



HIGHER EDUCATION CONSORTIUM FOR URBAN AFFAIRS, INC.

Mail #36, 1536 Hewitt Avenue
St. Paul, Minnesota 55104-1284
Tel. (651) 646-8832; Fax (651) 659-9421

APPLICATION FOR ADMISSION

Minimum Eligibility

To apply to any HECUA program, you must:

- have completed freshman year in college
- be in good academic standing
- have completed all home college requirements for study abroad or off-campus study
- meet any other prerequisites for the specific HECUA program to which you are applying

Selection Criteria

Selection is based on your completed application, past academic performance, recommendations, and the match between the program and your own needs, interests, goals, and expectations.

Application Deadlines

Enrollment is limited and programs may fill before the deadline. Early application is encouraged to ensure a place in the program. Applications are reviewed as they are received. **Final** application deadline dates are:

	Fall Programs	Spring Programs
Study Abroad	March 15	November 1
Twin Cities	April 15	December 1

NOTE: Late applications are considered on a space-available basis only. Your college may have earlier application deadlines. Check with the appropriate office on your campus. Applications submitted *after* the application deadline must be accompanied by both the application fee (see #6) and the \$400 deposit (see below). The deposit will be returned to you if you are not accepted into the program. Otherwise, it is non-refundable and non-deferrable.

Steps for Application

To apply for admission, please follow the checklist below.

- 1) Complete all sections of the application.
- 2) Attach the Personal Essay.
- 3) Attach the Internship Essay, if appropriate.
- 4) Arrange for an official college transcript to be sent to HECUA.
- 5) Request two references, using the enclosed forms. At least one reference must be a faculty person or instructor.
- 6) Issue a check or money order payable to HECUA for the application processing fee listed below. This fee is non-refundable and must be sent at the time of submission in order for your application to be reviewed.

	Member schools	Nonmember schools
1 program	\$50	\$75
2 programs	\$65	\$100

- 7) If applying to two programs, submit one application and address both programs in your essay(s).
- 8) Submit **completed** application to HECUA by the final deadline date listed above.
- 9) If submitting application **after** deadline, enclose \$400 deposit payable to HECUA (see note above).

Acceptance and Deposit

If your application is approved by HECUA, you will be invited to participate in the program. To accept the invitation and hold your place in the program, you must submit a **\$400 deposit** within two weeks of receipt of the invitation letter. Upon receipt of the deposit, HECUA will send you an official notification of acceptance. The deposit will be credited toward the comprehensive fee and is non-refundable and non-deferrable except in the unlikely case that the program is cancelled.

For More Information

Questions? Feel free to contact HECUA at any time. Contact Admissions at 651/646-8832 or 800/554-1089; fax 651/659-9421; e-mail info@hecua.org; web site www.hecua.org. Or write: HECUA at Hamline University, Mail #36, 1536 Hewitt Avenue, St. Paul, MN 55104-1284.

OFFICE USE ONLY	
<input type="checkbox"/> Date Received:	<input type="checkbox"/> Transcript
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Ref. #1
<input type="checkbox"/> Signatures	<input type="checkbox"/> Ref #2
<input type="checkbox"/> Essay	<input type="checkbox"/> Deposit

Mail completed application to:
 HECUA at Hamline University
 Mail #36, 1536 Hewitt Avenue
 St. Paul, Minnesota 55104-1284

Please type or print clearly with ink.

