



## APPLICATION FORM

### INSTRUCTIONS FOR APPLYING

---

A complete application is comprised of the following

- Biographical Data
- Statement of Study Abroad Approval, completed by your study abroad advisor, dean or registrar
- Academic Plan
- Personal Statement
- Official copy of your transcript from each college/university attended
- Two Academic References
- A non-refundable application fee of \$50 (made out to College Year in Athens)

The following are due upon acceptance:

- 10 passport size photos (due immediately upon acceptance, if not included with application.)
- Online Confidential Medical Form
- Online Housing Form

To be sent to:

By mail:

Admissions Committee of College Year in Athens  
PO Box 390890  
Cambridge, MA 02139-0010

By courier service (DHL, FedEx, UPS, etc.):

Admissions Committee of College Year in Athens  
2464 Massachusetts Avenue – Suite 316  
Cambridge, MA 02140  
Tel: (617) 868-8200

*It is highly recommended that you collect all items and send them in one packet.*

#### Deadlines

With the exception of those applying for **CYA's** supplemental scholarship aid (see below), the program employs rolling admission until **May 1** (fall semester or full year) and **October 15** (spring semester)

#### Late Applications

Students applying after the deadlines (May 1 / October 15) must send the \$600 deposit together with the \$50 application fee (\$600 + \$50 = \$650). The deposit will be refunded if the applicant is not accepted by College Year in Athens.

#### Review Process

When your **complete** application is received, it will be forwarded to the Admissions Committee in Athens. As soon as a decision is made you will be notified by e-mail.

To ensure our being able to communicate with you by e-mail, please add both of the following addresses to your online address book: [info@cyathens.org](mailto:info@cyathens.org) and [programs@dikemes.edu.gr](mailto:programs@dikemes.edu.gr)

The entire process normally takes about 30 days after receipt of your materials in Cambridge.

#### Confirmation of Acceptance

Within four weeks of notification of your acceptance to the Program, a deposit of \$600 must be sent in order to ensure your place.

---

#### Personal Statement

Please write a brief statement which mentions previous schooling; reasons for wishing to study at College Year in Athens, and what you expect to achieve; previous international experience, if any; professional goals, etc.

#### Statement of Study Abroad Approval /Credit Transfer

This should be completed by your study abroad advisor, dean or registrar, and is designed to help facilitate the transfer of credit for the courses you take at College Year in Athens. Students who have successfully completed one or two semesters at College Year in Athens normally receive the same amount of credit as they would for an equivalent period at their home institution. Credit is issued by prearrangement with your home college or university on the basis of a College Year in Athens transcript.

If your home institution will not grant credit based on College Year in Athens' transcript, you should contact our North American Office (TEL: (617) 868-8200, E-MAIL: [info@cyathens.org](mailto:info@cyathens.org) ) to discuss the available alternatives.

#### Academic Planning

This section is to be filled out in consultation with your advisor and should reflect as accurately as possible your academic needs and goals. The Academic Plan outlines the areas of study you wish to pursue at CYA and the levels in each that would be appropriate to you.

#### Academic References

These must be from professors or college administrators who can judge your intellectual abilities, character, and knowledge.



### Photos

**Ten** (10) passport size ID photos are required from students immediately upon acceptance. You should send **eight** (8) to the CYA office in Cambridge without delay but keep the other **two** (2) to send to the Greek Consulate when you turn in your student visa documents. All of the photos should be the same. (Note: Photos may be sent with your application.)

Please note that photos must be 2x2 inches and display a full face, front view and eyes open, against a light colored (preferably white or off-white) background. It is important that there are no distracting shadows on your face or the background

*Please note: Accepted students are sent a username and password to login to the CYA website and to **access the online forms, registration materials and pre-departure information.***

### Online Forms: Medical and Housing

Upon acceptance, please complete and submit the two online forms concerning medical information and housing preferences. The medical form provides CYA with information that will be crucial in the event you need medical attention during your time abroad. The housing form provides personal information that will allow CYA to place you in a housing situation the best suits your lifestyle and habits.

### Application for Student Visa & Extension

As soon as you have been accepted you will receive detailed information on obtaining your Student Visa required by all European countries that are part of the Schengen Agreement. Please keep in mind that it will cost you approximately \$200.

