

Study Abroad – Otemae Exchange

International Programs – Chemeketa Community College
4000 Lancaster Dr. NE, P.O. Box 14007, Salem, Oregon 97309



Chemeketa OTEMAE EXCHANGE Program – Student Application Packet

IMPORTANT DEADLINES

- | | |
|--|----------------------------|
| • Application due: | November 26, 2018 |
| • Chemeketa Interviews | November 30, 2018 |
| • Notification to selected students | December 3, 2018 |
| • Confirmation of acceptance due from students | December 10, 2018 |
| • Required Orientation Session | December 6, 2018 |
| • Departure for Japan | March 25, 2019 (Tentative) |

WHAT HAPPENS NEXT...

After all applications are received and reviewed, Interviews will be conducted by the International Programs office, then finalists will be interviewed by the Otemae University team as well. Once a student has been selected, notifications will be sent via email to each applicant's Chemeketa email address. To accept the Exchange position in the program **you must respond to the email offer by the deadline listed above.** Registration for spring term classes will occur during the mandatory pre-departure training session conducted the term prior to departure.

QUALIFICATIONS & RESTRICTIONS

- **Admission to Chemeketa**
EXCHANGE PROGRAMS at Chemeketa are open to all current students. If you are not a current Chemeketa student you must [apply for Admission to Chemeketa](#) and receive a K# before registering for classes in the academic program related to the exchange.
- **Age Restriction**
Exchange students must be 18 years of age and have completed high school or equivalent prior to departure. If you are between 16 and 18 years old you are allowed to take classes at Chemeketa. You must complete the Underage Admissions Application process before registering for classes that are offered &/or are required to be taken prior to applying. Please contact High School Partnerships at 503.399.5293 to begin the Under Age Admissions Application process.
- **GPA & Other Academic Restrictions**
Students must have a minimum 3.00 GPA to be considered for any Chemeketa EXCHANGE program. Subject matter prerequisites apply as follows: OTEMAE applicants must be currently taking or have successfully completed Japanese classes at Chemeketa with a C or better.
- **Passport**
A valid passport is required for this trip. If you do not currently have a passport, [apply NOW](#) and attach a copy of the order receipt to this application. Passports take between 4-6 weeks to be issued.

Other Exchange Requirements & Information:

- Students must be willing to return to the US the first week of August & take the final exam for JPN class. The final will be scheduled in mid-August Date: TBA at this time. Review session(s) will be provided week prior to final. Failure to attend classes in Japan, or failure to return on time and taking review sessions and final exam at Chemeketa, will result in failure of the Japanese courses from Chemeketa. Failure to take the final will be cause for failure in the Japanese class(es) associated with the program.
- Program costs associated with this exchange will be the responsibility of the student as follows: Airline flights, food, and personal items. Additional travel/excursions not included by Otemae University will be optional for exchange students. Costs associated will be the responsibility of the student &/or student sponsor.
- Program sponsors will have access to your progress as a part of their sponsorship of this program.

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- Students must be willing to participate in program evaluation and promotion for Chemeketa prior to and after the program. (Please attach your promotion proposal project outline to the application. Proposals will be finalized after program selection.)
- Must be able to travel to Japan, be full time students, and participate in Otemae leadership requirements. They must also stay in Japan for the duration of the Otemae semester offered. Must be willing to follow all the rules and regulations of the Otemae system. Failure to do so may result in immediate dismissal and required return to the US at the student's expense.
- Students must follow all the rules and regulations of the Chemeketa system while participating in this exchange. Failure to do so may result in immediate dismissal and required return to the US at the student's expense.
- Students must be willing to serve as ambassadors of Chemeketa representing the highest quality leadership skills. It is a privilege to be selected for an exchange and is more than a regular study abroad program. Expectations and opportunities of this program will be outlined in detail for the students selected. Student Leadership credits will be earned for successful participants in the program.

