

Study Abroad: Getting Information Dialogue

(ring ring)

Receptionist 1: Hello, this is the Information desk. How may I help you?

Student: Hello, I would like to get some information about your university's study abroad program. Is this the right number to call?

Receptionist 1: Umm...no, this is the general information desk. I will transfer your call to the International Student's Office.

Student: Ok, thanks.

(a few moments later)

Receptionist 2: Hello, International Student's Office.

Student: Hi, I am a student from Taiwan and I would like to get some information about studying abroad at your university.

Receptionist 2: OK, what would you like to know?

Student: I am interested in the one-year study abroad program, and I would like to know when the application deadline is for the fall 2013 semester.

Receptionist 2: That deadline is quickly approaching! You must submit your application by June 30th.

Student: Wow, that is soon. What documents do you require?

Receptionist 2: Well, first you need to fill out our application form. You can find that on our website.

Student: OK, is that all?

Receptionist 2: You will also need to prove that you are able to study in English. We require students to take the TOEFL exam (Test of English as a Foreign Language) to show that they are proficient in English.

Student: So...do I just need to provide a copy of my exam score with my application?

Receptionist 2: Yes, that's correct. You will also need to pay an application fee.

Student: How much is the application fee?

Receptionist 2: It is a \$40 non-refundable fee, and it can be paid by credit card or cheque.

Student: Sorry, I don't understand. What does 'non-refundable' mean?

Receptionist 2: Non-refundable means that you will not get your money back, even if you are not accepted to the university. We will not refund your money.

Student: Oh, OK thanks for explaining that to me. What is the tuition fee for a full-time international student?

Receptionist 2: Hmm...let me see. The tuition fee for a full-time international student is \$8000 per year.

Student: Are there any scholarship opportunities for international students?

Receptionist 2: Yes, we have many scholarships for international students. If you go to our website you can see the qualification requirements for each scholarship. In fact, we have one scholarship specifically for students from Taiwan.

Student: Really?

Receptionist 2: Yes, the scholarship would pay for half of your first year's tuition fee.

Student: Wow! That sounds great. I will definitely check out that information on the website!

Receptionist 2: You can download the scholarship application form and submit it with your other documents.

Student: Alright, so to apply I will need to submit my application form, a copy of my English proficiency exam score, the scholarship application form and the \$40 application fee. Is that correct?

Receptionist 2: Yes, that's correct. But, you are still missing two important things.

Student: Oh, what else do I need to submit?

Receptionist 2: You will need to give us an official copy of your transcripts and a letter of intent.

Student: OK. I will prepare all those documents and submit my application before June 30th.

Receptionist 2: Sounds good. Do you have any other questions?

Student: Yes, just one more question: what sort of accommodation is available on-campus for international students?

Receptionist 2: There is a dormitory on-campus for international students, or you can stay with a host family off-campus.

Student: Excellent. Thank you very for answering all my questions!

Receptionist 2: No problem. If you have any more questions please feel free to call me back, or you can also check out the information on our website.

Student: Thanks, bye.

Receptionist 2: Goodbye.

Letter of Intent (Personal Statement)

A 'Letter of Intent' or 'Personal Statement' is the letter that you will write to apply to study abroad. This letter describes:

- why you want to study abroad
- you! This letter should tell the university about your personality, interests, and goals.
- why you should be accepted to this university

Sample Letter:

To whom it may concern,

My name is _____. I am currently studying _____ *(subject you are studying)* at National Dong Hwa University in Taiwan. I am very interested in studying abroad at *(name of university)* for the 2013-2014 school year.

There are many reasons why I would like to study abroad.
(Write a few sentences describing why you would like to study abroad)

Now, let me tell you a little about myself.
(Write a few sentences to describe yourself. For example, what are your interests/hobbies? Where are you from? What are your career goals?)

I believe that I am a good candidate for acceptance to the *(name of program)* at your university.
(Write a few sentences describing why you should be accepted to the university)

Thank you for considering my application. I look forward to your reply,

Sincerely,

(Your name)

Note: This is just an example letter. There are many other formats that can be used. Make sure you include all the information that is requested by the university where you are applying.