



# THE UMBRA INSTITUTE

## ACADEMIC PROGRAMS IN PERUGIA, ITALY

Via Bartolo, 16 Perugia, Italy 06123

Phone: (from US) 011-39-075-573-4595

Fax: (from US) 011-39-075-573-7033

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### APPLICATION FOR ADMISSION

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#### Admission Requirements

The Institute welcomes applications from students who have completed at least one year of study in good standing (30 credits – sophomore standing) at accredited colleges and universities with a minimum GPA of 2.75. The admissions committee seeks students that have exhibited the maturity, responsibility, openness and willingness to benefit from and contribute to the study abroad experience. Transcripts and a personal essay are required for admission.

#### Application Procedures

To apply, students are asked to:

Complete all sections of Application Forms.

- Form A: All parts completed (including essay) with signatures
- Form B: Course Selection and Approval Form completed with signature
- Form C: Housing Request Form with signature
- Official Transcript from College/University (may be sent separately)
- Photos: ten official passport photos with your name written on back

*Forms B & C may be completed online via the Accepted Students page on the Umbra Institute website: [www.umbra-institute.com](http://www.umbra-institute.com)*

#### Materials should be mailed or faxed to:

The Umbra Institute

Via Bartolo, 16

06123 Perugia, Italy

Fax: 011-39-075-573-7033 (when dialing from the U.S.)

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**Note:** It is recommended that you schedule an appointment with your academic advisor or staff at the study abroad office at your home institution (or with the faculty/staff member designated to advise on international programs). The advisors can inform students as to which subjects studied overseas can count toward completion of major requirements, and ensure that credits are awarded for coursework completed while studying at the Institute.

The Institute establishes an application file upon receipt of any of the above materials. The materials need not be mailed together. However, admission decisions will not be communicated until all materials have been received. Upon acceptance to the Institute, applicants must submit a non-refundable deposit of US \$500 which will be applied to the program fees. Admission into the program will not be secured without the deposit.

I understand that submitting an application for a study abroad program does not guarantee acceptance into the program. Candidates must meet program requirements and be approved by the program's admissions committee. Participation is also subject to availability; some courses and programs fill up early. I further understand that the program or individual courses may be cancelled due to low enrollment or other factors and I understand that I will be informed of such a decision no later than four weeks before planned departure date or as soon as possible after any adverse circumstances that cause the program to be cancelled.

I hereby release and forever discharge the Institute, its members individually and their officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my participation in the Program. I further covenant and agree that for the consideration stated above I will not sue the Institute, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in this program.

I hereby authorize officials at any educational institution that I have attended to release my disciplinary records (including but not limited to records maintained by the Registrar, the Department of Housing, and/or the Office of Academic Affairs) to the study abroad program director of the program to which I am applying. I understand that my disciplinary records may be a factor in evaluating my application.

I further acknowledge that the information provided on this application is true and accurate to the best of my knowledge. I fully understand that providing false information during the application process may be grounds for rejecting my application or grounds for dismissal without compensation from the study abroad program.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



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## FORM A - Page 1 of 2

### Part I - Personal Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

Social Security Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

U.S. Permanent Street Address \_\_\_\_\_

City, State, ZIP code \_\_\_\_\_

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



Parent/Guardian I Name: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Parent/Guardian II Name: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Passport Information (if available)

Citizenship: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Place of Issue (Passport Agency): \_\_\_\_\_

### Part II – Academic Information

Present College/University: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Overall G.P.A. \_\_\_\_\_ G.P.A in Major \_\_\_\_\_

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

Academic standing during the semester/session for which you are applying:

- Sophomore  Junior  Senior  Post-graduate

**Part II – Academic Information** *(continued)*

Please list other colleges/universities previously attended:

School Name: \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree(s) awarded: \_\_\_\_\_ on Date: \_\_\_\_\_

**Part III - Personal Activities**

Please list any primary extra- and/or co-curricular activities in which you are involved (may also list employment).

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**Part IV – Special Needs**

Please describe any special needs you may require for participation in the program:

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Is there any other information that you can share with the Umbra Institute which will allow us to accommodate your special requirements?

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**Part V – Essay** *(not required for summer applicants)*

Please write a brief essay expressing your interest in studying abroad, your interest in Italy’s culture, and what you hope to attain through this experience to help support your personal, academic, and career goals (please attach to application).



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**FORM B - Page 1 of 2**

**COURSE SELECTION FORM**

Print Name: \_\_\_\_\_

Home Institution: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Application for: (Please check only one)**

- Fall Semester 20\_\_\_\_  Spring Semester 20\_\_\_\_  
 Full Year (Both Fall and Spring semesters) 20\_\_\_\_  Summer Session 20\_\_\_\_

**Application for: (Please check only one)**

- General Studies Program\_\_\_\_  Independent Research Program\_\_\_\_  
 Honors Program: Field Research Track\_\_\_\_  Honors Program with Service Learning\_\_\_\_  
 Full-Immersion Italian Language & Culture Program \_\_\_\_  University of Perugia \_\_\_\_

*Please visit the Umbra Institute website for complete descriptions of academic programs and a listing of course offerings and descriptions. Although the information is subject to change, the most current academic information may be found on the Umbra website.*

**Note:** Place an asterisks (\*) in the "Required" column next to any course that you must have in order to participate.

