

Albion College

Application Process:

1. Contact the appropriate faculty member to discuss your interest in Chicago Center:
 - a. All students must apply through the Center for International Education with **Debra Peterson**.
 - 517.629.0307 or dpeterson@albion.edu
 - b. Faculty Liaison is **Diana M. Ariza**, Professor of Ethnic Studies.
 - 517.629.0414 or dariza@albion.edu
2. Complete Albion's Off-Campus application by September 14, 2009 for the following Spring Semester or by February 13, 2009 for the following Summer and Fall Semester.
3. Complete **Chicago Center online application**. *You must complete the entire online application at once.* You will need the two supplemental materials listed below to complete your online application.
 - a. 1-2 page **essay**; there will be an option for you to upload a word document.
Essay Question: What are your personal and academic reasons for choosing to attend Chicago Center?
 - b. A **resume**; there will be an option for you to upload a word document.
4. Print **Personal Recommendation Form**, have the form filled out and either mailed or faxed to Chicago Center.
5. Print **Faculty Recommendation Form**, have the form filled out and either mailed or faxed to Chicago Center.
6. Print **College Credit Form** and have it signed by Debra Peterson and your registrar's office. You can mail or fax the College Credit Form to Chicago Center.
7. **Application Fee** can be paid online, check or money order with your name on it.

Please send all Mailed or Faxed Documents to the attention of **Lane Chesebro, Director of Admissions and Student Affairs:**

Chicago Center
1515 E. 52nd PL.
Suite 210
Chicago, IL 60615
Fax (773) 363-1150

Deadlines

Albion has a deadline for Off-Campus study:
February 13, 2009 for Summer 2010 and Fall 2010

Please allow 2 weeks for processing of your completed application once it has been received.

Finances and Credit for Albion College students

You must register on Albion's campus for your credits, pay Albion's tuition and Chicago Center Program fee to Albion College. Program fees are listed on Chicago Center's website under the term for which you are applying.

Your advisor, Registrar and/or Debra Peterson will help you determine what courses from Albion you will receive credit for while you attend Chicago Center. The courses that are determined will be placed on the College Credit Form with your registrar's and Debra Peterson's signatures.

If your advisor or registrar from your home campus has questions or needs more information regarding the content of seminar courses or internships please contact:
Emily Nelson, Associate Director
773.363.1312 or emilyn@chicagocenter.org

Feel free to contact Lane Chesebro, Director of Admissions and Student Affairs, if you have questions while completing the application or about your application status, at info@chicagocenter.org or 1.800.747.6059.