BASIC INFORMATION

Name	College in which you are currently enrolled
HECUA program(s) to which you are applying	Major _____ Minor _____
Semester(s) of above program(s) <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____	Your year in college during anticipated term with HECUA: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior Expected date of graduation: Month _____ Year _____

YOUR CURRENT MAILING ADDRESS AND TELEPHONE

P.O. or Street	Telephone (day/eve.) _____ E-mail _____
City _____ State _____ Zip Code _____	Last date to use current contact information _____

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)

P.O. or Street	Telephone (day/eve.) _____ E-mail _____
City _____ State _____ Zip Code _____	Dates permanent address should be used (specify beginning and ending dates) From: _____ To: _____

NAME AND ADDRESS OF PARENT(S), GUARDIAN(S), FAMILY MEMBERS OR OTHER EMERGENCY CONTACTS

Name(s) _____ Relationship to you _____	Name(s) _____ Relationship to you _____
Street _____	Street _____
City _____ State _____ Zip Code _____	City _____ State _____ Zip Code _____
Telephone (day) _____ (eve.) _____ () ()	Telephone (day) _____ (eve.) _____ () ()

REFERENCES

List the two persons, at least one who must be a faculty member, from whom you are soliciting references.

Name _____
 Dept./College _____
 Street/P.O. _____
 City _____ State _____ Zip Code _____
 Telephone _____ E-mail _____
 Relationship to you _____

Name _____
 Dept./College _____
 Street/P.O. _____
 City _____ State _____ Zip Code _____
 Telephone _____ E-mail _____
 Relationship to you _____

LANGUAGE PROFICIENCY AND INTERNSHIP INTERESTS

I. FOR STUDENTS APPLYING TO PROGRAMS IN LATIN AMERICA

- A) What formal and informal instruction have you had in Spanish language and any other language? Be specific about the number of years, levels and course titles. If Spanish is your first language, how often do you use it?
- B) What other contact(s) have you had with Spanish language? Give examples (e.g., studied in Spain, volunteered with Spanish speaking clientele, parents speak Spanish).
- C) What additional Spanish instruction or experience do you plan to have prior to your participation in the program?
- D) Check the appropriate boxes below to indicate assessment of your Spanish language skills:

	Very easy for me	Quite easy for me	Somewhat difficult for me	Mostly difficult for me
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension of program lectures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conversation (speaking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conversation (listening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. FOR STUDENTS APPLYING TO PROGRAMS IN SCANDINAVIA

☐ I have not studied Norwegian language.

☐ I have completed Norwegian language at the following level:

☐ beginning ☐ intermediate ☐ advanced ☐ other (please specify):

Please describe your background in the language (courses, number of credits, informal learning of the language, etc.).

III. FOR STUDENTS APPLYING TO PROGRAMS THAT INCLUDE AN INTERNSHIP

(type or print in black ink on separate sheet)

Write a **brief essay** that responds to the following questions:

- What kind of work would you like to do in the internship? Why?
- What knowledge, skills and experience would you bring that could be useful in an internship?
- What knowledge and skills would you like to develop in the internship?
- What kind of work setting would you like for your internship? Why?
- How do you see this internship fulfilling your personal and professional goals?
- What other hopes or concerns do you have about an internship placement?

PERSONAL ESSAY — PLEASE TYPE OR PRINT IN BLACK INK ON SEPARATE SHEET

The personal essay is a very important part of your application. In this essay, we are looking for a strong match between the HECUA program you have chosen and your preparation, goals and expectations. Please respond thoroughly and thoughtfully. You may either respond to each question separately or write an integrated essay; be sure to address all questions.

1) Why do you want to participate in this HECUA program?

a) What academic, personal and professional goals do you hope to fulfill?

b) What specific aspects of the program do you think will help you to meet these goals (e.g, location, courses, topics and structure of the program)?

2) What interests, courses, readings and/or experiences have led you to the program and have prepared you for it?

3) What expectations do you have for the program? What concerns do you have?

COURSEWORK NOT SHOWN ON CURRENT TRANSCRIPT

List below additional courses you plan to complete prior to HECUA program of study.

Course Title	Term	No. of Credits

DISTRIBUTION OF CREDITS

Indicate how the HECUA course credits will apply to your academic program.

Type of credit: ☐ 4 semester credits ☐ 16 semester hours ☐ 27 trimester credits ☐ Other (specify): _____

HECUA Courses	# Credits	Credit applies to:				Comments
		Major	Minor	Graduation Requirements	Elective	

SIGNATURES

These signatures are required in order to ensure proper approval of your HECUA application.

