required to provide a test certificate. Please visit http://www.ukba.homeoffice.gov.uk/ for more information.
**Part A: program details**

Name of home institution…………………………………………………………….Program start date (month/year)…………………………

Date of program you wish to participate in (please indicate):

- [ ] Fall Semester  
- [ ] Spring Semester  
- [ ] Summer Term  

Year ……………

Please indicate which program you are applying for.

- [ ] Study  
- [ ] Internship  
- [ ] Service Learning

**Part B: personal data**

First Name ………………………..……Middle Name………………………………Last Name………………………………………………

Male ☐ Female ☐  

Date of birth (DAY/MONTH/YEAR)........../........../...........

Email………………………………………………………………………………

We will be sending information on the program including your accommodation information to this email address - please check your email regularly.

Major………………………………………………. GPA……………… Expected month/year of graduation…………………………

Freshman ☐  Sophomore ☐  Junior ☐  Senior ☐  Other ☐ (please specify) ........................................................

Permanent contact address: (number/street)…………………………………………………………………………………………

(city)………………………………………………(state)…………………………(zip)………………………………

(cell phone)…………………………………………………………………………………………………………………

Social Security #………………………………………………………………………………………………………………

Country of Birth………………City of Birth…………………………………………. Country of Citizenship…………………………

Passport # ……………………………………………………………………….. Country of Issue ……………………………………………

If you are a dual citizen, what is your other country of citizenship? …………………………………………………………………

**Colleges and universities are asked by many sources, including the federal government, to describe the racial/ethnic backgrounds of students and employees. In order to respond to these requests, we ask that you answer the following two questions (your response is optional):**

Do you consider yourself to be Hispanic/Latino?  Yes ☐ No ☐

In addition, select one or more of the following racial categories to describe yourself:

- [ ] American Indian or Alaska Native  
- [ ] Asian  
- [ ] Black or African American  
- [ ] Native Hawaiian or Pacific Islander  
- [ ] White  
- [ ] Other

**Part C: emergency contact information**

We require that you provide two contacts, whom FIE will contact in case of emergency whilst you are on the program.

1. Name………………………………………………….Relationship ……………………………………………

Home Phone…………………………Work Phone ……………………………………Cell Phone ……………………………

2. Name………………………………………………….Relationship ……………………………………………

Home Phone ……………………………Work Phone ……………………………………Cell Phone ……………………………
Part D: housing information

Please complete this questionnaire carefully. Your housing assignment will be based on the information that you provide. All requests are taken into consideration.

Do you require a single room (subject to availability)?  Yes □  No □

Please state reason…………………………………………………………………………………………………………………………………….

Are you able to climb stairs?  Yes □  No □

Are you taller than 6'3'?  Yes □  No □  If Yes, please indicate height............

Do you smoke?  Yes □  No □  Do you object to a roommate who smokes?  Yes □  No □

N.B. To comply with UK law, smoking is not permitted anywhere in FIE's residences.

Do you consider yourself to be a quiet person?  Yes □  No □

What time do you get up in the morning? ...............  Go to bed? ...............

Where do you prefer to study?  ROOM □  LIBRARY □  OTHER □

How many hours of television do you normally watch a day? ...............  

What type of music do you prefer?  ........................................................................

Do you normally listen to music in your room?  Yes □  No □

Roommate preference (if known) (1).................................................................(2).................................................................
(Please note that both parties must make the same request)

If there a student you do NOT want to live with?  .................................................................

Part E: special requirements and learning disabilities

Please complete this section if you have any special needs which can affect any aspect of your London experience i.e., living arrangements. Please also tell us how we can accommodate your needs. You should include proof of what accommodations are made for you at your home institution with this form.

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Part F: fraternities and sororities

Are you a member of a general (i.e., non-academic or Honors) fraternity/sorority?  Yes □  No □

If yes, please tell us which organization........................................................................

