

## Albion College

### Application Process:

1. Contact the appropriate faculty member to discuss your interest in Chicago Center:
  - a. All students must apply through the Office of Career Development with **Dr. Mary Jones**.
    - 517.629.0332 or [mjones@albion.edu](mailto:mjones@albion.edu)
  - b. Faculty Liaison is Professor **Suelyn Henke**, Education Department.
    - 517.629.0585 or [shenke@albion.edu](mailto:shenke@albion.edu)
  - c. Faculty Liaison is Professor **Andrew Christopher**, Psychology Department.
    - 517.629.0740 or [achristopher@albion.edu](mailto:achristopher@albion.edu)
2. Complete Albion's Off-Campus application. Please see Debra Peterson in the Center for International Education for details.
3. Complete **Chicago Center application**. *You must get the application from Albion's Center for International Education.* You will need the two supplemental materials listed below to complete your application.
  - a. 1-2 page **essay**;  
Essay Question: What are your personal and academic reasons for choosing to attend Chicago Center?
  - b. **Resume**.
4. Print **Personal Recommendation Form**, have the form filled out and return to the Center for International Education.
5. Print **Faculty Recommendation Form**, have the form filled out and return to the Center for International Education.
6. Print **College Credit Form** and have it signed by Debra Peterson and your registrar's office. Return the form to the Center for International Education.
7. **Application Fee** can be given to the Center for International Education.

Return all completed application materials by Albion's deadline to the Center for International Education.

### Deadlines

Albion has a deadline for all Off-Campus study terms. Please see Debra Peterson in the Center for International Education office for details.

Albion has a deadline for Off-Campus study:  
February 14, 2011 for Summer 2011 and Fall 2011

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 academic 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](mailto: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](mailto:info@chicagocenter.org) or 1.800.747.6059.