

APPLICATION PROCESS & FORMS

The Nationality Rooms and Intercultural Exchange Programs began in 1926. As committees completed their rooms, they turned their attention to creating study abroad scholarships. The Nationality Rooms have awarded scholarships for summer study abroad annually since 1948. The purpose of the awards is to enable University of Pittsburgh students to have an in-depth immersion in another culture for at least five weeks. It is important that applicants choose a program that will maximize their contact with the populace abroad and be accepted by the University for credit.

It is the farsightedness and generosity of the Nationality Rooms committees and their friends which have raised more than \$2,000,000 to provide these important intercultural exchange opportunities.

Application Process

- Eligibility
- Application Overview
- Preliminary Interviews
- Transcript
- Study Proposal
- Course Credit
- Submitting the application
- Finalists
- Selection and Notification
- Awardee's Responsibilities



Application Forms

These forms require the free Adobe Acrobat Reader.

- Undergraduate Application
- Graduate Application

Timelines and Deadlines

Initial application becomes available: November 23, 2010

Pages one and two can be obtained at the Nationality Rooms Program office (1209 Cathedral of Learning) or on the scholarship website:

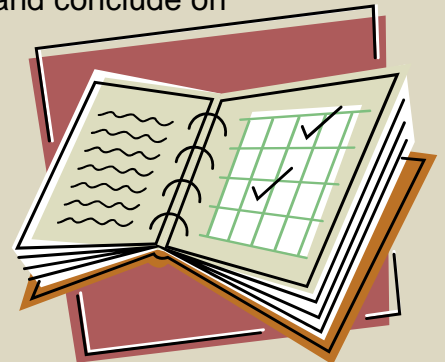
www.ucis.pitt.edu/natrooms.

Group Presentations begin: Monday, November 30, 2010 and conclude on Friday, January 14, 2011.

Last day to pick up applications: Friday, January 14, 2011

Reference Submission Deadline: Monday, January 18, 2011

It is the student's responsibility to check with the NRP office (412.624.6150) no later than January 18 to confirm receipt of both references.



Application Submission deadlines:Undergraduates: NOON, Wednesday, January 19, 2011Graduate students: NOON, Thursday, January 20, 2011

For each award for which you request consideration, two complete sets (pages 1-6 plus attachments) of your application must be submitted. **NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE.**

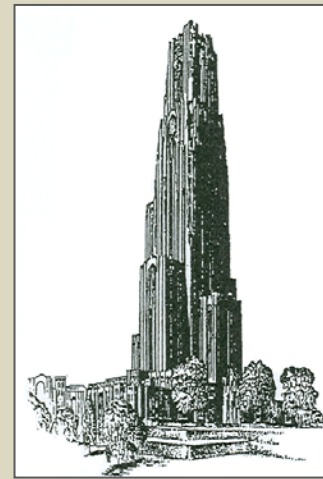
Application reading period: between January 21 - 27, 2011

Call-in day: Friday, January 28, 2011

To learn if you a finalist, please phone 412.624.6150 between 9:00 a.m. and 4:30 p.m. It is important to call that day as the selection panel sessions begin on Monday of the following week.

8/10

Nationality Rooms and Intercultural Exchange Programs
University Center for International Studies
1209 Cathedral of Learning, University of Pittsburgh
Pittsburgh, PA 15260
Phone: 412.624.6150; Fax: 412.624.4214
E-mail: kiley@pitt.edu
<http://www.pitt.edu/~natrooms>
<http://www.pitt.edu/natrooms>

**APPLICATION PROCESS & FORMS****Application Process**

Valid applications must meet the following requirements:

1. ELIGIBILITY

Current full-time University of Pittsburgh undergraduates who will have between 60-90 credits by April 2011, i.e., be a sophomore or junior.

Current University of Pittsburgh full-time graduate students (carrying 9 credits).

Be a United States citizen or U.S. permanent resident.

3.0 QPA minimum for undergraduates; for graduate students, maintain satisfactory QPA.



e) All applicants must have been enrolled full-time on a University of Pittsburgh campus for the fall and spring terms prior to the study abroad and must be physically on campus as a full-time student for the fall and spring terms immediately following the summer study.

Students may apply for two scholarships but can win only one. Previous awardees are not eligible. Shipboard education programs are not eligible in that they do not provide five weeks immersion in one culture.

2. APPLICATION OVERVIEW

A complete application consists of 8 pages plus attachments:

Pages 1 and 2 – general information pages: name, address, phone number, school, current classes, campus and work activities

Page 3 – description of program enrolling in; signatures of advisor and dean's office verifying the number of credits that the student will receive for this project.