APPLICATION MATERIALS

Your application packet will not be reviewed until we receive all of the following materials:

Study Abroad Exchange Program – Student Application – Page 2

Personal Essay – Page 3

Exchange Agreement Terms and Conditions – Page 4

International / Out-of-State Liability Waiver – Page 5

Medical History / Emergency Contact Information – Page 6

Accommodation Request Information – Page 7

Release and Participant Conduct Agreement – Page 8

Copy of Passport

Attach a copy of your passport. If you do not have a passport, apply and attach a copy of the order receipt.

Reference Letter

Application must include a written reference letter from one of the references listed on your application.

Unofficial Transcripts

Please include a copy of your unofficial transcript.

Current registration

Please include a copy of your current term schedule.

Mail, fax or email your signed application by the due date to:

Chemeketa Community College – International Programs
4000 Lancaster Dr. NE, P.O. Box 14007
Salem, Oregon 97309
Fax: 503.365.4768
Email: international@chemeketa.edu

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Application Chemeketa Otemae Exchange 2018

Family Name: _____ First Name: _____ Middle Initial: _____

Please fill out the information as it appears on your driver's license of passport.

Preferred Name: _____ K#: _____ Date of Birth: _____

If you are currently 17 but will be turning 18 prior to the time of departure for the overseas portion of this program you must also have completed or are willing to complete the [Under Age Admissions Application process](#) before applying to this Exchange program.

Address: _____ City: _____ State/Zip: _____ / _____

Home/Mobile Phone: _____ Chemeketa Email: _____

Current college GPA: _____ Current/Former High School: _____

Minimum 3.00 GPA

Major: _____ Expected Graduation Year: _____

Do you have a valid passport? Yes *If so, please attach a copy.* No *If not [apply NOW](#), attach receipt copy*

Have you applied for financial aid? No Yes *If yes, when?* _____

Are you receiving any tuition assistance? No Yes *If yes, what?* Financial Aid Scholarship
 Tuition Waiver Other: _____

Do you speak any language(s) other than English? No Yes *If yes, please list what language and proficiency (beginner, intermediate, advanced):* _____

References

List two people familiar with your character. Submit a reference letter from one of your references.

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Agreement and Signature

May we release your name and Chemeketa email address to other students selected for the program?

No Yes

By submitting this application, I affirm that the facts set forth in it are true and complete. I authorize full investigation of those statements. I understand that if I am accepted as a Study Abroad participant, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal from the program.

Printed Name: _____

Signature: _____

Date: _____

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Personal Essay

Name: _____ Program Applying For: _____

Limit each answer to no more than 100 words. Attach typed responses on separate sheets of paper.

- 1. Tell us why you are interested in participating in this exchange program. What do you hope to gain from this experience if selected?**
- 2. The Otemae Exchange program is designed to expand and challenge student world views. How do you see yourself adapting to drastically different learning environment(s)?**
- 3. Please describe your international travel and/or study experience.**
- 4. What are your education/career goals?**
- 5. Indicate any skills or qualifications you have which might be useful on this trip. Please include the following:**
 - a. your leadership experience
 - b. volunteer or work experience in an office setting
 - c. tutoring or other experience that would be relevant to this position
- 6. Exchange students are required to do service hours during the cycle of the program.** This includes pre-departure and/or post return promotion &/or exchange student support projects. Please list your ideas for promoting or supporting future exchange students. Actual leadership proposals will be finalized after program selection.)
- 7. Do you have any other questions or concerns you wish to address at orientation?**

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Exchange Agreement Terms and Conditions

Name: _____ Applying For: OTEMAE Exchange 2018

If selected as a Chemeketa representative for the Otemae exchange 2019, I do agree to the following requirements:

