

HOW TO APPLY ADVENTIST COLLEGES ABROAD (ACA)

NOTE » PUC's APPLICATION DEADLINES ARE EARLIER THAN ACA'S
SUMMER PROGRAM – APRIL 1; ACADEMIC YEAR PROGRAM – MAY 1.

- Go to acastudyabroad.com. Under the *Apply* menu select *Apply Online*. Read all announcements carefully to make sure you meet all requirements for participation in the program you select – the application fee is non-refundable.

IF YOU AREN'T CURRENTLY A PUC STUDENT: To apply for participation in ACA through PUC, you must be an accepted PUC student. This application process to PUC is separate from application to the ACA Program.

To apply to PUC, complete and submit the following:

1. PUC application puc.edu/admissions-aid/admissions-process
2. Official transcripts – Please use the official document ordering system from your current college or university. Direct all documents to admissions@puc.edu or mail to: Admissions, Pacific Union College, 1 Angwin Avenue, Angwin, CA 94508-9797

QUESTIONS? Contact Admissions: **800-862-7080**

- Complete the online portion of the ACA application (pages 1-2), entering and uploading all requested information, then **PRINT OUT** all pages of your application for completion by hand.

NOTE: If you do not print out or obtain sign offs by all the individuals listed on p. 3, your app has **not** been completed and you have not yet applied to ACA.

- Secure all the off-campus signatures. These include, among others:

Student Insurance Beneficiary: Designate the recipient of insurance funds in the unlikely event your life should end while in ACA. Applicants usually name a parent/parents.

Statement of Parent/Guardian or Person Responsible for Finances: If your parents claim you on their tax forms, then one parent needs to sign. If you are totally independent, you should sign as the responsible individual.

FOR ACADEMIC YEAR PROGRAM APPLICATIONS:

Make appointments to see all the individuals listed below. Each needs to sign the appropriate line on p. 3. Take your complete application for signatures. If you are not local and need assistance, email ACA Liaison for PUC Suzie Ermshar, sermshar@puc.edu.

The following order of signatures is recommended:

- Academic advisor or advisors (not necessarily the dept. chair) – Advisors for all of your programs should be consulted
- Student finance director: Freddy Whiteside, Finance building, freddy@puc.edu
- Cashier (Student Finance): Arrange for payment of the non-refundable application fee (\$100). Options: Make a check payable to **Pacific Union College** or call the college cashier directly at (707) 965-7530 during office hours to pay by credit card. Important: Tell the cashier you are making an ACA application fee payment for **(your name)** for the **Academic Year** program. If you receive a receipt, keep it with the application. (If you are a previous participant in ACA, the application fee is waived.)
- ACA campus coordinator: Dr. Sylvia Rasi Gregorutti, Irwin Hall 212, srasi@puc.edu
- Student Life (back side of Graf Hall). From Student Life, your application will be sent to Records, and from there, it will be voted on by the ACA Recommendation Committee.

NOTE 1: Do not request an Admissions signature. This will be affixed once your application is voted on and approved for recommendation to ACA.

NOTE 2: Do not write in your own grades or GPA. This section will be completed by Records after your application is received.

FOR SUMMER PROGRAM APPLICATIONS:

HIGH SCHOOL SUMMER APPLICANTS ONLY

Ask your High School Registrar to enter your secondary school GPA and any HS language classes on p. 3. If you have completed any college-level coursework, please arrange for the college/university Registrar to include the information on p. 3 (or send an attached official transcript).

ALL SUMMER APPLICANTS (HS AND COLLEGE)

Meet with the following* and secure signatures on p. 3 of your application:

- ACA campus coordinator: Dr. Sylvia Rasi Gregorutti, Irwin Hall 212, srasi@puc.edu
- Student finance director: Freddy Whiteside, Finance building, freddy@puc.edu
- Cashier (Student Finance): Arrange for payment of the non-refundable application fee (\$25).

OPTIONS – Make a check payable to Pacific Union College or call the college cashier directly at **(707) 965-7530** during office hours to pay by credit card.

IMPORTANT – Tell the cashier you are making an ACA application fee payment for **(your name)** for the **Summer** program. If you receive a receipt, keep it with the application.

- Drop off the completed application and receipt (if applicable) at Student Finance *Attention: Freddy Whiteside*.

*If you are not local and need assistance, email ACA Liaison for PUC Suzie Ermshar, sermshar@puc.edu.

YOU WILL BE NOTIFIED ONCE THE ACA RECOMMENDATION COMMITTEE HAS TAKEN AN ACTION ON YOUR APPLICATION. FOR QUESTIONS ABOUT THIS PART OF THE APPLICATION PROCESS, EMAIL SUZIE ERMSHAR AT SERMSHAR@PUC.EDU.

- Attend PUC's ACA Orientation – for both Summer and Academic Year Participants. See the PUC Calendar, emails, announcements, and your letter from PUC for details.

PASSPORT: If you don't have a passport, have an expired passport, or if it expires less than 6 months from your return date, start the process now (usa.gov/passport).

ACCEPTANCE/VISA: Once your application has been recommended to ACA, you will be sent an application packet from ACA. Follow all instructions carefully and quickly. For questions, contact the ACA Office (aca@nadadventist.org).

NOTE: If it's June or later and you need a visa, consider making an appointment online as you wait for your packet.

REQUIRED COURSE: PUC students participating in study abroad during the Academic Year are required take a one-credit online course on Canvas, LANG 300: International Cultural Experience, for each quarter they participate in ACA. You are automatically enrolled and the course does not carry an additional charge. Questions? Dr. Rasi Gregorutti (srasi@puc.edu).

APPLICATION & ACADEMIC QUESTIONS: For questions about applying to ACA, academics including GEs, LANG 300, language majors and minors, contact Dr. Sylvia Rasi Gregorutti (srasi@puc.edu).

GE COURSES: General Education courses at each campus are listed here: puc.edu/aca-credits

INTERNSHIPS: Unpaid internships are available during the Academic Year. Go to the specific international campus on the ACA webpage. Questions? Contact the ACA program director for that campus.

FINE ARTS MINOR: For questions about credits towards a fine arts minor at ACA-Italy, contact Prof. Amy Cronk Gatdula (akcronk@puc.edu).