### Registration

Students are notified by email when registration opens and are sent course offerings, schedules and a calendar for the semester. The registration materials and instructions are also posted on our website in the accepted students section. Registration for fall semester begins in April and in late October/early November (for spring).

In order to complete registration students must email their course selections to the Registrar. As some classes are limited in size, students with very specific academic requirements should respond as soon as possible.

---

## FINANCIAL AID

### Transfer of Financial Aid

If you currently receive financial aid from your college or university, you should consult immediately with your financial aid office to find out what portion of your aid package will apply to your period of study abroad. Check to see if a consortium agreement between College Year in Athens and your institution needs to be signed in order for your financial aid to transfer. If you apply for Federal or State financial aid, do not send any government or bank forms to be signed by College Year in Athens. These can be signed only by your degree-granting institution. Go to your college financial aid office for assistance.

Please check the College Year in Athens web-site ([www.cyathens.org](http://www.cyathens.org)) for latest figures on the fees and estimated expenses. If there are any questions on this matter, please have your financial aid officer contact our North American Office: **TEL: (617) 868-8200, E-MAIL: [info@cyathens.org](mailto:info@cyathens.org).**

### Applicants for supplemental scholarship aid from College Year in Athens

This should be completed **ONLY** if you are applying for aid from College Year in Athens. Please note that it must be filled out in consultation with, and signed by, the financial aid officer at your home institution.

Applicants are advised to check the College Year in Athens web-site ([www.cyathens.org](http://www.cyathens.org)) for latest figures on the fees and estimated expenses.

In addition to following the instructions above, all applicants for the limited aid available from College Year in Athens (given as a credit against the fees) must include:

- Application for Supplemental Scholarship Aid from College Year in Athens signed by your financial aid officer.
- A copy of your parents'/guardians' federal income tax return from the previous year.
- A copy of your own federal income tax return from the previous year.

College Year in Athens scholarship aid is awarded on the basis of academic merit combined with monetary need. For you to be considered in the allotment of aid which takes place in mid-April, your completed application must be sent to our North American Office postmarked no later than **April 1.**

*This deadline applies to all financial aid applicants, including those for spring semester. If funds are available, later applicants for aid will be considered.*



**BIOGRAPHICAL DATA FORM**

Although pages 3 & 4 of this Biographical Data Form may be filled out online, it cannot be submitted online. Please print out and sign the completed form before sending it in with your application fee and other documents.

Applying for:

Full Academic Year (2 semesters) 20\_\_ – 20\_\_       Fall semester 20\_\_       Spring semester 20\_\_

Name \_\_\_\_\_  
Last, First Middle Initial      First name you prefer to be called.

Gender:  F  M      Date of birth \_\_\_\_\_      Citizenship \_\_\_\_\_      Soc. Sec.#. \_\_\_\_\_  
mm/dd/yy      (for internal use only)

**E-MAIL ADDRESS:** \_\_\_\_\_

Please list the e-mail address that you use most frequently. It is very important that CYA has your correct e-mail address as this is our main way of contacting you and providing you with information. Please notify us immediately of any changes.

Current College/University \_\_\_\_\_

Major(s) \_\_\_\_\_

Have you ever been on academic or social probation?  No  Yes (If yes, please explain on a separate piece of paper)

**PERMANENT (NOT COLLEGE) ADDRESS** Please list your permanent address below giving Street / City/ State / Zip / Country other than US. (A copy of your Final Transcript will go to your Permanent Address.) List your current address on the next page.

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

PARENT/GUARDIAN	Father	Mother
Name		
Occupation		
Business Telephone		
E-mail		
Address (if different from your permanent address)		

**ATHENS** – Applicants intending to live with relatives in Athens must give the following information:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

TEL \_\_\_\_\_



**VISA INFORMATION**

Please note that you must have a passport valid for 3 months **after** your intended return to the US, before you can apply for a student visa.

FATHER’S and MOTHER’S NAMES: For visa purposes we need both of your birth parent’s complete names (if available).

If not included above: Father’s \_\_\_\_\_ Mother’s \_\_\_\_\_

Current passport number \_\_\_\_\_ Expiration date \_\_\_\_\_

If you do not have a passport yet, date you applied for one \_\_\_\_\_

**CURRENT ADDRESS** (if different than your Permanent Address)

Please give details on how we can contact you between now and the time you will begin your program..

