

Student Application for International Study Normandale Community College

Name of Program Applying For: _____

Dates of Program: _____

Passport Number (leave blank if not received yet) _____

Applicant's Name (as it will appear on the passport)

Permanent Mailing Address: _____

Phone (____) _____ - _____ alternate phone: (____) _____ - _____

Email Address: _____

Date of Birth: _____

Student ID # or Social Security Number: _____

Will you be 18 by the date of departure? Yes No

Emergency Contacts: (Please list at least 2)

Name	Contact Phone	Relationship to you
1.		
2.		
3.		

Medical Information

Doctors' Name and phone: _____

Current Medical Insurance carrier and policy number :

Company name

policy number

Do you require any accommodation for a disability? Yes No
(Note: many countries do not provide handicapped facilities.)

4. Please list any allergies:

Food _____

Medicine _____

Other _____

5. Do you require a special diet? Yes No

If yes, please describe. _____

(Note: vegetarian or other specialized diets may not be available.)

6. Are you taking or will you be taking at time of travel prescription medications?

Yes No

If yes, please list

7. Do you have any conditions (physical, social, mental) that might make air travel difficult or uncomfortable for you? Yes No

If yes, please describe _____

8. In country travel maybe by bus, subway, train, car or foot. Do you have any conditions that would hinder travel by any of these modes?

Yes No

If yes, please describe _____

9. You may be traveling in areas that have heat well in excess of that you have experienced in Minnesota. Is heat or humidity a health problem for you?

Yes No

10. Please describe any other medical, mental or social conditions that would be helpful for the trip organizer to know in order to help you have a successful experience.

Academic Information:

Please list 3 individuals who are not related to you who can serve as your reference. At least one must be a college instructor who has had you in class.

Reference Name	Phone or email	Relationship
1.		
2.		
3.		

****By signing this application you are giving us permission to contact these references.**

Have you traveled out of the United States? Yes No
If yes, when and where

Are you fluent in any other language other than English? Yes No
If yes, please describe _____

What college courses have you taken that will prepare you for a study abroad experience?

All participants must read and sign the attached Student Code of Conduct. All students must enroll in and pay for all tuition and fees prior to receiving airline tickets.

Please read and if you agree, initial each of the following statements.

_____ I certify that the above information is accurate to the best of my knowledge.

_____ I understand and accept the expectations and sanctions described in the Normandale Student Code of Conduct.

_____ If I am found in violation of the code of conduct, I agree to return early from the program at my own expense.

_____ I have read and understand the refund policy for this trip.

_____ I understand that by paying the application fee I am securing my place in the program and I may lose this deposit if:

- I have provided any false information in this application.
- This program does not get enough participants to go

Please print name of applicant

Date

STUDENT CODE OF CONDUCT

As of 10/12/09

STANDARDS:

All Normandale students are required to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on campus or at all College-sponsored activities. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

1. **Academic dishonesty.** Cheating, plagiarizing (including electronic plagiarism), or aiding and abetting another person in cheating or plagiarism.
2. **Alcoholic beverages and illegal substances.** Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on College-controlled property.
3. **Breach of campus safety and security.** Accessing, entering, intentionally damaging door locks, possessing unauthorized College keys or access cards or duplication of, tampering with fire safety equipment or parking vehicles so as to obstruct access to College buildings.
4. **College clubs and organizations.** Violating College regulations concerning student organizations and clubs, the misuse of College facilities, supplies, materials, or the time, place and manner of public expression.
5. **Complicity.** Aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Code of Conduct.
6. **Computer use.** Stealing or abusing computer time; unauthorized entry into or transfer of a file, using another individual's identification and password; interfering with the work of a student or staff member; using the computer to send obscene, abusive messages or using the computer for stalking a victim; or interfering with the operation of the College operations and its computer systems.
7. **Disorderly conduct.** Acting in a manner that is disorderly, lewd, indecent or a breach of peace; or continuing and willfully using profanity or vulgarity or openly and persistently challenging or circumventing College authority.
8. **Disruptive activity.** Participating in or the promoting of disruptive activity that interferes with teaching, College events and activities, or disciplinary proceedings; interfering with teaching, changing the atmosphere of the classroom or preventing learning from taking place; or obstructing the College process, systems or services.
9. **False information.** Furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, or withholding information from the College; or falsely claiming to represent the College or a student organization or club.
10. **Gambling.** Wagering for money or other things of value, except where permitted by law.

11. **Harassment.** Personally belittling another on the basis of age, sex, race, color, disability, religion, sexual orientation, national/ethnic origin or economic status.
12. **Hazing.** Endangering the mental or physical health or safety of a person; subjecting a person to public humiliation or ridicule, or removing public or private property for the purpose of initiation, admission into, affiliation with or as a condition of continued membership in a student group or organization.
13. **Misuse of College services.** Failing to appropriately use College services or repeatedly misusing College services and support systems.
14. **Obstruction of College operations.** Impeding the operations of the College by failure to comply with proper and lawful directions of a clearly identifiable College official or designee when acting in the performance of their duties, failure to present identification upon request of a College official or designee, or failure to appear for a College disciplinary proceeding to respond to allegations or to testify as a witness when reasonably notified to do so.
15. **Off-campus behavior.** Committing violations of local, state or federal laws involving Normandale students as perpetrator(s) or victim(s), [victims may include students or staff] or when the behavior adversely affects the interests of the College.
16. **Physical, sexual or battery behavior.** Assaulting, battering or abusing another person or threatening with force any member of the College community.
17. **Possession of weapons.** Possessing or using unauthorized firearms or other weapons on College controlled property. Weapon is broadly defined to include, but not limited to, all firearms, including BB guns, dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs and fireworks.
18. **Retaliation.** Harassing, threatening or intimidating complainant or other person alleging misconduct.
19. **Solicitation.** Distributing advertisements, samples and engaging in direct sales on College property or at College-sponsored events without prior authorization by the appropriate College official; or littering the College with posters, flyers or brochures on campus or on privately owned vehicles.
20. **Terms of sanctions.** Knowingly violating the terms of the sanctions imposed for prior code offense.
21. **Theft of or damage to property.** Stealing, embezzling or possessing stolen property, destroying, damaging or littering on College property.
22. **Threatening behavior.** Threatening physical abuse or verbally abusing or endangering the health or safety of another person.
23. **Tobacco products.** Violating the College regulations regarding the use of tobacco products.