



PROGRAM ASSISTANT APPLICATION

Program Assistants (PAs) provide support to the program leader/director, students and International Programs by facilitating the smooth running of the program and serving as positive role models to all students. Specific responsibilities vary from program to program, but can be generally categorized as providing assistance in organizing program activities, ensuring housing operations run appropriately, monitoring student behavior and communicating with program faculty, staff, students and vendors. For more specific information please visit the FSU International Programs website at: www.international.fsu.edu.

Please submit the application and all supporting documents via email to Alexis Schulman at aschulman@fsu.edu.

APPLICANT INFORMATION

Last Name	First	M.I.
Date of Birth	SSN#	FSUSN#
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		If No, Country of Citizenship?
Dual Citizenship	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		If Yes, Country of Citizenship?

SCHOOL (LOCAL) ADDRESS

We will need to send important information to you and it is imperative that we be able to reach you. If any of your addresses change from the time that you submit your application (including your email address), please call our office immediately and provide the new address.

Street Address	Apartment #
City	State
Phone	E-mail Address
Dates you will be at your school address	

PERMANENT ADDRESS

Street Address	Apartment #
City	State
Phone	E-mail Address

EMERGENCY INFORMATION

Emergency Contact	
Relationship	Day Phone
Street Address	Apartment #
City	State
Night Phone	E-mail Address

PROGRAM INFORMATION (LOCATION AND TERM YOU ARE APPLYING TO BE A PA FOR) PLEASE CHOOSE ONE LOCATION

Program Location	<input type="checkbox"/> Florence <input type="checkbox"/> Valencia <input type="checkbox"/> London <input type="checkbox"/> Other, please list program code_____
Term	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
Term for London Applicants Only	<input type="checkbox"/> Jan./Feb.- July/Aug. <input type="checkbox"/> July/Aug.- Jan./Feb.

EDUCATION

College/University		Address		
Dates of Enrollment:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address		
Dates of Enrollment:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

*If you have graduated or will be graduating soon, please note: In order to be eligible for the London PA Position, you must be either a full-time degree level student or a graduate intending to begin the internship no more than 12 months beyond the end of study.

ACADEMIC INFORMATION AND EXPERIENCE

Please feel free to submit additional pages if needed.

Scholastic Honors Received:

GPA:

Previous Leadership Experience:

Foreign Language Experience:

Previous Experience Abroad:

Have you participated on an FSU IP Study Abroad Program? YES NO If yes, state the location and Semester/Year of the Program:

FSU WORK EXPERIENCE

Have you ever been employed by Florida State University? YES NO

If yes, please list position, dates, and if you were monetarily compensated.

SUPPORTING DOCUMENTS

1. Please include a short (1-3 pages) statement describing the following: a. Your approach to advising students (i.e., how you would help students handle their personal concerns, relate to the overseas culture, and achieve program objectives). b. How being abroad would advance your academic and personal goals. c. Your leadership style.

2. Resume

3. Three Letters of Recommendations

4. Photo

4. Official transcripts from all Colleges\Universities attended

LEGAL STATEMENTS

If you answer the first two questions affirmatively, you must submit a full statement of relevant facts by email to Alexis Schulman at aschulman@fsu.edu. You may be required to furnish FSU International Programs with copies of all official documentation explaining the final disposition of the proceedings.

1. Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct at any education institution? YES NO

2. Have you ever been charged with a violation of the law which resulted in, or if still pending could result in, probation, community service, a jail sentence, or the revocation or suspension of your driver's license? YES NO

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If your records have been sealed pursuant to applicable law, you are required to answer yes to these questions but do not have to submit a statement. If you are unsure whether you should answer yes to either question, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of your acceptance status.

3. I understand that if accepted as a program assistant, I will be required to sign medical and general release forms and agreements to comply with all rules and regulations of the program. YES NO

4. I authorize release of my name and other contact information to program participants. YES NO

BY SIGNING THIS APPLICATION, YOU ATTEST THAT ALL DOCUMENTS ARE TRUE COPIES OF THE ORIGINALS.

SIGNATURE _____ **DATE** _____