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Telephone(s) \_\_\_\_\_

**PERSONAL STATEMENT**

On a separate sheet of paper you are requested to submit a brief statement, mentioning in particular: previous schooling; reasons for desiring to study at College Year in Athens and what you expect to achieve during your stay; previous international experience, if any; professional goals and personal objectives; interests and hobbies; and any other information that may be useful to the Admissions Committee.

**INFORMATION**

How did you first hear about College Year in Athens?

- Friend/Family
- Professor
- Study Abroad Office
- Study Abroad Guide
- CYA Website
- Campus Visit by Rep or SA Fair
- Ad in
- Other

**CHECK LIST**

- Biographical Data
- Personal Statement
- Academic Plan
- Transcript(s)
- Statement of Study Abroad Approval
- 2 Academic References
- 10 ID photos (Optional. See above.)
- Check for \$ \_\_\_\_\_  
(\$50 App Fee + \$600 Deposit if after deadline)

**For financial aid applicants only:**

Check *only* if you are applying to College Year in Athens for scholarship aid. Include the following documents:

- Application for Supplemental Scholarship Aid
- Copy of parents’/guardians’ last federal tax return (1040 only)
- Copy of your last federal tax return (1040 only)

**CERTIFICATION**

I hereby apply to College Year in Athens and certify that the information on this application is accurate and complete. I understand that if I attend College Year in Athens I am subject to the rules and regulations of the program with regard both to personal conduct and academic performance. I realize that failure to comply with these rules and regulations may result in my dismissal from College Year in Athens. I authorize College Year in Athens to distribute my name and address to other participants prior to my departure and also to future applicants to the program.

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

**STATEMENT OF STUDY ABROAD APPROVAL/CREDIT TRANSFER**

Please type or print using black ink.

**VERY IMPORTANT**

Since each institution has its own rules governing credit transfers, it is the responsibility of the applicant to contact and give this form to the person or office authorized to approve study abroad and credit transfers, usually a study abroad advisor, dean, or registrar at her/his home college or university. After it is filled out and signed it should be submitted with the other application documents. Note that if a professor or academic advisor fills out the form, it would be advisable to have the registrar at the applicant's institution sign it as well..

**Section A – To be filled out by the applicant**

Name \_\_\_\_\_ Applying for:  Full Academic year 20\_\_-20\_\_ (2 semesters)  
 Fall semester 20\_\_ (only)  Spring semester 20\_\_ (only)

**Section B – To be filled out by the person authorizing the above applicant's study abroad/transfer of credits:**

The student named above is applying to College Year in Athens, an independent university level program in Greece. This form does not request a recommendation or evaluation of the student. It is intended to help the student do whatever is necessary at your institution to receive credit toward graduation for work completed at College Year in Athens, and to alert College Year in Athens to any special requirements your institution may have. If your institution is unable to grant credit directly, please contact our North American Office (TEL: 617/868-8200; info@cyathens.org) to discuss the available alternatives.

Before filling out this form, please discuss with the applicant her/his intended course of study, and be sure that s/he is aware of any special requirements your institution may have. Please do not send this form directly to College Year in Athens, but return it to the student who will mail it together with other required documents to the Admissions Committee in Athens. Thank you.

1. Will the student be granted credit by your institution for work completed at College Year in Athens?  
 \_\_\_ Yes, on the basis of the College Year in Athens transcript  
 \_\_\_ Yes, under other conditions (please explain) \_\_\_\_\_  
 \_\_\_ No (please explain) \_\_\_\_\_
2. To receive credit, the student must pass each course with a grade of \_\_\_\_\_ or better.
3. Are there any courses at College Year in Athens for which your institution will not grant credit?
4. A full academic program at College Year in Athens consists of four courses per semester and extensive on-site instruction. A few institutions require a fifth course. What is the policy of your institution?
5. If the College Year in Athens transcript should be sent to a different campus address than the one listed below, please print the name and office address on the reverse of this sheet.
6. Would you like a copy of our notification letter to the student?  Yes  No

*Please print.*

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Institution \_\_\_\_\_ Office Tel. \_\_\_\_\_  
 E-mail \_\_\_\_\_ Office Fax \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

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

Registrar's signature (if needed) \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Name Printed: \_\_\_\_\_

**ACADEMIC PLANNING**

**You will be notified by e-mail when the final schedule is posted and registration opens. In order to register you must send your list of courses and alternatives by e-mail to the Registrar at [registrar@dikemes.edu.gr](mailto:registrar@dikemes.edu.gr).**

*To be completed in consultation with your academic advisor*

Name \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor \_\_\_\_\_

Class standing while in Athens:    Sophomore    Junior    Senior    Other \_\_\_\_\_

Present cumulative GPA (on 4.0 scale) \_\_\_\_\_ Last semester's GPA: \_\_\_\_\_ GPA in Major: \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Department \_\_\_\_\_

CYA considers 4 courses a normal fulltime load. However, some schools require their students to take 5 courses and some students may decide to opt for a fifth course. While students may choose courses from any of the areas of study, they should keep in mind the level of each course.

