

APPLICATION PROCESS

How to Apply

Send the following application materials in one envelope at least 2-4 months (Internships), 2 months (Part-time Volunteer, Full-time Volunteer & Volunteer Only) before the program will begin:

1. Volunteer/Internship application form and signed terms & conditions
2. Answer the essay questions (Part 1 and 2 for all applicants, Part 3 for Full-time Volunteering and Volunteering Only, Part 4 for Internships)
3. Resume
4. Include deposit (\$250 for Part-time Volunteer, \$350 for Full-time Volunteer & Volunteer Only, \$550 for Internship)
5. Two letters of reference, either academic or professional, may also be submitted to AmeriSpan via the online reference form: www.amerispan.com/reference

Process After You Submit Your Application

After we receive your application materials, we will contact you to set-up an informal telephone interview. During the telephone interview we will discuss your placement choices, the current available opportunities and the types of housing associated with the various placements.

We will inform you of placement specifics within about 4-5 weeks after the telephone interview (for Part-time Volunteering, you will receive your specific placement details once on-site). You will receive a confirmation statement, "Need-to-Know" country factsheets, cultural recommendations and additional pre-departure information in the mail or via email if requested.

After full payment and all missing information (e.g., airline arrival particulars) are received, a final confirmation will be mailed. Check these confirmations carefully to make sure that everything is correct. If there is an error, contact us immediately.

Important Note: Positions are limited and the application process can be competitive. If we are unable to place you we will notify you and refund your placement fee. The placement fee is non-refundable once we have obtained a placement for you.

Please read the terms and conditions carefully before sending in your application. It contains important information about refunds and cancellations.

Application Essay Questions

Please type (handwritten will not be accepted) your answers to the following questions on a separate piece of paper and include with your application. Some answers only require short responses, while others should be in complete paragraphs.

Part 1: Language Proficiency (if the target language is different from your own)

Answer as many of these questions in the target language as possible (regardless of your level) to the best of your ability without using a dictionary or grammar book. Each question is directed to you in the 3rd person 'polite you' form.

1. What type of activities do you like to do?
2. What is your best friend like?
3. What did you do last weekend?
4. What did you do last year?
5. You are talking with a person that is going to travel to your country for the first time. What would you advise him/her?

Part 2: For all programs

1. Explain your reasons for wanting to participate in this program. Why do you think you are a good candidate for it?
2. Please describe the type of work you would most enjoy for the placement category you have listed on the application (for this category only).

If you chose:

- a. Environment/Nature: Please describe your interests: Volunteering with animals (if so, what types), at a garden or farm, in an agricultural cooperative within the local community, etc.
 - b. Educational, ESL teacher and/or Social Work: Please explain what populations you would like to work with (the elderly, infants, teenagers, disabled, etc) and in what type of setting (school, orphanage, community center, etc.)
 - c. Healthcare placement: Please list your medical certification/area of expertise.
 - d. Other categories: Please list your interests and preferences (marketing, tourism, museums, libraries, government, etc).
3. What are your expectations for the placement (the work, the environment, etc.)?
 4. Do you have any health-related or physical conditions that would limit where you could be placed? If yes, please explain.

Part 3: For Full-time Volunteer and Volunteer Only

5. What research have you done on the geographical area? Are you going to be able to work in this climate and in these conditions?
6. Explain how you would apply some of your current skills to your description(s) of work in question 2 above.
7. List three challenges (besides language) you expect to encounter in your work environment. How would you resolve them?
8. Please describe any travel experience you have had in developing countries and if you experienced culture shock. If you have not traveled in developing countries, please describe culture shock and how you think you would handle it.
9. How flexible are you about where you are placed? Our placements include non-profit, for-profit, NGOs, local, national and international/governmental organizations, etc. Would you work in any of the above? What are your placement requirements?
10. How much supervision do you expect to receive at your placement?
11. Do you realize that volunteer work may be full-time (some times including nights and/or weekends) and can be very difficult and at times boring?

