



**INSTITUTE FOR THE INTERNATIONAL EDUCATION OF STUDENTS**

**INTERNATIONAL  
STUDENT  
ASSISTANTSHIP  
APPLICATION  
2018-2019**

# IES Abroad International Student Assistantship Program

## About IES Abroad

The Institute for the International Education of Students (IES Abroad) is a global, non-profit, third-party provider of quality study abroad programs based in Chicago, Illinois. Since 1950, IES Abroad has been introducing students to new places, studies, and ways of thinking at its more than 30 Centers in nearly 20 countries across Africa, Asia, Australia, Europe, New Zealand, and South America. In these locations, IES Abroad is partnered with over 80 international universities. Since 2006, IES Abroad has enrolled, on average, over 5,000 students in its programs from its consortium of over 170 selective U.S. colleges and universities.

## IES Abroad International Student Assistantship Program

The IES Abroad International Student Assistantship Program facilitates one-year long International Student Assistant positions for highly-qualified students from its international collaborating universities in Argentina, Chile, China, Ecuador, France, Germany, Italy, and Spain. International Student Assistants are placed at approximately 30 IES Abroad consortium member schools in the U.S. Placements are mostly at small, liberal arts colleges (see past placements below). Students work as Foreign Language Resident Assistants, Language Department Assistants, and Teaching Assistants, thereby mutually benefiting American and foreign students as well as the participating U.S. and international institutions.

## Profile of Possible Positions

Most placements fall into one of the three categories listed below. However, each assistantship is unique to the sponsoring college or university and may include any combination of these responsibilities.

**Language Department Assistant:** Department Assistants usually work in an administrative capacity in language departments or by assisting students with conversational hours in language laboratories. Assistants also often work directly with students, staff and faculty to promote the everyday use of their native language through participation in language clubs and special events.

**Teaching Assistant:** Teaching Assistants (TAs) are often used at the undergraduate level and may assist professors with language courses. A TA may help with lesson preparations, with instruction in the classroom, or with corrections of student papers and tests. Occasionally, the TA may team teach and offer the conversation component of a language course. A few universities have TAs teach full courses on their own.

**Foreign Language Resident Assistant:** Several U.S. campuses have language houses or hallways within a student residence where interested students choose to live in an effort to immerse themselves in the study of the language. Resident Assistants usually live in the language residence halls or houses and are responsible for promoting the everyday use of their native language. In addition, they help organize cultural activities related to their home culture and some may be asked to assist the language department in various capacities.

### **Past Placements:**

- Bucknell University
- Claremont McKenna College
- DePauw University
- Franklin and Marshall College
- Grinnell College
- Gustavus Adolphus College
- Hope College
- Illinois Wesleyan University
- Occidental College
- Pomona College
- Scripps College
- St. Catherine University
- University of Redlands
- Washington and Lee University
- Whitman College
- William Jewell College
- Wofford College

## Qualifications & Award Packages

Applicants may be pursuing or have recently completed the equivalent of a Bachelor's or Master's Degree. Positions may be available for students pursuing a Ph.D.; however most candidates are usually younger than 30 years old.

As their primary field of study, successful applicants have studied English, Pedagogy, or the Humanities and wish to pursue a career in teaching. Competitive applicants may also have experience tutoring or teaching English or their native language and culture, and be eager to share their native culture, act as study abroad resources, and study in the U.S. In exchange for their work, International Student Assistants may receive any of the following: a tuition waiver, room, board, insurance, and/or a small stipend

(\$1,000-\$9,000/academic year). **Positions and award packages vary by institution; most positions include only a selection of the items listed above.**

## **Application**

The complete application consists of the IES Abroad International Student Assistantship application and three supporting documents.

### **IES Abroad International Student Assistantship application consists of four parts:**

- **Part 1:** Student Information
- **Part 2:** Foreign Language Evaluation
- **Part 3:** Recommendation
- **Part 4:** IES Abroad Director Interview — **This evaluation will be submitted separately by the IES Abroad Center Director in your city. No candidate will be considered without the IES Director Interview Form.**

### **Required supporting documents include:**

- **Essay:** Please submit a 500-word essay in **English** on why you want to participate in the IES Abroad International Student Assistantship program. Include any past teaching or leadership experiences as well as the qualities that would make you a strong candidate for this program, and any personal or academic experiences that have influenced your decision to study and work abroad. Feel free to discuss your views on teaching as well. **Please note: this essay is IN ADDITION to the questions asked in Part 1 of the application. You must answer the questions AND include an essay. Successful applicants will not simply duplicate their responses.**
- **Transcripts:** Please include official copies of university transcripts from each university attended.
- **TOEFL Exam:** Please include a copy of your TOEFL exam results or receipt indicating your exam date. The TOEFL (Test of English as a Foreign Language) is administered at more than 100 centers around the world. You must register and complete this exam prior to your arrival in the U.S. and most of the schools IES works with require it before you can accept your assistantship position. Some schools may accept the IELTS exam as well — please consult your IES Center contact to discuss.