Would you be interested in joining FIE's Fraternity/Sorority Global Leadership Development Programme?  Yes □  No □

Please visit http://www.fie.org.uk/london/london_study_center/fraternity for more information. Please note, this program is only available during the fall / spring semesters.
Part G-1: course options - FALL / SPRING students only

Please visit http://www.fie.org.uk/fie/study/londoncoursesyllabi to view the generic syllabus for any of the key or elective courses listed below. If you have any questions on courses and how they are scheduled, email studyabroad@fie.org.uk.

Key Course
Choose the key course you are interested in. This is a compulsory course and will run throughout the program during Fall / Spring semester,

- British Life and Business
- British Life and Cultures

Phase I & 2 Elective Courses - Fall & Spring Semesters ONLY
Please number your course choices in preference from 1 - 10 (number 1 being your 1st choice). Please indicate any courses you must take for graduation. Elective courses can run in phase 1 (week 1 - 7) or phase 2 (week 9 - 15) or both.

HOW MANY ELECTIVES FROM THE LISTS BELOW DO YOU WISH TO REGISTER FOR? 

<table>
<thead>
<tr>
<th>Course Name</th>
<th># of Preference</th>
<th>Need for graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>British History 1815 – present</td>
<td></td>
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<tr>
<td>British Politics</td>
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<td></td>
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<tr>
<td>Contemporary British Broadcasting</td>
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<tr>
<td>Contemporary British Theatre</td>
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<tr>
<td>Environmental Economics</td>
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<tr>
<td>Ethical Dilemmas: Business and the World</td>
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<tr>
<td>Food, Society and Culture in Britain</td>
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<td></td>
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<tr>
<td>History of Modern Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Diplomacy: Issues, Conventions and Practices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Trade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>London: Investigation of a Global City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>London through the Lens of Qualitative Research</td>
<td></td>
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<tr>
<td>Media in Britain</td>
<td></td>
<td></td>
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<tr>
<td>Music in 20th Century Britain</td>
<td></td>
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<tr>
<td>Peace and Conflict Resolution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photojournalism: London through the Lens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shakespeare and Elizabethan Literature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that this course has a lab fee of £85 payable in London for theatre visits.

Please note that this course will include an optional study tour to France or Spain at an additional cost. If you wish to receive more information please mark this box.

Fundamentals of Finance                       |                 |                     |
Global Marketing (International Marketing)     |                 |                     |
History of Modern Design                       |                 |                     |
International Diplomacy: Issues, Conventions and Practices |         |                     |
International Trade                            |                 |                     |
London: Investigation of a Global City         |                 |                     |
London through the Lens of Qualitative Research |                 |                     |
Media in Britain                               |                 |                     |
Music in 20th Century Britain                 |                 |                     |
Peace and Conflict Resolution                 |                 |                     |
Photojournalism: London through the Lens      |                 |                     |
Shakespeare and Elizabethan Literature         |                 |                     |
<table>
<thead>
<tr>
<th>Course</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Psychology in a Global Context</td>
<td></td>
<td></td>
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<tr>
<td>Social Welfare Issues in the UK</td>
<td></td>
<td></td>
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<tr>
<td>Sporting London: Studying British Identity &amp; Culture through the Olympic Games</td>
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<tr>
<td>Strategic Brand Management</td>
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<tr>
<td>The Economic Integration of the European Union</td>
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<tr>
<td>The Nature of Story: Creative Writing (semester long course)</td>
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<tr>
<td>Transnational Studies: Global Diasporas</td>
<td></td>
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<tr>
<td>Understanding Civilisations: Islam &amp; the West</td>
<td></td>
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</tbody>
</table>

Please note that this course will include an optional study tour to Istanbul at an additional cost. If you wish to receive more information please mark this box □

**Online Courses**

Are you taking any online courses through your home institution? If so, please list below:

Course 1..........................................................................................................

Course 2..........................................................................................................

---

**Part G-2: course option – SUMMER students only**

The summer internship program incorporates British Life and Business (BLB) course and internship placement. Students will begin their program with the British Life and Business class during Phase 1. The internship placements will commence during Phase 2 of the program.

**Key Course**

British Life and Business

**Phase 1 - Summer Course Elective**

Global Marketing (International Marketing)

**Online Courses**

Are you taking any online courses through your home institution? If so, please list below:

Course 1..........................................................................................................