**Level One** courses are for those with no previous exposure to the subject.

**Level Two** courses are designed for those with some background.

**Level Three** courses are designed for those able to engage in advanced work.

Detailed descriptions of courses and levels can be found in our catalog and on our website [www.cyathens.org](http://www.cyathens.org).

*Please list how many courses you plan to take in each area and the levels you think would be appropriate for you.*

AREA OF STUDY	# OF COURSES	LEVEL(S)
<b>ANCIENT GREEK STUDIES</b>		
• Art & Archaeology		
• History		
• Literature		
• Philosophy		
• Religion		
<b>BYZANTINE &amp; MODERN GREEK STUDIES</b>		
• Art & Archaeology		
• Environmental Studies		
• Ethnography		
• History		
• Literature		
• Religion		
<b>EUROPEAN &amp; EAST MEDITERRANEAN STUDIES</b>		
• History		
• Political Science		
<b>LANGUAGES</b>		
• Ancient Greek		
• Advanced Latin		
• Modern Greek		
Are you required to take Modern Greek? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you required to take 5 courses? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Please list any other required courses:**



**ACADEMIC REFERENCE FORM**

Please type or print using black ink

**Section A**

**To be completed by the applicant, then given to the referee.**

Name \_\_\_\_\_

Applying for:

Full academic year 20\_\_-20\_\_ (2 semesters)       Fall semester 20\_\_       Spring semester 20\_\_

The Family Educational and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing her/his rights to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.

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

**Section B**

**To the referee: (Please write on a separate piece of paper and return it with this form to the student)**

The above-named student is applying to College Year in Athens, a university level program in Greece. Please try to cover the following points in your evaluation: length of time and in what capacity you have known the applicant, academic ability, emotional maturity, common sense and good judgment, adaptability (especially for living and studying abroad), capacity to cope with unusual/uncomfortable situations and work with a group of peers. Please return this form and your letter, in a sealed envelope, to the applicant, who will send it together with other required documents to the Admissions Committee in Athens. This candidate's application cannot be reviewed until we receive this form. Thank you.

Would you enjoy having the student as a member of a group for which you were responsible?  Yes     No

*Please print.*

Name \_\_\_\_\_ Position \_\_\_\_\_

Institution \_\_\_\_\_ Office Tel. \_\_\_\_\_

E-mail \_\_\_\_\_ Office Fax \_\_\_\_\_

Address \_\_\_\_\_

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



**ACADEMIC REFERENCE FORM**

Please type or print using black ink

**Section A**

**To be completed by the applicant, then given to the referee.**

Name \_\_\_\_\_

Applying for:

Full academic year 20\_\_-20\_\_ (2 semesters)       Fall semester 20\_\_       Spring semester 20\_\_

The Family Educational and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing her/his rights to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.

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

**Section B**

**To the referee: (Please write on a separate piece of paper and return it with this form to the student)**

The above-named student is applying to College Year in Athens, a university level program in Greece. Please try to cover the following points in your evaluation: length of time and in what capacity you have known the applicant, academic ability, emotional maturity, common sense and good judgment, adaptability (especially for living and studying abroad), capacity to cope with unusual/uncomfortable situations and work with a group of peers. Please return this form and your letter, in a sealed envelope, to the applicant, who will send it together with other required documents to the Admissions Committee in Athens. This candidate's application cannot be reviewed until we receive this form. Thank you.

Would you enjoy having the student as a member of a group for which you were responsible?  Yes     No

*Please print.*

Name \_\_\_\_\_ Position \_\_\_\_\_

Institution \_\_\_\_\_ Office Tel. \_\_\_\_\_

E-mail \_\_\_\_\_ Office Fax \_\_\_\_\_

Address \_\_\_\_\_

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