

# APPLICATION

## study volunteer intern

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## Instructions

### **Applying for a World Endeavors program is easy.**

Follow the three steps below and if you have any questions, feel free to e-mail us at [info@worldendeavors.com](mailto:info@worldendeavors.com) or call us at (800) 605-0369. Check out our web site at [www.worldendeavors.com](http://www.worldendeavors.com) for more information.

### **Step 1: Choose Your Program**

Choose your program from those listed in the World Endeavors Program Catalog or on the [www.worldendeavors.com](http://www.worldendeavors.com) web site. Refer to the World Endeavors web site for program information.

### **Step 2: Complete the Application Package**

The Application Package includes:

#### **VOLUNTEER OR INTERNSHIP PROGRAM APPLICANTS**

- Sections 1–8 of the application form
- Two color passport-sized photos
- A US\$200 deposit made payable to World Endeavors
- Resume or Curriculum Vitae

#### **STUDY ABROAD PROGRAM APPLICANTS**

- Sections 1–13 of the application form
- Two color passport-sized photos
- A US\$200 deposit made payable to World Endeavors
- Resume or Curriculum Vitae
- Letter of Recommendation (to be mailed by the applicant's academic advisor or professor)
- One copy of your college transcript

### **Step 3: Mail the Application Package**

After you've ensured that the application package is complete, mail it to:

World Endeavors  
2518 29th Avenue South  
Minneapolis, MN 55406



**All applicants must complete this page.**

## 1. Contact Information

Name (Last, First, Middle)

Current Street Address City State/Province Zip/Post Code Country

Current Telephone Cellular Current E-mail

The above information will be current until (month/year)

Permanent Street Address (if different from above) City State/Province Zip/Post Code Country

Permanent Phone Permanent E-mail

## 2. Personal Information

Nationality Birth date (mm/dd/yy) Age Social Security Number (US only)

### Passport

Passport Number Issuing Country Expiration Date (mm/yy)

### Emergency Contact

Name Relation to you

Telephone E-mail Address

Address City State/Province Zip/Post Code Country

## 3. Program Information

Please choose World Endeavors program in which you would like to participate:  Study  Intern  Volunteer

Country Type of Study, Volunteer or Internship Program

Dates (mm/dd/yy — mm/dd/yy)



## All applicants must complete this page.

### 6. Final Forms and Payment Deadlines

Please check the World Endeavors program schedule and price list (found in the Program Catalog) or the web site ([www.worldendeavors.com](http://www.worldendeavors.com)) for the specific program schedules and deadlines. Once your application is accepted, you will receive an invoice for the balance of your fees (less the deposit).

### 7. Refund Policy

In order to maximize the value of our programs to our participants, World Endeavors makes financial commitments on your behalf prior to the program start date. Accordingly, we have instituted this limited refund policy for which we can make no exceptions. All cancellations must be signed and sent in writing via fax or mail. Phone calls and e-mails are not acceptable. The \$200 deposit is non-refundable. No refunds will be made other than those specified below:

- If a participant withdraws after the payment due date, but prior to the actual start date of the program, the World Endeavors refund policy is as follows (measure: 1 week = 7 calendar days):
  - If the participant withdraws 7 or more weeks prior to the program start date, World Endeavors will retain 10% of the program fees and refund the rest.
  - If the participant withdraws 5-6 weeks prior to the program start date, World Endeavors will retain 25% of the program fees and refund the rest.
  - If the participant withdraws 3-4 weeks prior to the program start date, World Endeavors will retain 50% of the program fees and refund the rest.
  - If the participant withdraws 1-2 weeks prior to the program start date, World Endeavors will retain 75% of the program fees and refund the rest.
  - No refund will be provided if a participant withdraws after the program start date.
- If a participant wishes to defer participation to a future program, the deposit will be applied to the cost of that program but will not be refunded.
- Participants who have not yet paid program fees in full for reason of financial aid deferment or other payment arrangements will be held responsible for the above stated costs depending on their date of cancellation.
- Once the program begins, no refunds are granted for meals, housing, tuition, World Endeavors-sponsored activities or excursions or transportation unused by students due to absence or any other reason.
- Participants who enroll in multiple programs will be responsible for the above stated costs depending on their date of cancellation in relation to the program start date of the first program.

