

## Beloit College

### Application Process:

1. For all majors, contact **Kathleen Greene** in the Education Department and discuss your interest in Chicago Center.
  - 608.363.2340 or [greenek@beloit.edu](mailto:greenek@beloit.edu)
2. Schedule a meeting with the Office of International Education. You must apply for off campus study and be approved by the Office of International education before applying to Chicago Center.
3. Once you have been approved by the Office of International Education complete the **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 Kathleen Greene 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. 52<sup>nd</sup> PL.  
Suite 210  
Chicago, IL 60615  
Fax (773) 363-1150

### Deadlines

You must be approved by the Office of International Education prior to the off campus programs deadline. Applications are accepted on a first-come, first-served basis. To ensure your acceptance, it's best to get your application in at least 3 months before the term you are applying for.

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

### Finances and Credit for Beloit College students

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

Your advisor, Registrar and/or Kathleen Greene will help you determine what courses from Beloit 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 Kathleen Greene's signatures.

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.