Page 3A – description of independent research

Page 4 – a budget giving an estimated total for carrying out the project; list other sources of funding, if applicable

Page 5 – description of two required essays

Page 6 – listing of the obligations scholarship recipients agree to fulfill

Page 7 – reference from a University of Pittsburgh faculty member

Page 8 – reference from a Pitt faculty member or someone else

Attachments to the application must include, for undergraduates only, a transcript. It should also contain a one-sheet program description, if participating in a course of study, giving the dates the program will be conducted (a minimum of five weeks).

3. INFORMATION SESSIONS

Presentations begin the Monday after Thanksgiving Break. The purpose of the session is to explain the application process, review the application itself, and that the course of study a student is proposing fits within the parameters of the scholarship program. *It is at the Group Presentation that the student receives the balance of the application (essay questions, reference forms, etc.).*



Pages 1 and 2) can be obtained in two ways.

Stop by the Nationality Rooms office in 1209 Cathedral of Learning to pick up a hard copy. The hard copy should be filled out with black ink or typed.

Visit the scholarship website at www.ucis.pitt.edu/natrooms where it can be filled out with Adobe Acrobat Reader.

Submit **only one set** of non-returnable photocopies of pages 1 and 2 to the Nationality Rooms office at least 24 hours before the presentation appointment.

Retain the originals to submit with the final application.

Schedule an appointment for a presentation date and time. Students **receive a hard copy of the balance of the application (pages 3-8)**. The presentation lasts approximately 20 minutes. **Students are strongly encouraged to make the appointment in early December, when possible, to have more time to compose the essays and to obtain the references.**

4. TRANSCRIPT

Undergraduates only must attach a copy of his/her University of Pittsburgh transcript. The transcript is an attachment behind page 6 of the application. Graduate students are NOT to attach a transcript.

5. STUDY PROPOSAL

Applicants shall select a credit-worthy study abroad program of NOT LESS THAN FIVE WEEKS, which is relevant to their career goals. Applicants participating in a study program must provide a **one-sheet course description which gives the dates the course will be conducted** as an attachment to the application.

Graduates students shall design an independent research project to be supervised (for credit) by a University of Pittsburgh faculty member. **At the graduate level, projects for only language study are not eligible.** It is important that applicants choose a program that will maximize their contact with the populace abroad and be accepted by the University for credit.

Catalogs and information on many summer study abroad programs are on file in the Nationality Rooms Program office and in the Study Abroad Office, 802 William Pitt Union.

5. COURSE CREDIT

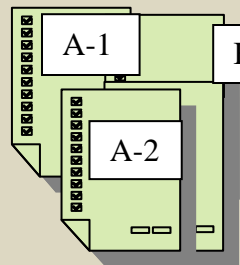
Approval for course credit acceptance must be obtained from the student's academic advisor and from the appropriate dean of the department in which credit is sought as soon as the study proposal is selected.



The advisor and the dean **MUST** sign where indicated on Page 3 of the application (no exceptions). **Applications without these signatures will not be accepted.**

6. SUBMITTING THE APPLICATION

Each student may be considered for two scholarships, but can only win one. Students must submit two complete sets of the application (pages 1-6, plus attachments; the Nationality Rooms office staff will attach the references (pages 7 and 8) for each award. For example, if applying for the David L. Lawrence Memorial Award and the Helen Pool Rush Award, a student must submit **four COMPLETE sets** of the application – two copies for the Lawrence award and two copies for the Rush award.



7. FINALISTS

Finalists for each award will be selected during the seven-day period following the submission deadline. Applicants are given a date on which to call the Nationality Rooms Program office to learn if they are a finalist. During the applicants' calls, interviews with selection panels will be scheduled. Please be sure to call on the Friday specified, as selection panel sessions begin on Monday of the following week.



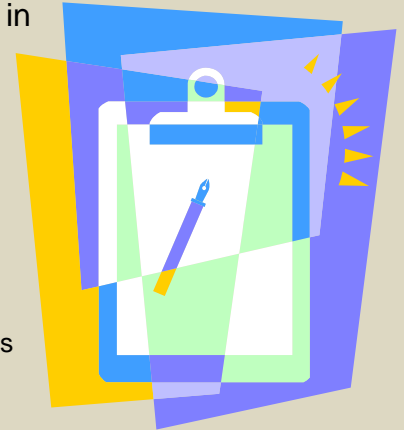
8. SELECTION AND NOTIFICATION

Selection panels meet in the month of February and early March. After each panel meets, finalists for that award are

notified of the panel's decision. **Each panel meets once** during regular business hours. Students must come when the panel convenes. There are no telephone interviews.

9. AWARDEE'S RESPONSIBILITIES

It is the responsibility of each awardee to make an appointment in early March with the Nationality Rooms Program Director and Scholarship Advisor to discuss study/travel plans and receive further information. Awardees must complete the Study Abroad Contract, pay the current Study Abroad Office fee, and submit a copy of the completed contract to the Nationality Rooms Program office. The award check will be held until the contract is completed. Refer to page 6 of the application for a complete list of awardee obligations.



This

page last updated: 11/2010

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