- I have HS completion and am a current CCC student. I am a full time, degree seeking student or have a Chemeketa degree at the time of application
- I have a minimum 3.00 GPA
- I am or will be 18 years of age or older at the time of my departure for the program
- I am currently taking Japanese courses at Chemeketa or have successfully passed them with a c or better.
- I am willing to return to the US the July 31st & take the final exam for Japanese class(es) in the program. I will attend the review session(s) that will be provided week prior to final. I understand that, failure to Failure to attend classes in Japan, or failure to return on time and taking review sessions and final exam at Chemeketa, will result in failure of the Japanese courses from Chemeketa. Failure to take the final will be cause for failure in the Japanese class(es) associated with the program.
- I understand that program costs associated with this exchange will be the responsibility of the student as follows: Airline flights, food, and personal items. Additional travel/excursions not included by Otemae University will be optional for exchange students. Costs associated will be my responsibility &/or the responsibility of my sponsor.
- I understand that my program sponsors will have access to your progress as a part of their sponsorship of this program.
- I am willing to participate in program evaluation and promotion for Chemeketa prior to and after the program.
- Must be able to travel to Japan, be full time students, and participate in Otemae leadership requirements. They must also stay in Japan for the duration of the Otemae semester offered. Must be willing to follow all the rules and regulations of the Otemae system. Failure to do so may result in immediate dismissal and required return to the US at the student's expense.
- I agree to follow all the rules and regulations of the Chemeketa system while participating in this exchange. Failure to do so may result in immediate dismissal and required return to the US at my expense.
- I am willing to serve as ambassadors of Chemeketa representing the highest quality leadership skills. I understand that it is a privilege to be selected for an exchange and is more than a regular study abroad program. Expectations and opportunities of this program will be outlined in detail for me if selected. Student Leadership credits will be earned for my successful participation in the program.

I understand that, If I do not adhere to the program requirements, I can be subject to either Otemae &/ or Chemeketa disciplinary actions. I will also forfeit my exchange scholarship and be subject to owing Otemae and/or Chemeketa for expenses involved in the exchange.

I authorize full investigation of all statements contained in this application and understand that any misrepresentation or omission of facts called for will be sufficient cause for dismissal.

Applicant signature

Date

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International / Out-of-State Liability Waiver

Individuals who wish to participate in Chemeketa Community College International / out-of-state travel programs must read and sign this statement which acknowledges their understanding of the liability issues surrounding travel.

- Participant agrees to indemnify and release Chemeketa Community College, Board of Education, officers, its employees, and volunteers against any loss or expense including attorney fees resulting from bodily injury, property damage, or personal injury arising out of any and all activities involved in travel. This hold harmless and indemnification does not apply to gross negligence on the part of Chemeketa Community College, Board of Education, officers, its employees, and volunteers.
- Each participant will agree to purchase and/or maintain medical insurance covering accidental injury, medical evacuation, dismemberment and/or death. Insurance should be provided on a worldwide basis.
- It is understood that Chemeketa community College is not responsible for lost or stolen personal property, airline delays, expenses, transfers, or hotel accommodations resulting in such delays.
- Participation in this event is subject to the policies and procedures approved by the Chemeketa Community College Board of Education.

Chemeketa cannot guarantee safety or eliminate all risks; monitor the choices of all individuals; prevent all illegal acts; assure that American justice standards will be followed overseas; assume responsibility for acts and actions outside program control.

Participant Information

Name: *(please print)* _____

Program: _____ **Sponsoring Department:** _____

Instructor/Trip Leaders: _____

Destination: _____ **Date of Departure:** _____ **Date of Return:** _____

Participant Signature: _____ **Date:** _____

Team leader: return completed form to the Risk Management Office, 2/215

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Medical History / Emergency Contact Information

I understand that this information is voluntarily given and is correct to the best of my knowledge. I also understand that it will only be used for first aid/medical procedures deemed necessary to protect my health.