### **Please DO NOT submit any of the following documents:**

- Passport-sized photos
- Past papers or research
- Additional recommendations
- Certificates

Students should submit **two** copies of the application and supporting documents. One should be sent electronically (preferably in one pdf file) to **Shannon O'Boyle at soboyle@iesabroad.org**. Please address your email with your name, the name of the Center you are working with, and "assistantship application." For example: **John Doe, IES Abroad Granada, Assistantship Application**. The other copy should be submitted directly to the IES Abroad Center Director in your city. If you are unable to submit your documents electronically, please send via courier (Fedex, DHL, etc.) to IES Abroad, 33 West Monroe, Suite 2300, Chicago, IL 60603, and to the IES Abroad Center in your city. **Incomplete applications will not be considered, so please make sure that all documentation is accurate, easy to read, and up to date. Each applicant will receive a confirming email when their application has been accepted. Applications are due by January 22, 2018**

## **Application Process**

Return your completed application and other required documents to Shannon O'Boyle at IES Abroad in Chicago, Illinois, per the instructions listed above. The evaluation form for your interview with the IES Center Director in your city will be sent separately, by the Center Director. Once all applications and evaluations arrive in Chicago, they are reviewed and sent to U.S. institutions whose position matches your interests and qualifications. Your application will be sent to a minimum of three institutions.

Each institution receives an average of six applications per language selected. If you are selected by an institution, you will be notified with a description of the institution, position, and award package. If you accept the conditions of the assistantship, you will sign an agreement making the commitment to serve as an assistant at that college or university. You are expected to make a decision within one week of notification. All positions are for one academic year (August or September through May or June). Good luck to you!

**IES Abroad**

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33 West Monroe, Suite 2300  
Chicago, IL 60603  
USA  
Phone: 1-312-944-1750  
Fax: 1-312-944-1448  
[www.IESabroad.org](http://www.IESabroad.org)

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# PART 1: STUDENT INFORMATION

PAGE 1 of 3

Please type or print CLEARLY in ink using capital letters.

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Name of applicant (first name, last name)	Academic year of proposed student assistantship
Citizenship	Date (month, day, year) & place of birth
Passport # & expiration date	Gender (optional)

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## Permanent Mailing Address for Student

Street Address:

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City, State/Region:

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Postal Code:

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Country:

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Telephone:

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Cell Phone:

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E-mail and Skype Address:

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## Current Address, if different from Permanent Mailing Address

Street Address:

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City, State/Region:

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Postal Code:

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Country:

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Telephone:

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E-mail:

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Last date to use current address:

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# PART 1: STUDENT INFORMATION

PAGE 2 of 3

Please type or print CLEARLY in ink using capital letters.

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Name of applicant (first name, last name)

Academic year of proposed student assistantship

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University currently attending:

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Major fields of study:

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Expected degree:

Expected date of graduation:

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Other universities attended:

Dates attended:

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Other universities attended:

Dates attended:

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Degrees completed (e.g. Post-Secondary, Graduate, Ph.D):

Dates completed:

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Degrees completed (e.g. Post-Secondary, Graduate Studies, Ph.D):

Dates completed:

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Languages spoken:

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## Courses

List the courses you are currently taking:

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List additional courses that you plan to take before your proposed student assistantship position begins:

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# PART 1: STUDENT INFORMATION

PAGE 3 of 3

Please type or print CLEARLY in ink, using capital letters.

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Name of applicant \_\_\_\_\_

Academic year of proposed student assistantship \_\_\_\_\_

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## Program

Please rank the following positions by preference (1= most preferred, 3= least preferred)

- Language Department Assistant       Teaching Assistant       Resident Assistant

Where in the United States would you prefer to work?

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## Instructions

Using a separate piece of paper, please answer the following questions with as much detail as possible. These questions are in addition to your essay.

