

Office of Study Abroad
Marshall University
Spanish Language and Culture Program – Madrid, Spain
Summer 2024
Instructions

1. Read the information and the forms carefully and fill out the application completely. Please provide proof of passport application, such as a receipt or upload a copy of your passport, ID page if you already have on the emergency dynamic forms (link below)
2. Complete all the dynamic forms: <https://www.marshall.edu/study-abroad/forms/>
3. **All students in this program are REQUIRED to purchase health and accident insurance.** The cost of the policy is approximately \$60 per month. Please contact Ms. Jyotsna Patel at patelj@marshall.edu to obtain the relevant information.
4. Ask a professor who knows you well to fill out the recommendation form and to send it, via campus mail or email to Ms. Jyotsna Patel at the address below or via email at patelj@marshall.edu. This recommendation should be brief.
5. Return the completed and signed application forms to:

Jyotsna Patel
Office of Study Abroad
Old Main 321
Marshall University
1 John Marshall Drive
Huntington, WV 25755

6. Payment for your room and tuition to the Universidad Antonio de Nebrija in Madrid will have to be sent in April. The payments are needed when indicated: **February 15 and March 1, 2024**, and April 1st. **Please be prompt.** Make all checks payable to the **Marshall University Foundation** and send all payments to Jyotsna Patel at the address above.
7. Contact a travel agent to make travel arrangements or purchase your airline ticket online. Do this as soon as possible and pay attention to the travel dates. If you are going to participate in the:
June program: you should fly to Madrid June 1, 2024 and return June 29, 2024.
June and July program: you should fly to Madrid June 1, 2024 and return July 27, 2024.
July program: you should fly to Madrid June 29, 2024 and return July 27, 2024.
8. To travel abroad you must have a valid passport. **If you do not have a passport, apply for one immediately.** If you have a passport, check the expiration date and if it expires six months after you are scheduled to return to the United States or earlier, apply for a new one **now**.
9. Additional items needed for your participation in the program are:
A. A small passport size picture (for the school's ID card and for the public transportation pass).
B. A copy of your travel Itinerary/Schedule
Send or deliver the above items to Jyotsna Patel before May 1, 2024.
10. There will be an orientation meeting in April. Time and location of the meeting will be announced later.

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Confidential Recommendation Form

To be completed by a faculty member who is acquainted with the student's academic work. **Due to Ms. Jyotsna Patel on February 1, 2024.**

Name: _____

Is making application to the Spanish Language and Culture Program in Madrid, Spain. Please **very briefly** judge the applicant's ability to adapt to a new environment, emotional stability, scholarly attitudes, and likelihood of profiting from study abroad.

If you were a professor in the program, would you want to have this student in your group?

YES _____ NO _____

Comments: _____

Signature: _____ Date: _____

Dept. _____ Institution: _____

Tel. _____ E-mail: _____

Please return via email at patelj@marshall.edu or campus mail:

Ms. Jyotsna Patel
Office of Study Abroad
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Marshall University
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