1) FACULTY ADVISER OR DEPARTMENT CHAIRPERSON

This application is being submitted with my approval.

☐ Yes

☐ No

Credits earned through the HECUA program will be applied toward meeting academic requirements as indicated on Page 4.

☐ Yes

☐ No

I would like more information about the applicant's HECUA program.

☐ Yes

☐ No

COMMENTS

Signature	Printed Name	Department	Mailing Address	Date
X				

2) OFF-CAMPUS AND/OR STUDY ABROAD ADVISER/OFFICIAL

This application is being submitted in accordance with our college's regulations governing off-campus or international study.

☐ Yes

☐ No

I would like more information about the applicant's HECUA program.

☐ Yes

☐ No

COMMENTS

X Signature	Printed Name	Department	Mailing Address	Date

3) HECUA CAMPUS REPRESENTATIVE (REQUIRED ONLY FOR STUDENTS OF HECUA MEMBER COLLEGES):

Please check **all** that apply:

- ☐ I have discussed the HECUA program with the applicant.
- ☐ I have reviewed this application for admission.
- ☐ I have communicated with a faculty member or college official who is knowledgeable about the applicant.
- ☐ I recommend that HECUA review the completed application to determine admission.
- ☐ I recommend that HECUA contact me about this application.
- ☐ Other (specify): _____

COMMENTS

X Signature of HECUA Campus Representative	Mailing Address	Date

4) STUDENT APPLICANT

- ☐ I have completed all application requirements as listed on page 1 of this application.

I have the following questions about the application or related matters:

X Signature of Applicant	Date

ADDITIONAL INFORMATION

Date of Birth _____

Age _____ Gender ☐ M ☐ F

Citizenship _____

Racial/ethnic identity:

- ☐ African-American
- ☐ Asian-American
- ☐ Caucasian-American
- ☐ Native American
- ☐ Hispanic-American
- ☐ Mexican-American
- ☐ Other; please specify _____

This information is optional,
gathered for student
demographics only,
and will not affect your
application review.

How did you first hear about the program?

- ☐ The international or off-campus study office at my school
- ☐ My professor or advisor
Name _____
- ☐ A friend or other student who has done a HECUA program
Name _____
- ☐ Presentation in a class
Class _____
- ☐ An information table or fair on campus
- ☐ A flyer or poster
- ☐ Internet Web Site: _____
- ☐ Other; please specify _____

Additional comments: _____

Who was most influential in your choosing to apply for this program?

- ☐ The study abroad/off-campus study advisor at my school
Name _____
- ☐ My professor or advisor
Name _____
- ☐ A friend or other student who has done a HECUA program
Name _____
- ☐ HECUA faculty/staff
Name _____
- ☐ Parents
- ☐ Self
- ☐ Other; please specify _____

Additional comments: _____

What aspects of the program were most important in your choosing to apply?

Please mark the top three aspects as 1, 2, and 3. (Some aspects will not apply to your program; simply disregard.)

Rate	Aspect	Please elaborate:
_____	Locations(s)	_____
_____	Field study-travel	_____
_____	Interdisciplinary curriculum	_____
_____	Course content	_____
_____	Experiential learning	_____
_____	Internship	_____
_____	Independent study	_____
_____	Homestays	_____
_____	Reputation for rigor	_____
_____	Affordability	_____
_____	Other; please specify	_____

What other programs, if any, had you considered besides the HECUA program?

HECUA does not discriminate in admission or in any other aspect of HECUA programs on the basis of age, gender, race, sexual orientation, national or ethnic origin or physical disability.



HECUA Off-Campus Semester Programs

CONFIDENTIAL REFERENCE FORM

As part of the application review process for a HECUA program, the student listed below has provided your name as a reference. Please complete this form and return to HECUA at the address below within five days. Thank you very much.