### 8. Agreement and Waiver

Your signature on this application form indicates your understanding and acceptance of the following statements:

- I certify that all of the above information is correct and I agree to stand by the financial, academic and conduct policies set forth by World Endeavors and partner institutions/organizations.
- As World Endeavors will be working on my behalf, I hereby authorize the release of my application and other records to its affiliated partner institutions/organizations.
- I authorize the appropriate officials of my overseas, host institutions to forward official transcripts of the academic work I complete while abroad to World Endeavors. World Endeavors will then release this information to the appropriate officials at my home institution and may contact my study abroad advisor. (Applies to academic programs.)
- I authorize World Endeavors to release my name and program information to my parents/family.
- In consideration of the benefits accruing to me from the World Endeavors Program and other good and valuable consideration, do hereby release and discharge World Endeavors and any and all of their agents, employees, or representatives including persons, parties, organizations or agencies collaborating with them, from all actions, suits, claims, or liability for damages or other legal or equitable relief of any nature resulting from, arising out of, or related to my participation in the program (including, without limitation, claims for personal injury, property damage, deviation, delay, curtailment). World Endeavors or the sponsoring institution reserves the right to cancel or alter any program or course for any reason.

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Signature of applicant

Date

**Complete sections 9–13 ONLY if you are applying for a Study Abroad Program.**

### 9. Current Academic Information (Study Program Applicants Only)

Name of Your College or University Major/Minor Current GPA

Year in school:  Freshman  Sophomore  Junior  Senior/Other

### 10. Course Preferences (Study Program Applicants Only)

Student's Name Home College or University

Program Applying For (country) Foreign College or University Semester / Term Arrival Date

Please list, in order of preference, the courses that you wish to take abroad. For up-to-date course information, contact World Endeavors. In addition, to determine how courses taken abroad will transfer back to your home university, please make sure that you contact your academic advisor before submitting your choices. Registration for the following courses will take place after your arrival at the host university.

Semester	Course Number	Course Name	Will Transfer Back As
<small>Winter / Spring / Fall / Summer</small>			<small>(i.e. HUM 1001)</small>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

### 11. Academic Credits (Study Program Applicants Only)

Use this section to request that credits earned while abroad are transferable to your home university.

Student Name US University/College

Name of Academic Advisor Title Advisor's Signature

### 12. Payment Information (Study Program Applicants Only)

Financial Aid / Scholarships  Personal Funds  Other

## 13. Recommendation Form (Study Program Applicants Only)

### Applicant

Please complete the information below and give this form to one of your professors or advisors along with a stamped envelope. Have your recommender mail the completed form directly to World Endeavors at:

World Endeavors  
2518 29th Ave South  
Minneapolis MN USA 55406

#### Please type or print in ink.

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your College or University

\_\_\_\_\_  
Program to which you  
are applying

\_\_\_\_\_  
Location of the Program

\_\_\_\_\_  
Program Dates

Check one of the following statements and sign below:

I hereby forgo my claim of letters on behalf of my application to the World Endeavors program indicated

I do not wish to forgo my claim of access to letters of recommendation written on behalf of my application to the World Endeavors program indicated.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Please mail completed form to:

World Endeavors  
2518 29th Ave South  
Minneapolis MN USA 55406

### To Be Completed by University/College Faculty or Staff

#### Please type or print in ink.

How long have you known the applicant? \_\_\_\_\_

In what capacity? (please check all that apply)

Student in large class

Student in small class

Advisee

Other: Please describe \_\_\_\_\_

Please rank the applicant in the following categories from poor (1) to excellent (5):

Current academic performance	1	2	3	4	5	N/A
Potential for academic success	1	2	3	4	5	N/A
Self-reliance	1	2	3	4	5	N/A
Maturity	1	2	3	4	5	N/A
Confidence	1	2	3	4	5	N/A
Reliability	1	2	3	4	5	N/A
Relationship skills	1	2	3	4	5	N/A
Flexibility/adaptation to new situations	1	2	3	4	5	N/A
Communication skills	1	2	3	4	5	N/A
Motivation	1	2	3	4	5	N/A

Comments: \_\_\_\_\_

3. Please briefly describe reservations you may have with regards to this student's participation in a program abroad.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### University/College Faculty or Staff Personal Information:

\_\_\_\_\_  
Name Title/Position

\_\_\_\_\_  
University Telephone E-mail

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State/Province Zip/ Post Code Country

\_\_\_\_\_  
Signature Date