Full Name: _____

Address: _____ City: _____ State/Zip: _____ / _____

Phone Day: _____ Evening: _____ Mobile: _____

Date of Birth: _____ Blood Type: _____ Height: _____ Weight: _____ Sex: M F

Primary Physician: _____ Phone: _____

Insurance Company: _____ Plan: _____ Policy Number: _____

Emergency Contact Information – please list who should be contacted in case of an emergency

Primary Contact Name: _____ Relationship: _____

Address: _____ City: _____ State/Zip: _____ / _____

Home Phone: _____ Mobile: _____ Work Phone: _____

Email: _____

Secondary Contact Name: _____ Relationship: _____

Address: _____ City: _____ State/Zip: _____ / _____

Home Phone: _____ Mobile: _____ Work Phone: _____

Email: _____

Health Information

Allergies (medications, foods, other substances):

Dietary restrictions or requirements:

Current medications, vitamins or other supplements:

Other physical considerations and/or medical illnesses:

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Accommodation Request Information

Name: _____ K#: _____

Address: _____ City: _____ State/Zip: _____ / _____

Phone Number: _____ Chemeketa Email: _____

Chemeketa Community College is committed to providing access to all college sponsored programs and events and does so in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act as Amended (ADAAA) of 2008. To meet the requirements and guidelines as outlined in these acts, Chemeketa provides a Disability Services office to determine reasonable and appropriate accommodations for students with documented disabilities.

If you would like to request an accommodation(s) please go to:
<https://denali.accessiblelearning.com/Chemeketa/ApplicationStudent.aspx>

Please include the name, location, and dates of the overseas trip. You will be contacted by Disability Services to schedule an appointment. Documentation of disability must be presented at the time of your appointment. Requests for accommodations may take several weeks to review and implement and you are advised to make the request early in your planning process.

If you need assistance in completing the application form contact Disability Services at 503.399.5192 or visit the Salem campus Building 2 room 174.

I have read and understand how to request an accommodation.

Printed Name: _____

Signature: _____ Date: _____

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Release and Participant Conduct Agreement

Please read and initial by each of the following statements. If you do not initial by each statement you will not be considered for the program. Your initials indicate that you acknowledge, clearly understand and agree to abide by the rules and guidelines set by Chemeketa Community College, the Office of International Programs and the Trip Leader. Chemeketa policies, procedures and guidelines have been established to ensure a secure and respectful academic experience abroad. Failure to follow Chemeketa's policies, procedures and guidelines stated on this form, in the application or published by Chemeketa or your Trip Leader can result in immediate dismissal from the program at your own expense and without refund.

_____ STANDARDS OF CONDUCT

I understand that each country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior violating those laws or standards could harm Chemeketa's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by all such laws and standards of each country to or through which I will travel during the program. I will comply with all rules and regulations issued by Chemeketa, course instructors or any coordinating institution. It is within the course instructor's discretion to determine that my violation of such rules and regulations warrants my termination from the program. In the event, I may be sent home at my own expense. I agree that Chemeketa has the right to enforce its rules and regulations, including its student conduct, in its sole judgment, and that it will impose sanctions, up to including expulsion from the program, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interests, harmony and welfare of Chemeketa, the program or other participants. I recognize that due to circumstances of Study Abroad, procedures for notice, hearing and appeal applicable to the student disciplinary proceedings at Chemeketa do not apply. However, I will receive a notice of my violation and an opportunity to provide an explanation to an appropriate official. If I am expelled, I consent to being sent home at my own expense with no refund of fees. I also agree that:

1. I will not buy, sell or use drugs at any time;
2. I will not engage in abusive use of alcohol;
3. I will participate in all classes and scheduled activities unless ill; and
4. I will abide by dress and cultural codes suitable in the countries visited.

_____ ENGAGEMENT

While abroad, I am expected to be fully engaged in all class meetings and activities. I must engage in class discussions and projects organized by my Trip Leader and other representatives. Visiting internet cafes to research items will not substitute for taking an active role in class. I must keep my Trip Leader informed of any plans of all independent travel outside of the itinerary.