Part 4: For Internships

1. Please write a motivation letter of 1-2 pages (if possible in the target language) explaining why you want to do an Internship, your goals for the experience, and what you could contribute to the organization.
2. A copy of your college transcripts is required for most professional placements in Europe and Australia.

Volunteer/Internship Application

Mail To: PO Box 58129, Philadelphia, PA 19102-8129
 FedEx To: 1500 Walnut St, Ste 1306, Philadelphia, PA 19102-3514
 Questions: 800-879-6640 or 215-751-1100



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Part A: General Information

Name: _____ Street Address: _____
 City: _____ State: _____ ZIP: _____ Country: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____ Fax: _____
 E-mail Address: _____
 Birthdate: ___/___/___ Sex: Male / Female Occupation: _____ Employer/ School: _____
 Nationality: _____ Passport No.: _____ How you heard about us: _____
 Please list the name(s) of any especially helpful AmeriSpan staff member(s): _____
 Emergency contact (name & telephone): _____
 Target Language? _____ Level: Zero / Beginner / Intermediate / Advanced – Low / Mid / High (see: www.amerispan.com/level)
 Target Language Level Comments: _____
 Any knowledge of other languages? _____

Part B: Volunteer/Internship Program

Country/City: _____ Program Type: Part-time Volunteer / Full-time Volunteer / Volunteer only / Internship
 Category: Business/Professional / Construction / Education / Environment/Nature / ESL Teacher / Healthcare / Other / Social Work
 Placement: Number of Weeks: _____ Start date: _____ End date: _____
 Preferred Placement: _____
 2nd Choice: _____
 3rd Choice: _____

Part C: Accommodation and Language Classes

Lodging: Homestay / Apartment / Residence / Dorm / None Start Date: _____ End Date: _____ Room: Private / Shared
 Language Classes (leave blank if no classes): Hours/day: _____ Weeks: _____ Start Date: _____ End Date: _____
 Course: Private / Group classes Applying for Academic Credit?: Yes/No From (Brookhaven, Other) : _____
 Airport Pick-up: Yes / No Arrival Date, Time, Airline & Flight # (if available): _____
 Would you like a study abroad airfare specialist to send you an airfare quote? Yes/No

| VOLUNTEER/INTERNSHIP PROGRAM FEES (please read the attached terms and conditions) | |
|--|----|
| Program Fee | \$ |
| Less Deposit | \$ |
| Total Still Owed | \$ |

Total payment due at least 4 weeks before start date of program. Upon registering, a deposit is due.

Check/Visa/MC/AMEX/Discover # _____ Exp. Date: _____ CCV/CCV2: _____ Amount: _____
 Cardholder's Name (if different than above) _____
 Billing Address (if different than above) _____



Terms & Conditions



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What To Include With Your Application

- Typed responses to essay questions listed above.
- Resume (for ALL applicants)
- Deposit (\$250 for Part-time Volunteer, \$350 for Full-time Volunteer & Volunteer Only, \$550 for Internship)
- 2 letters of reference either academic or professional (for Internships)

Application and Payment Process

- Send all application materials and deposit in one envelope at least 2-4 months (Internships), 2 months (Part-time Volunteer, Full-time Volunteer & Volunteer Only) before you wish to start. Late applications may be accepted but placement confirmation before you travel is not guaranteed.
- We will inform you of placement specifics about 4 weeks after your telephone interview. You will receive a confirmation statement with the total amount due, "Need to Know" country facts sheets and additional pre-departure information in the mail. If we are unable to place you, we will notify you at this time. In this case, your full deposit will be refunded. The deposit is non-refundable once we have obtained a placement for you. NOTE: Never purchase a non-refundable or non-changeable airline ticket before you have been confirmed by AmeriSpan.
- All program costs must be paid in full at least 4 weeks before your start date. For airport pick-ups, AmeriSpan should receive flight arrival information at least 2 weeks prior to start date. We will send a final confirmation statement when full payment is received and all details are finalized.
- Late payments and/or late applications are subject to a \$35 late fee. If registering less than 4 weeks in advance, full payment with \$35 late fee is due.
- All changes within 2 weeks of the scheduled start date are subject to a \$50 change fee. Although everything will be done to accommodate you, you are not guaranteed your original placement if you change your dates.

