

Application Process:

1. Contact the appropriate faculty member to discuss your interest in Chicago Center:
 - a. For Fall or Spring Semester, contact **Nicole Melius** in the International Education Department.
 - 503.370.6736 or nmelius@willamette.edu
 - b. For May or Summer Terms, contact **Chris Andresen** in the International Education Department.
 - 503.375.5404 or candrese@willamette.edu
2. 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.
3. Print **Personal Recommendation Form**, have the form filled out and either mailed or faxed to Chicago Center.
4. Print **Faculty Recommendation Form**, have the form filled out and either mailed or faxed to Chicago Center.
5. Print **College Credit Form** and have it signed by your faculty contact and your registrar's office. You can mail or fax the College Credit Form to Chicago Center.
6. **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

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 Willamette University students

Semesters: You must register on Willamette's campus for your credits, and pay Willamette's tuition and a portion of Chicago Center's Program fee that covers room and board costs to Willamette. Please see Nicole Melius in the International Education Department regarding finances.

May: You must register on Willamette's campus for your credits, and pay Willamette's tuition and Chicago Center's Program fee to Willamette. Please see Chris Andresen in the International Education Department for tuition costs.

Summer: You must register on Willamette's campus for your credits, and pay Willamette's tuition and Chicago Center's Program fee to Willamette. Please see Chris Andresen in the International Education Department for tuition costs.

All Program fees are listed on Chicago Center's website under the term for which you are applying.

Your advisor, Registrar and/or your faculty contact will help you determine what courses from Willamette 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 your faculty contact'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 or 1.800.747.6059.