Name of applicant _____ Semester: ☐ Fall ☐ Spring Year _____

Program to which applicant has applied for admission:

- ☐ Metro Urban Studies Term (Minneapolis/St. Paul)
☐ City Arts (Minneapolis/St. Paul)
☐ Scandinavian Urban Studies Term (Norway)

- ☐ South American Urban Semester (Guatemala)
☐ Environment, Economy and Community in Latin America (Guatemala)
☐ Community Internships in Latin America (Ecuador)

A. Your acquaintance with the applicant

(check all that apply)

- ☐ The applicant was/is a student in a class I teach.
☐ I am acquainted with the applicant through discussions outside class.
☐ I am an academic adviser to the applicant.
☐ I am/have been a work supervisor of the applicant.
☐ Other (please specify) _____

I have been acquainted with the applicant for
(indicate number): _____ years, _____ months

B. Please rate the student on the characteristics listed

Excellent	High	Average	Low	Unknown	CHARACTERISTICS
					Curiosity about the world
					Initiative when facing new tasks
					Receptiveness to new ideas
					Tolerance for persons who differ in background and culture
					Flexibility in facing new or challenging situations
					Ability to work independently
					Ability to work cooperatively in a group
					General learning ability

(Responses to questions 1–4 may be made in the form of a letter of reference, if you prefer—please attach.)

1. What are some of the key assets or strong characteristics of this student?
2. Comment on the student's motivation for participating in this HECUA program and ability/maturity to achieve those goals in the program.
3. Are there any concerns you would have about the student's participation in the HECUA program?
4. What other important factors would you like to note about the student?

C. Recommendation

Based on your understanding of the HECUA program(s) and your assessment of the student, do you support this student's application for participation in the program?

- ☐ Enthusiastically support ☐ Support ☐ Support with reservation ☐ Do not support

NAME	TITLE	DEPT.	INSTITUTION
ADDRESS			
CITY	STATE	ZIP	
SIGNATURE	TELEPHONE	E-MAIL	DATE

Higher Education Consortium for Urban Affairs

Mail #36, 1536 Hewitt Avenue, St. Paul, MN 55104-1284

Telephone: (651) 646-8831 Fax: (651) 659-9421 E-mail: info@hecua.org Web site: www.hecua.org

About HECUA

Since 1971, the Higher Education Consortium for Urban Affairs (HECUA) has been developing off-campus educational experiences in urban affairs and social justice issues. With programs in the U.S. and abroad, HECUA examines the systems that create inequality and the ways that social change is made. HECUA's programs address changing global economic systems with content and approach that provide an integrated set of learning experiences and appeal to all majors.

HECUA gives students the chance to bridge their academic learning with direct experience of the urgent social challenges facing our society. It takes students into urban communities to test academic theories in the real world. Students develop critical analysis and hands-on skills for creating social change.

Programs require all students to actively participate in their own learning and contribute to the learning of the whole group. Students meet frequently for group seminars and discussions. Students complete an independent or group study project during the semester as part of the seminars.

HECUA programs attract students from member colleges which represent the Midwest's top private colleges and public universities. They also draw students from such institutions as Swarthmore, Oberlin, Brown and Princeton.

Member Institutions

Augsburg College,
Minneapolis, Minnesota
Augustana College,
Sioux Falls, South Dakota
Carleton College,
Northfield, Minnesota
College of Saint Benedict,
Saint Joseph, Minnesota
College of St. Catherine,
St. Paul, Minnesota
Concordia University,
St. Paul, Minnesota
Gustavus Adolphus College,
St. Peter, Minnesota
Hamline University,
St. Paul, Minnesota
Macalester College,
St. Paul, Minnesota
Saint John's University,
Collegeville, Minnesota
Saint Mary's University,
Winona, Minnesota
St. Olaf College,
Northfield, Minnesota
University of Minnesota,
Minneapolis, Minnesota
University of St. Thomas,
St. Paul, Minnesota
Viterbo College,
LaCrosse, Wisconsin