



**MSC Leland T. and Jessie W. Jordan Institute for International Awareness  
International Service Program**

**Graduate Student Application  
2022-2023**

**PURPOSE**

The purpose of the MSC Leland T. and Jessie W. Jordan Institute for International Awareness International Service Program (ISP) is to provide an opportunity for Texas A&M University students to gain meaningful international work and cultural experience through a six-week, service-oriented program in Belize or Costa Rica.

**THE PROGRAM**

The MSC Leland T. and Jessie W. Jordan Institute ISP shall arrange:

1. Cross-cultural orientation to the customs, society, and government of the host country during the spring semester prior to participants' departure in the form of four orientations and planning seminars.
2. Living accommodations with a host family or private accommodations.
3. A six-week service project related to academic studies or career goals as available.
4. Frequent contact with a Texas A&M University faculty or staff member, or the in-country coordinator while in the country.
5. Air transportation to and from the country.
6. Group ground transfers (to and from the airport) within the country.

**ELIGIBILITY**

1. Currently enrolled Texas A&M University **Graduate** students who are citizens/permanent residents of the U.S. ***Students graduating prior to program's departure are ineligible to participate in ISP.***
2. Preference will be given to students with little or no international travel or living abroad experience but with a demonstrated interest in international affairs.
3. Students applying for the MSC Leland T. and Jessie W. Jordan Institute **ISP Costa Rica** shall have satisfactorily completed at least two semester courses of Spanish at the college level or two years at the high school level or must demonstrate ability in Spanish in another manner. ***Basic conversational ability is required.***
4. A valid and current passport is required of all students prior to departure.
5. Students must have a demonstrated ability to function effectively in a cross-cultural environment and to uphold the image of Texas A&M as a world-class university.
6. Upon selection as a participant, the student must complete a contract and release form that includes all rules, regulations and requirements.

## PROCESS

1. Submit application to: **MSC Leland T. and Jessie W. Jordan Institute Office,  
Room 2293 on the 2<sup>nd</sup> floor of the Memorial Student Center**  
**Due date for applications: Friday, October 28th by 5:00 PM.**

Please include the following in a manila envelope, labeled clearly with your name and program of choice:

- **Two stapled sets of your application** (a set includes personal data sheet, completed application with short answer responses, personal statement, host family letter, employer letter, and resume).
  - One **recommendation form** from a professor in your field of study or someone who is familiar with your academic performance.
  - An **official Texas A&M University transcript** and unofficial transcripts from any other colleges and/or universities attended
2. For further information about the International Service Program, please feel free to come by the Jordan Institute office, call (979) 845-8770, or e-mail the ISP Director at [ji-isp@msc.tamu.edu](mailto:ji-isp@msc.tamu.edu).
  3. Applicants will be interviewed by three or more members of the International Service Partnership, which includes:
    - A. Jordan Institute staff director or designee
    - B. Jordan Institute student chair or designee
    - C. Student director of the International Service Program
    - D. Representative of the Department of Multicultural Services
    - E. Representative of a Partner Academic Department
  4. Applicants shall be notified of the interview outcome by e-mail within five working days of the final interview.
  5. **After returning from the country, participants will be required to complete an evaluation describing their experience. In addition, students will have the opportunity to create a presentation to share their work with others on the Texas A&M University campus**

## FUNDING/FINANCING

The MSC Leland T. and Jessie W. Jordan Institute, International Service Program Partners, and private donors will supplement the cost of the program. Students participating in **ISP Belize or ISP Costa Rica** will be required to pay a program fee of **\$2,900 for six weeks**. If selected for the trip, participants will be required to pay a **non-refundable** down payment of **\$200**.

## REQUIREMENTS

If selected for the trip, participants will be required to pay a **non-refundable** down payment of **\$200** in **December 2022**. This deposit will be applied to participants' overall cost for the service program.

Participants must attend bi-weekly orientation and planning seminars during the **Spring 2023 Semester**. Full participation in these orientation sessions is mandatory. Additionally, upon return to Texas A&M University, participants will be required to write a paper regarding their experiences serving in their host country.

**PLEASE BE AWARE, the international location and/or host family may require up to date proof of a COVID-19 vaccination.**

**MSC Leland T. and Jessie W. Jordan Institute for International Awareness  
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**PERSONAL DATA SHEET**

**PLEASE TYPE OR PRINT:**

|                          |                 |                 |                             |                |
|--------------------------|-----------------|-----------------|-----------------------------|----------------|
| <b>Name</b>              | Last Name       | First Name      | Middle Name                 | Preferred Name |
| <b>Local Address</b>     | Street          | City            | Zip Code                    | Phone          |
| <b>Permanent Address</b> | Street          | City, State     | Zip Code                    | Place of Birth |
| <b>Personal Details</b>  | Texas A&M Email | Alternate Email | Gender & Preferred Pronouns | Date of Birth  |
| <b>Academic Details</b>  | UIN             | Major           | Minor                       | Classification |

For which program(s) are you applying? Please indicate first and second choices.