Course 2..........................................................................................................
Part H: service learning and internship students only
Complete this section only if you have registered to participate in an internship or service learning as part of your program

**Important Documents – Stop!**
Do NOT go any further on this form until you have carefully and completely read the relevant documents found here: http://www.fie.org.uk/placementprep
You must thoroughly read these documents prior to completing the internship and service learning requirements in this section. Guidelines are provided to complete this section at the end of this form (pages 9 & 10).

Choice 1 ……………………………………………………………………………………………………………………………………………………………
Choice 2 ……………………………………………………………………………………………………………………………………………………………
Choice 3 ……………………………………………………………………………………………………………………………………………………………

**NOTE TO: Service Learning Students:**
Your placement will be organized based on availability of placements, your background, and the needs of the organization; however, you may state here if you would prefer working at a site in a hands-on capacity or in a project-based, communications or business role:

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**Internship and Service Learning students - complete the following questions:**

1. What tasks would you expect to be involved in as part of your placement?

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2. What can you offer a prospective employer that relates to the choices you have requested?

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3. Are your choices related to a future career? If yes, please explain how. If no, please explain your interest in participating in a placement in these areas.

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4. What would help to make your placement experience a success, and why?

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5. What do you expect to take away from this experience?

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Part I: Medical Self-Assessment

The purpose of this form is to help FIE 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 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. FIE may not be able to accommodate all individual needs or circumstances. The information you provide will not affect your acceptance to the program.

If you have answered YES to any of the below questions, please give a detailed explanation, on an extra sheet of paper if necessary.

Medical History

1. Are you generally in good physical condition? (if no, please explain) □ YES □ NO

2. Have you ever been treated or are currently being treated for any psychological or emotional problems including an eating disorder? (if yes, please explain) □ YES □ NO

3. Do you have any allergies? (if yes, please explain) □ YES □ NO

4. Are you taking any medication excluding birth control pills? (if yes, please explain) □ YES □ NO

5. Have you had any major injuries, diseases or ailments in the past five years? (if yes, please explain) □ YES □ NO

6. Is there any additional information (concerning medical conditions or physical disabilities) that would be helpful for the program staff to be aware of during your study abroad experience? (if yes, please explain) □ YES □ NO

7. Do you have any conditions that could affect your adjustment to a new culture or academic program? □ YES □ NO

8. Do you have a history of drug or alcohol abuse? □ YES □ NO

9. Are you receiving any special medical treatment? (if yes, please explain) □ YES □ NO

I certify that all responses on this medical self-assessment form are true and accurate, and I will notify FIE of any relevant changes in my health that occur prior to the start of the program.

Signature of participant………………………………………………………………….Date………………………………

In the event of an emergency, FIE will make every effort to reach the individual designated as an emergency contact before using the authorization below. However, in the case of an emergency, your signature on this optional authorization may assist in obtaining necessary medical care:

A) To prevent dangerous delay in the event of an extreme emergency requiring hospitalization and/or surgery, I hereby authorize the designated official of Foundation for International Education to secure whatever treatment is deemed necessary including the administration of anaesthesia and/or surgery.

Signature……………………………………………………………………………..Date………………………………

B) I choose not to authorize the designated official to secure medical treatment on my behalf.

Signature……………………………………………………………………………..Date………………………………
Part J: student agreement

I agree to conduct myself properly during the program and to cooperate with the FIE staff and my fellow students. I am aware that misconduct on my part may result in my expulsion from the program without refund of fees and my return home at my own expense and my home campus/organization being informed. I understand that FIE reserves the right to terminate access to academic programs, facilities and/or housing if I do not meet the terms of the code of conduct. I understand that if I leave the program early, I will receive no refund from FIE. I understand that class attendance is required and that unexcused absences will affect my grade. In addition, FIE is responsible for informing UK Border Agency of more than 10 missed contacts which may result in both the revoking of my student status and my permission to remain in the UK.

Illegal drugs in any form are not tolerated. I understand that students participating on any FIE program found using or possessing illegal drugs in any form are subject to disciplinary action and/or immediate expulsion. I also understand that I am subject to the laws of the country in which my program is being held.