_____ INDEPENDENT ACTIVITY

When participating in Chemeketa sponsored program, I understand that Chemeketa, course instructors or travel coordinators have oversight for me even when I am not participating in supervised group activities. I understand I may have the opportunity to leave the group periodically, subject to the course instructor's requirements for participating in and attendance at classes and other activities, which are a required part of the overall program. During all times that I deviate from the program itinerary or group activities, I will be responsible for my own safety and agree not to hold Chemeketa Community College liable for any injuries to my person, including death, or property or any other losses resulting from independent travel on my part before, during or after the program.

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_____ TRAVEL DOCUMENTS (PASSPORTS)

I understand I MUST have a passport to participate in a study abroad program and that for certain programs a visa may be required in order to participate. I understand that if I do not provide my passport to the Office of International Programs at the time in which it is requested, I may not participate in the program and will not receive a refund of any program payments made.

_____ EMAIL ADDRESS

I understand that all communications regarding the study abroad program will be sent to my Chemeketa email address.

_____ PERSONAL PROPERTY

I am solely responsible for my personal belongings and cannot hold other participants or Trip Leaders responsible for damage to or loss of my property.

_____ PROGRAM CHARGES

I am responsible for any and all required payments and charges applicable to the program. I understand the program's cancellation policies and fees and agree to abide by them.

_____ PROGRAM CHANGES

Chemeketa may, in its sole discretion, determine that circumstances within a country may require the cancellation of the program within that country. Chemeketa will provide me with as much advance notice as possible of its intention to cancel the program in which I will participate. I also understand that Chemeketa, the on-site coordinators or foreign government may prematurely terminate the program. I understand that Chemeketa's fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am expelled from the program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expense due to delays or other changes in the means of transportation, services, sicknesses, weather, strikes, or unforeseen causes. If I become sick or injured I will, at my own expense, obtain medical care and medical evacuation, if required.

_____ HEALTH AND SAFETY

There are no health-related reasons or problems, which preclude or restrict my participation in this program, with or without accommodations. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs of payment of medical costs while I participate in the program. I recognize that Chemeketa is not obligated to attend any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care in a foreign country or in the United States during the program, Chemeketa is not responsible for the cost or quality of such treatment or care or medical evacuation from any location.

_____ RISKS OF EDUCATION ABROAD

I understand that participation in the program could involve risks not found in study at the college. These risks include: traveling to and within, and returning from, one or more Study Abroad countries, political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; different standards of living, and limitations on the availability of police protection. I accept the risk associated with airline changes, flight cancellations and agree to carefully review the policies and guidelines published by my transportation providers.

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_____ TRAVEL ARRANGEMENTS

I understand the Office of International Programs arranges group travel arrangements. If I choose to deviate from my return flight schedule: I will be responsible for all arrangements and will be required to pay any change fees directly to the airline and/or service provider. I will not leave my program prior to the published end date. I will keep my Trip Leader informed of any intended flight deviations. If I leave the program prior to its completion for any reason, I understand the University has no responsibility to provide or arrange transportation.

_____ PERMISSION FOR REPRODUCTION

I hereby grant to Chemeketa Community College (hereinafter Chemeketa), its legal representatives and assigns, the right and permission to copyright, use, reuse, broadcast, publish, store, manipulate, and retrieve any video, audio, photographic, or electronic reproductions of me, in conjunction with only my first name. Additionally, I understand that my image, along with my identity, is used by Chemeketa in any advertising campaign, or other use, may result in unwanted attention by third parties or notoriety. I furthermore waive my right to inspect or approve the finished reproduction or to lay claim to any benefits derived therefrom. I certify that I am of legal age to enter into a contractual agreement and that I have read and understand the foregoing before affixing my signature below.

Printed Name: _____ **K#:** _____

Signature: _____ **Date:** _____