

**Office of International Education and Programs
Quarter Courses with International Study**

Fall 2009 Q2

Application and Course Registration Instructions

The Office of International Education and Programs is **requiring** the following application and registration procedures. Our goal is to offer as many students as possible the chance to participate in these course programs, and to ensure that all students are given a fair opportunity to register for, and participate in, what we expect to be excellent courses and study visits.

If you want to enroll in one of the courses and participate in the international study visits, here's what you need to do:

1. Q2 Application forms are available at the Office of International Education and Programs in 100 Sheldon Hall or at: http://www.oswego.edu/academics/international/quarter_courses/qcourses12.html.
2. Complete and return the application form no later than September 15, 2009 **WITH** your deposit of \$250.00 (money order payable to "SUCO Auxiliary Services"; no checks accepted; Cash is accepted in person **ONLY**).

Please note the following:

1. The deadline for receiving applications and deposits is September 15th, but you are **strongly encouraged** to submit the application and deposit as soon as you decide that you are **seriously interested** in taking the course;
2. If you are accepted, your deposit will automatically be applied to your program fee balance. Once you are accepted the \$250.00 deposit is non-refundable. **DO NOT SUBMIT AN APPLICATION AND DEPOSIT UNLESS YOU ARE PLANNING TO GO;**
3. The Office of International Education and Programs will approve for registration only those students who have submitted a complete application form, submitted the \$250.00 program deposit, and are in good academic standing such that they are cleared to be registered by the Registrar;
4. Students who are not accepted to the course will have their \$250.00 program deposit payments returned to them;

5. Students will not be able to register for the course on their own. Registration approvals will be controlled by the Office of International Education and Programs and only those students who have been accepted by our office and paid their deposit will be registered for the course;
6. Only students meeting all of the above requirements will be eligible for acceptance and registration. Students accepted by the Office of International Education and Programs for a fall 2009 international quarter course and study visit will automatically be registered for the course through the registrar's office.