FIE is not responsible for my well-being when I am absent from official FIE activities, during my free time or during periods of independent travel. I release FIE and my school/organization from all claims arising out of acts of omission by persons or entities outside of its control (without limitations), including airlines, surface transportation organizations and other suppliers of program services. FIE is not responsible for any costs arising from the loss or theft of any of my personal property at any time.

I realize that it is my responsibility to complete and return all forms, to supply two photographs (labelled with name and program on the reverse side) and to make all program payments by the deadlines indicated. I agree that I will be liable for late payments beyond the deadlines determined by FIE. I understand that failure to meet payment deadlines may result in being denied access to certain services normally included in the program. I also agree that I am liable for any returned checks, along with any stated bank and administrative fees associated with those checks.

I recognize that it is my responsibility to obtain a passport and any necessary visas. I understand that I am responsible for visiting the official UK Border Agency website and adhering to the latest rules. FIE is not liable for any decision made by the UK Border Agency.

I agree to abide by all program rules as specified by FIE and the organizations with which it cooperates including those written in program materials provided to participants in both the United States and overseas. FIE assumes that I will read all the information contained in pre-departure emails and material about my program.

Data Protection

By participating in the Program, I hereby consent to the collection and processing by FIE, its affiliates and/or agents of personal data relating to me so that they can fulfil their obligations and exercise their rights in respect of the Program and generally administer and manage the Program. Any such processing shall be in accordance with the purposes and provisions of the Data Protection Act 1998.

In particular, I consent to the transfer of my personal data outside of the United Kingdom to my university/organization, next of kin and any appropriate governmental authority.

Signature of participant .................................................................Date...........................................
### Guidelines for completing Part H:

#### 1. Placement choices

Please do not write specific company names or choices that are too narrow, as it is important to be open to a variety of areas within your fields of interest. Any named placements will automatically be re-classified to fit within the relevant internship area. If you would like to request an area that is not listed in this document, please email internship@fie.org.uk and the team will inform you if your chosen option may be possible.

Please give 3 choices that are related to previous work experience, academic studies and/or areas of interest. Think carefully before answering, as these choices are what your placement will be based upon. Please select your responses from the list of possible placement areas below. You will find further information on these areas at http://www.fie.org.uk/placementprep. You must be flexible and willing to participate in a placement relating to any of your choice areas.

**Internship students:**

<table>
<thead>
<tr>
<th>Accountancy &amp; Finance</th>
<th>Environment &amp; Sustainability</th>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical &amp; Cultural Organizations</td>
<td>Fashion</td>
<td>Not-for-Profit Organizations</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>Film &amp; Television</td>
<td>Politics</td>
</tr>
<tr>
<td>Communications</td>
<td>IT &amp; Multimedia</td>
<td>Psychology</td>
</tr>
<tr>
<td>Education</td>
<td>Journalism &amp; Media</td>
<td>Theatre &amp; Performing Arts</td>
</tr>
<tr>
<td>Legal &amp; Justice Organizations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may also request sub-areas to give us a better idea what you are looking for. However, keep in mind that while we will try to accommodate your requested choice areas, an exact match cannot be guaranteed. For example:

1. Business and Economics - Entrepreneurial Companies
2. Communications - PR and Marketing
3. Journalism and Media - Industry Trade Publications

**Service Learning students:**

<table>
<thead>
<tr>
<th>Refugee issues</th>
<th>Environment/sustainability</th>
<th>Ethnic/racial/religious diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing/homelessness</td>
<td>Substance abuse/addiction</td>
<td>Human rights/conflict resolution</td>
</tr>
<tr>
<td>Heritage/arts organisations</td>
<td>Mental health</td>
<td>Education</td>
</tr>
<tr>
<td>Women's issues</td>
<td>Disability</td>
<td>Youth/children's issues</td>
</tr>
<tr>
<td>Poverty</td>
<td>Gay/Lesbian issues</td>
<td>Community regeneration</td>
</tr>
</tbody>
</table>

#### 2. Submitting your CV and Personal Statement

To match you up with the best possible placement, we need your current CV (Résumé) and a Personal Statement, geared towards your choices for your international internship (or service placement) experience here in London.