- 1. Please list your work/ practical experience and describe your duties and responsibilities for each job.**
- 2. Please list your teaching experience with a description of the material and the period of time which you taught.**
- 3. Please list your extra-curricular activities.**
- 4. What are your academic and professional goals?**
- 5. What would you like to gain out of your experience as a student assistant in the United States?**
- 6. What subject areas would you like to take courses in during your proposed time in the U.S.? *Please note: Some subject areas may not be available at some institutions. To be a viable candidate, you may need to be flexible with the courses that you will take***

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## PART 2: FOREIGN LANGUAGE EVALUATION (REQUIRED)

(Please type or print clearly in ink, using capital letters)

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Name of applicant

Academic year of proposed student assistantship

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### Instructions

The Foreign Language Evaluation is **required** for all student assistantship positions. This form should be completed by a faculty member that instructed you in an English language class. **Parts 2 and 3 must be filled out by different professors.** *Aside from this foreign language evaluation, students must take a TOEFL exam which is administered four times a year at more than 100 centers worldwide. An applicant must make arrangements to take this exam five weeks in advance of the test dates.*

### To be completed by applicant:

Your native language:

Prior languages studied:

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Language	Years
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Language	Years
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### Language evaluation to be completed by an English-language faculty member

Please comment on the level of the applicant's current language skills. Indicate your opinion of the applicant's ability to pursue university courses in English within a reasonable time after arrival in the United States (i.e. follow lectures, take notes, write essay exams). Please comment on speaking, writing and reading ability as well as aural comprehension.

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Name (please print)

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Signature

Date

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Position or title

Department

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University

Telephone

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### Comments

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IES Abroad, Institute for the International Education of Students  
33 West Monroe, Suite 2300  
Chicago, IL 60603  
312-944-1750  
soboye@IESabroad.org

*IES Abroad International Student Assistantship Application*



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## PART 3: RECOMMENDATION (REQUIRED)

Please type or print CLEARLY in ink using capital letters.

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Name of applicant \_\_\_\_\_

Academic year of proposed student assistantship \_\_\_\_\_

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### Instructions

Please sign the authorization below and give this recommendation form to a professor who knows you well and has taught you (preferably in your major), or a supervisor whom you worked for at least 1 year. **Parts 2 and 3 may not be filled out by the same professor.**

I hereby authorize \_\_\_\_\_ to complete this form.

I waive my right of access to this recommendation and understand that the information provided will be used only for the purpose for which it was prepared. • yes • no

\_\_\_\_\_  
student's signature

\_\_\_\_\_  
date

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### Recommendation to be completed by professor or supervisor

The individual named above has applied for a student assistantship program in the U.S. through IES Abroad. We would appreciate your careful assessment of this student's intellectual ability and academic motivation, past performance, maturity, and his or her potential for successfully adjusting to life, work and study in the U.S.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature and date

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\_\_\_\_\_  
Position or title

\_\_\_\_\_  
University or affiliation

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How long have you known this applicant?

Among all students you have taught or worked with, how would you rate this applicant on a combined measure of academic performance and personal promise?

- top 10%
- upper 25%
- upper 50%
- lower 50%

Do you recommend this candidate for a student assistantship position in the U.S.?

- I recommend without reservation
  - I recommend with reservation
  - I do not recommend
- 

### Comments

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## **PART 4: IES ABROAD DIRECTOR INTERVIEW EVALUATION**

Please type or print clearly in ink using capital letters.

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Name of applicant

Academic year of proposed student assistantship

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### **Instructions**

The IES Abroad Director Interview Evaluation is required for all student assistantship positions. Make an appointment with the IES Abroad Director to discuss the application process and your interest in the position.

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### **Interview evaluation to be completed by the IES Abroad Director**

1. Please discuss the application process, the differences between the American university systems versus home country university systems, and the nature of the work as a student assistant.
  2. Please comment on the applicant's personality (i.e. outgoing, reliable, personable, openness to different cultures, and willingness to teach the host universities' practica.)
  3. Please comment on the level of the applicant's current language skills. Indicate your opinion of the applicant's ability to pursue university courses in English within a reasonable time after arrival in the United States as well as the applicant's capability and commitment to working as a student assistant.
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Director name

Director Signature & Date

Center

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### **Comments**

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## **PART 5: EMERGENCY CONTACT INFORMATION**

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Name of Emergency Contact:

Relationship to Applicant:

Telephone/Cell Phone:

Mailing Address:

E-mail address:

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