Transferable Academic Credit For Volunteering and/or Studying A Foreign Language

- If you wish to receive transferable academic credit for volunteering and/or your language program through SCCC or Brookhaven (offered at select locations only) refer to the following link for more details: http://www.amerispan.com/credit_volunteer.

Calculating Your Program Fee

- We have done our best to try and keep the program fees simple. The most common are listed in our catalog and all are listed on our website. If you aren't sure, we'll calculate them and let you know the exact amount during the telephone interview. This is still early enough in the process to cancel and receive 100% of your deposit back.

Refund Policies

- If AmeriSpan is not able to place you within given time limits, your full deposit will be returned. The deposit will not be returned if you decline a placement that meets your requests as outlined in your application.
- Cancellations more than 2 weeks before start date (start of language classes) are entitled to a full refund less the deposit. Cancellations less than 2 weeks before the start date will be refunded less 25% of the deposit, whichever is greater.
- There will be no refunds after a program has begun. If a personal emergency has occurred, participant should notify AmeriSpan in writing. We will review the claim and a partial refund may be issued. The above refund policy is the same in cases of cancellation due to war, terrorism or similar cases. Programs can get canceled and/or changed, AmeriSpan is not responsible for these changes. AmeriSpan reserves the right to substitute comparable programs or refund program fees.

Satisfaction Guarantee

- Your satisfaction is our main concern. If you are not satisfied, we'll pay for a week of group classes at the same program or another of your choice. The guarantee is only applicable to the language class component of your program. To invoke the Satisfaction Guarantee, please submit a letter upon completion of your program which describes why you are dissatisfied with the language component of your program. We use this information to evaluate and improve the program for future participants. Within 3 weeks, we will issue you a coupon for one week of group language class (does not include lodging) at the same program or any of our other programs teaching the same language. You may use this free week of classes at any time in the future.

Behavioral Expectations

- Volunteers/Interns who fail to comply with the rules of the host organization, do not fulfill work responsibilities, or who have falsely represented his/her skills on the application, will be dismissed without notice or refunds. The costs of the return trip is at the expense of the participant or his/her family.
- Participants agree to work the full amount of time for which they have registered. No changes to program are permitted once the program has begun
- It is understood that AmeriSpan serves as an intermediary between the volunteer/intern and the host organization and is not responsible for the actions of either party.

IMPORTANT: Although these are unpaid positions, please consider it a job. Dress appropriately and recognize standard business etiquette (be on time, be respectful of superiors, etc.). This is a serious commitment. Please reconsider if you have pending graduate school acceptance, are waiting to hear from a job, are considering this a 'work vacation', have known family issues at home, etc. Please schedule all independent travel, extended trips and family/friends visiting you in-country to occur after your work commitment has ended. Scheduling 'time off' during your placement is not appropriate.

Liability

- While participating in this program, you may be exposed to certain risks. These risks may include, but are not limited to, accident and/or sickness without readily available medical facilities, the forces of nature, travel in the air, travel on the ground, terrorism and war. By signing the other side of this form, you are assuming all these risks and agreeing to indemnify AmeriSpan Study Abroad, their officer, directors and employees harmless for any and all liability that may arise in connection with your participation in AmeriSpan programs outside the United States.
- While participating in this program, you may be responsible for paying additional funds related to your own actions while on-site. Some schools will collect deposits upon your arrival while others will collect only if you incur these charges. Typical extra charges include: Lost keys, property damage, overstaying in your lodging, hosting overnight guests in your lodging and lost books.

I have read and I agree to all the TERMS & CONDITIONS on this application.

Signature: _____ Date: _____