\_\_\_\_\_ Belize      \_\_\_\_\_ Costa Rica

How did you hear about ISP?

I hereby acknowledge that the information stated in the 2022-2023 International Service Program Application is true to the best of my knowledge and give my permission for an authorized MSC staff to verify my GPR and check my criminal record.

Signature of Applicant:

Date:

Last four digits of your UIN \_\_\_\_\_

**MSC Leland T. and Jessie W. Jordan Institute for International Awareness  
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**1. Is your GPR at least a 3.25?**

YES ☐ NO ☐

**2. EDUCATION**

List all colleges or universities attended.

| Institution | City & State | Dates Attended<br>(From –To) | Degree obtained/yr. | Major |
|-------------|--------------|------------------------------|---------------------|-------|
|             |              |                              |                     |       |
|             |              |                              |                     |       |
|             |              |                              |                     |       |
|             |              |                              |                     |       |

**3. INTERNATIONAL EXPERIENCE**

List each country visited, precise period of stay and purpose of visit (i.e. study, travel, visiting relatives, etc.).

| Country visited | Period of stay | Purpose of visit (study, travel, visiting relatives) |
|-----------------|----------------|--|
|                 |                |  |
|                 |                |  |
|                 |                |  |
|                 |                |  |

**4. LANGUAGE COMPETENCY (for Costa Rica)**

A. Have you studied Spanish? Please specify the length of study and indicate whether study was at high school or university level.

B. What is your degree of fluency in Spanish (Conversational, Written, and Comprehensive)

Last four digits of your UIN \_\_\_\_\_

**5. RELEVANT HONORS, EXTRACURRICULAR ACTIVITIES (INCLUDING OFFICES HELD), AND EMPLOYMENT**

(Please limit to space provided)

**6. SHORT ANSWER RESPONSE**

(Please answer all questions thoroughly and limit answers to 3 pages, single spaced)

- A. What are your goals for the future, and how do you think ISP will help you achieve those goals?
- B. What do you hope to gain from the experience of living with a host family?
- C. What goals do you have for your anticipated project while in your host country?
- D. What would you like to see in the pre-trip preparation meetings that will make you feel most prepared for your trip?
- E. What excites you the most about international service?

**7. PERSONAL STATEMENT**

In an essay of no more than 750 words, describe yourself. You can include your career goals, personal motivations, desires to perform an international service project, and anything else you believe sets you apart as a student, leader, or individual. Please keep this to a one-page, single spaced response.

**8. RECOMMENDATION AND REFERENCES**

Please include **one** completed recommendation form filled out by a professor in your field of study or someone who is familiar with your academic performance. List two other individuals, of which one should be a personal reference who may be contacted in order to comment on your strengths as an applicant for this program. References should come from Texas A&M University faculty or staff, advisers, employers, or other individuals who know you well.

**\*Recommendation form can be found at [ltjordan.tamu.edu](http://ltjordan.tamu.edu)\***

| Name | Title | Relation to Applicant | Phone Number |
|------|-------|-----------------------|--------------|
|      |       |                       |              |
|      |       |                       |              |
|      |       |                       |              |

Last four digits of your UIN \_\_\_\_\_

**9. HOST FAMILY PREFERENCES**  
(This will not impact selection)

**Yes No**

|  |  |  |
|--|--|--|
| Are you willing to share a room?   |  |  |
| Are you allergic to any foods/animals?   |  |  |
| Explain:   |  |  |
| Do you have special dietary requirements?  |  |  |
| Explain:   |  |  |
| Are you okay with being placed in a family with pets?                              |  |  |
| Are you okay with being placed in a family with children?<br>Age range:            |  |  |
| Are you a smoker?  |  |  |
| Are you okay with being placed in a family with members who smoke?                 |  |  |
| Do you have any medical conditions of which your host family should be made aware? |  |  |
| Explain:   |  |  |

**10. LETTERS TO EMPLOYER AND HOST FAMILY**

On separate pieces of paper, please write two letters: one directed to your potential project leader and one directed to your potential host family. Letters can be addressed *To Whom it may concern*:. In the letter to your host family, tell them a little about yourself, your preferences, and your goals for your stay. The letter to your project leader should include: a short biography (name, hometown, academics); a list of practical experiences and University studies that relate to your project preference, including useful skills you have acquired (technical, professional experience, lab work etc.); a statement of present language ability; and a brief discussion of what you hope to accomplish during your stay.

**Please turn in two (2) stapled sets of your application in a labeled manila envelope, which includes personal data sheet, completed application form, resume, a completed reference form, transcripts, and both letters.**

**\*Reference forms and transcripts may also be emailed to [jiwork@msc.tamu.edu](mailto:jiwork@msc.tamu.edu)\***

**Leland T. and Jessie W. Jordan Institute Office  
Room 2293 on the 2<sup>nd</sup> floor of the Memorial Student Center**

*(If office is closed you may drop it off at the main desk Room 2240  
MSC Student Programs Office)*