You may have already turned in copies of your CV and Personal Statement to your study abroad office; nevertheless, we still require an electronic copy of both emailed to us directly. Make sure to follow the information provided here and revise and update your documents to include your most recent experiences and accomplishments.

Your CV and Personal Statement must be sent directly to internship@fie.org.uk via email as Microsoft Word document attachments.

Please label your electronic documents as follows:

1. Include the following SUBJECT LINE: Name of university: Last name, first name - CV and PS
2. CV Document Name: e.g. Stateside College_Smith Jane.CV
3. Personal Statement Document Name: e.g. Stateside College_Smith Jane_PS

**CV (Curriculum Vitae)**

A CV is the UK term for a résumé, which should be current and formatted to UK industry standards, as indicated in the FIE Handbook http://www.fie.org.uk/placementprep. Include an objective, an education section, relevant courses taken, your grade point average (GPA) and list pertinent employment, volunteer experience and relevant skills. You can also include special interests. This document goes out to prospective internship placements, so make sure it looks professional. A CV can be more than one page but should not exceed two full pages.
A Personal Statement is a one-page essay which serves a similar purpose to a cover letter. It is an opportunity for you to sell yourself more individually to prospective placement explaining why you want to come to London, what skills and experience you can offer a prospective employer and your future career goals. Your Personal Statement should be formatted as indicated in the FIE Handbook http://www.fie.org.uk/placementprep. Make sure that the tone is professional, as it will be read by employers. While the Personal Statement should give them an idea of who you are, please don’t be too colloquial or informal. In other words, don’t ‘gush’ or overemote!

Please note that UK employers may not necessarily be familiar with US company names, acronyms or terminology. This means you may need to add more explanation or detail than you would normally. For example, when describing your previous work experience at a particular company, indicate what type of company it is. Do not abbreviate. Write out acronyms in full; for example, write out: Arizona rather than AZ, or Grade Point Average rather than GPA.

Proofread all of your materials carefully for spelling, grammar and word usage errors!!

If your placement requests are in very distinct areas, you are welcome to submit multiple versions of your CV and/or Personal Statement in order to reflect your different areas of interest.

We will confirm receipt your documents and advise you if there are any amendments that need to be made before we can send them out to prospective placement sites. We are unable begin our search to place you until we have received both a CV and Personal Statement that meets all the above requirements. Failure to adhere to FIE deadlines could potentially result in dismissal from the internship and service learning programs.

3. Additional requirements

Police Check
Please note that if you have requested to intern within the fields of psychology, social work, education, criminal justice, a museum, a theatre, a non-profit organization or anything that would involve working with children or people at risk (such as people with disabilities, refugees, the homeless etc.), it is essential that you obtain, and bring with you to London, a valid police check. Please note that if you are a service learning student, you will automatically require a police check. The police check does NOT need to be submitted in advance to FIE. However, you must bring it to London with you. You will receive further information on how to obtain a police check from the Experiential Education Team in due course.

Political Paragraph
If you listed politics as any of your three choices, we need you to email a short political paragraph (also as an attachment) stating with which party in British politics you identify most closely and why. Please also indicate what political issues or policy areas you feel strongly about or have a particular interest in. This is for internal use only, and will help us place you in the most suitable internship for your political interests.

Writing Samples
Journalism students should also email writing sample(s). This should be an article or two (it can be one you have already written) that best represent your work and interests, such as a film review or a feature article from a school newspaper. If you have written it for class, please ensure that it is free from professors’ comments, course numbers, etc. .

Portfolio
For those of you wishing to intern within applied creative arts, fashion design or graphic design, please make sure you will have access to an electronic version of your portfolio while in London. You should also email examples of your work (digital photos or other electronic files) to us so we can send them on to potential placement sites. Please do not send large attachments by e-mail as it can cause system crashes. We can receive large electronic portfolios via the file sharing program: http://www.yousendit.com. This website is free and safe.