	Number	Description	Required	Credits
Course 1	IT _____	Italian Language (required for semester study)		
Course 2				
Course 3				
Course 4				
Course 5				
<b>Total Credits</b>				

Please choose at least two **alternate** courses

	Number	Description	Credits
Alternate 1			
Alternate 2			
Alternate 3			

I approve the above course selections and alternates:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADVISORS APPROVAL SECTION** – This section is not required but highly recommended if you expect to receive credits towards graduation requirements at your home institution.

To be completed by the person authorized to approve/recommend transfer credit at home institution.

I have read the above preliminary course selection and approve/recommend it for transfer credit contingent on completion of the program and receipt of the student's official transcript.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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



# THE UMBRA INSTITUTE – PERUGIA, ITALY

## FORM C - HOUSING REQUEST FORM

Please print clearly

Student Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex:  Male  Female Home School: \_\_\_\_\_

Please indicate the type of housing you prefer:

- Apartment with other Umbra students
  - Apartment with international students/Italian students
  - Homestay (may incur extra fees)
- (Please note that certain academic programs at Umbra require students to live with international/Italian students)*

Why? \_\_\_\_\_

Do you have someone with whom you would like to be roommate/housemate?  Yes  No  
*If yes, please provide the information below (please note that requests for roommates must be mutual in order to be accommodated):*

Name of person with whom you would like to share your room: \_\_\_\_\_

Medical conditions to be taken into consideration for housing: \_\_\_\_\_

Are you willing to live in a co-ed apartment (same apartment/separate bedroom)?  Yes  No

Do you smoke?  Yes  No Would you be willing to live with a smoker?  Yes  No  
Do you drink alcohol?  Yes  No Would you be willing to live with alcohol in the apartment?  Yes  No

1) Personal Description:

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2) Personality/Habits: *(are you messy/clean, morning/night person, active/relaxed)*

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3) What do you enjoy doing in your free time?

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**Agreement:** I understand that the Institute will attempt, but cannot guarantee, to accommodate me according to my housing requests.

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



## THE UMBRA INSTITUTE – PERUGIA, ITALY

### ADMISSION PROCEDURES AND INFORMATION

**Application materials should be mailed or faxed to:** The Umbra Institute  
Via Bartolo, 16  
06123 Perugia, Italy  
Tel: 011-39-075-573-4595 (when dialing from the U.S.)  
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**Upon acceptance into the program students will receive a:**

1. Letter of enrollment. (In English and Italian – see below)
2. Course confirmation/update of course selection.
3. Pre-Departure Handbook.

**All students must obtain a valid Passport.**

Passport applications forms may be obtained from county courthouses, post offices or directly from federal Passport agencies in major cities.

**Note:** Passports may require up to six weeks to process, please plan accordingly.

**Semester Students must obtain a Student Visa.**

All non-European Union students residing in Italy for more than 90 days are required to have a student visa. Student visas are issued by Italian Consulates in the United States. Applications are available from the Italian Consulate nearest the student's permanent address. The requirements to apply for the student visa may differ from consulate to consulate.

For more information visit the Italian Embassy website: [www.ambwashingtondc.esteri.it](http://www.ambwashingtondc.esteri.it)

Required items for student visa include, but may not be limited to, the following:

- \* Valid passport (See above)
- \* Enrollment letter (Italian version: The Institute provides this upon your acceptance to the program.)
- \* Two copies of proof of Health Insurance letters
- \* Two original notarized letters from parent's or legal guardian stating that they accept full financial responsibility during your stay in Italy.

**Note:** One set of originals is for the Italian Consulate in the U.S. Please be sure to bring the second set of originals with you to Italy; the second set is required when you register as a student in Italy.

**Students Must Apply for a Permesso di Soggiorno**

The Italian government requires that all students living in Italy must obtain a permesso di soggiorno (permit of stay). Without a permesso you will not be able to leave and reenter the country of Italy. The Umbra Institute will guide you through the procedures of applying for a permesso, but please understand that you are responsible for completing the process and for payment. In order to apply for the permesso, each student must also purchase insurance through the Italian government. The total cost for a permesso is approximately one hundred euro.

**QUESTIONS?**

If you have questions about the Umbra Institute or with the application process, you may contact your home institution's study abroad office. Or, you may contact representatives from the Institute directly by e-mail, fax or telephone to clarify any information or procedure:

**The Umbra Institute in Perugia**

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06123 Perugia, Italy  
Tel: 011-39-075-573-4595 (when dialing from the U.S.)  
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