

# Study Abroad Admissions Information, London 2012

## Admissions Requirements

PCC Study Abroad welcomes applications from students who are in good academic standing, preferably currently enrolled fulltime at PCC, and have completed a minimum of 12 college units at the time of application.

Applicants must demonstrate a minimum cumulative grade point average of 2.5.

## Prerequisites

This program is open to students over 18 years of age who meet PCC's standard reading, writing and mathematics prerequisites for general education courses. The standard prerequisites are:

- Successful completion (grade "C" or higher) of WR 115, or placement into WR 121, and
- Successful completion (grade "C" or higher) of RD 115, or equivalent test scores, and
- Successful completion (grade "C" or higher) of MTH 20 or placement into MTH 60

## Application Instructions

**Due Date:** December 7, 2011

### Application

Complete the AIFS application form on the following page or download it at [www.pcc.edu/international/study-abroad/london](http://www.pcc.edu/international/study-abroad/london) . Be sure to include the following with your application:

- a photocopy of your passport information page (the page with your picture),
- four 2x2 passport photos
- a program deposit of \$450 (includes a \$50 non-refundable application fee).

Schedule an appointment at the PCC Office of International Education to obtain a signature from the Study Abroad Program Coordinator. The program coordinator will go over important program specifics and certify your eligibility to apply. To schedule an appointment, contact:

Holly Frohlick  
Study Abroad Program Assistant  
Office of International Education and Study Abroad  
Portland Community College  
Rock Creek Campus, Building 3, Room 223  
17705 NW Springville Road  
Portland, OR 97229  
Phone: 503-614-7152 Fax: 503-614-7170  
Email: [holly.frohlick@pcc.edu](mailto:holly.frohlick@pcc.edu)

Once your application has been approved and signed, the Office of International Education will forward it on to the American Institute for Foreign Study (AIFS) office in Stamford, Connecticut.

### Transcripts

Request that official transcripts be sent to the Office of International Education at PCC from all colleges and universities you had attended previously. Transcripts must be current within one year prior to the program start date. If you are a PCC student, you do not need to submit an official transcript.

### Financial Aid

Please contact your campus financial aid office for more information on the process of using financial aid toward studying abroad. Funding information is also available on our website at [www.pcc.edu/studyabroad/funding](http://www.pcc.edu/studyabroad/funding).

## **Admissions Notification**

Please note that it is your responsibility to ensure the timely arrival of all application materials, and that an application will not be considered until it is complete. An application is complete when all above listed items and the \$450 enrollment deposit are received. Applicants will be notified of admissions decisions shortly after application deadline has been met. Final participation is dependent on our understanding of your full medical history and any physical limitations you may have. If the applicant is not accepted, the \$400 enrollment deposit will be refunded.

## **Billing**

Payment of the balance of the program is due upon registration for PCC courses. All PCC tuition and fees are due before departure unless prior arrangement has been made for participants on financial aid. Payments may be made by personal check or money order payable to PCC or by MasterCard or Visa.

## **Withdrawal Fees**

Please note that notification of withdrawal from a PCC Study Abroad program must be in writing and that the deposit is nonrefundable following PCC guidelines for dropping classes. In addition to withholding the \$450 enrollment deposit, students withdrawing after may be asked to contribute fees as they relate to prior arrangements made on their behalf, such as those having to do with PCC tuition.

Withdrawal dates and fees are explained in the "Conditions of Participation," which you sign as an applicant.

## **Program Cancellation**

Occasionally, programs are suspended due to insufficient enrollment or for other reasons. Accepted students are given the option to apply to another PCC Study Abroad program with available space, or to withdraw without incurring a withdrawal fee.

## **Talk to Us**

If you have any questions, please contact us:

Portland Community College  
Office of International Education  
Rock Creek Campus, Bldg 3/223  
Telephone: 503-614-7152  
Fax: 503-614-7170  
Email: [studyabroad@pcc.edu](mailto:studyabroad@pcc.edu)  
Web: [www.pcc.edu/studyabroad](http://www.pcc.edu/studyabroad)

## **Important Note:**

You must have a passport that is valid for at least six months after the program ends. If you do not, you should apply for one now.