

*The College of the University of Chicago  
Study Abroad*

**DIRECTIONS FOR COMPLETING THE  
SUPPLEMENTARY APPLICATIONS FOR  
FOR THESE PROGRAMS SPONSORED BY THE  
ASSOCIATED COLLEGES OF THE MIDWEST (ACM)**

**TANZANIA PROGRAM**

**BOTSWANA PROGRAM**

**Due dates:**

**Tanzania--Autumn ..... February 13, 2008**

**Botswana--Winter/Spring ..... March 7, 2008**

Since primary responsibility for the administration of the Botswana and Tanzania Programs lies with the Associated Colleges of the Midwest (ACM), it is necessary to complete the ACM application for the program to which you are seeking admission. We apologize for the inevitable redundancies between Chicago's general application and the ACM application. You may download the application specific to your program from one of these websites:

Tanzania Program Application  
Botswana Program Application

<http://www.acm.edu/tanzania/apply.html>  
<http://www.acm.edu/africa/apply.html>

You should return the completed ACM application (in the specified number of copies) to Karen Ruskovsky in the Study Abroad Office, Harper 203, by the appropriate date given above. You are expected also to have your recommendations sent to Ms Ruskovsky. Please note that each of Chicago's deadlines is several days earlier than the corresponding ACM's deadline. You should abide by the earlier Chicago deadline. Please use conventional spelling and capitalization. (A helpful hint: For your own records be sure to make an extra photocopy of your application and supporting materials before submitting them.)

The following instructions apply to both of the ACM applications. You may wish to print them out for future reference.

- 1) **Résumé:** All Chicago study abroad applicants are asked to submit a résumé as part of their application. Please include your résumé with the ACM application.
- 2) **Recommendations:** Each ACM application asks that you give the names of the three people whom you are asking for recommendations. After each of the names please add the campus phone number in parenthesis. On the recommendation forms themselves please print your own name. These recommendations are to be sent to Karen Ruskovsky, Harper 203 by the appropriate application due date (see above). They should not be sent directly to the ACM office. Please make sure that your recommenders understand to whom the form is to be sent and by when. (We suggest that you write Ms Ruskovsky's name and office number on the form itself, as well as the due date.) An off-campus recommender may need Ms Ruskovsky's mailing address, which is: University of Chicago / 1116 E. 59<sup>th</sup> Street / Chicago, IL 60637. If your recommenders have questions they should contact Lewis Fortner (773-702-4858; fortner@uchicago.edu). It is your responsibility to make sure that Ms Ruskovsky <studyabroad@uchicago.edu> has received all of the required recommendations. If a recommendation has not been submitted it will be up to you to contact your recommender about this problem.

- 3) **Application Signatures:** Along with your own signature, these applications require three signatures from individuals in the College administration: your academic advisor, the Dean of Students, and the Academic Dean (or “Off-Campus Program Officer” or “International Programs Director”). For purposes of this application, the Off-Campus Program Officer/International Programs Director is Lewis Fortner, Harper 213. Be sure to secure these signatures before you duplicate the application.
- 4) **Release:** Note that a “release” form is part of the ACM application. Since this form must be signed by a parent or guardian, you should be sure to allow time for mailing it home and having it returned.
- 5) **Transcript:** We ask that you provide six copies of your official Chicago transcript showing your work through autumn quarter. It is now possible to obtain an official transcript by electronic delivery. You yourself should order your transcript through cMore, directing that it be sent by e-mail to you as a PDF document. You should then print out six copies of the transcript to submit along with the six copies of the ACM application.
- 6) **Submitting this Application:** You should submit six copies of the ACM application. Note that this is one more copy than the number requested by ACM. (In other words, you submit the application in sextuplicate, not quintuplicate.) Please submit the application (all copies) to Karen Ruskowsky, Harper 203 by the appropriate deadline specified above. (Note that, for both programs, the Chicago deadline is a couple of weeks in advance of ACM's.) In making the application copies be sure to duplicate supplementary materials as well, including the résumé required by Chicago and your separately typed answers and application essay, not just the form. The application and supporting materials should be organized in separate, stapled packets, each packet containing (in the specified order):
  - 1) ACM application form
  - 2) separately typed answers
  - 3) separately typed supplementary essay
  - 4) release form with signatures
  - 5) résumé
  - 6) Chicago transcript

Your recommenders may send their recommendations directly to Ms Ruskowsky, or they may place the recommendations in sealed envelopes and use you as the courier. Again, it is your responsibility to confirm with Ms Ruskowsky that she has received all recommendations and to chase down delinquent recommenders if necessary. It is understood that you have submitted Chicago’s general study abroad application on-line. Chicago requires no program deposit for the ACM-sponsored programs, but ACM itself will require a deposit if you accept an offer of admission.

- 7) **Consultation:** If you have questions about either of these programs or their applications, you should take them to:

Lewis Fortner  
Harper 213  
Phone: 773-702-4858  
E-mail: fortner@uchicago.edu