



Department of
World Languages &
Cultures
One Angwin Avenue
Angwin, CA 94508

How to Apply for Adventist Colleges Abroad (ACA)

- 1.** Go to aca-noborders.com. Under the *Applications* menu select and read *Who Should Apply?* Make sure you meet all the requirements for participation in the program and language 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. If you haven't yet applied to PUC, complete and submit the following to the PUC Admissions Office:

- a. PUC application (www.puc.edu/apply)
- b. Transcripts – both college and high school
- c. A letter of recommendation
- d. Enrollment fee of \$200 (separate from the ACA application fee) www.puc.edu/reserve

This application process is separate from application to the ACA Program. Send to one of the following:
- admissions@puc.edu
- Fax (707) 965-6671
- Admissions, Pacific Union College, One Angwin Avenue, Angwin, CA 94508

- 2.** Under the Applications menu of the aca-noborders.com website, select *Apply Online*, then choose and read the *Application Tutorial*.
- 3.** Complete the online portion, then print out your application for completion by hand.
- 4.** Secure all the off-campus signatures (for example, the person responsible for your finances, etc.)

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

- 5.** Attach two passport-sized photos to the application (on the upper right-hand of the first page).

Note 2: Official passport photos are not required. You can attach photos the same size as the square on the application. The photo should be a clear, recent headshot since it will be used for identification purposes (airport pick up, etc.).

Note 3: Do not write in your own grades or GPA in the Records section. This section will be completed by Records staff after your application is turned in.

- 6.** For an Academic Year Program applications: Make appointments to see the individuals listed below. Each has important information to give you (or give about you). You'll need to meet with most in person. Each needs to sign the appropriate line on the last page of your application.

The following order is recommended:

- a.** Academic advisor or advisors (not necessarily the chair)
- b.** Student Finance: Laurie Wheeler, director (Finance building)
- c.** ACA campus representative: Dr. Sylvia Rasi Gregorutti (Irwin Hall 212)
- d.** Student Life: Dr. Lisa Bissell-Paulson, vice president (Graf Hall)

For Summer Program applications: Meet only with the director of Student Finance and the ACA campus representative.

- 7.** Submit the completed application, photos, and fee (or cashier's receipt indicating payment of fee) to the Admissions front desk (Front side of Graf Hall).
- 8.** Attend ACA orientation at PUC. Orientation is typically held in mid-May. See the PUC Calendar or your recommendation letter for this year's date.
- You will be notified once the ACA Recommendation Committee has taken an action on your application. For questions about this part of the process, contact Suzie Ermshar (sermshar@puc.edu).
 - For general questions or questions specifically about the Spanish Studies degree or the Language & Culture Studies degree (Emphases in Arabic, French, German, Italian, Portuguese, and Spanish) contact the department of world languages & cultures chair, Dr. Sylvia Rasi Gregorutti (srasi@puc.edu).
 - For questions about the minor in art at ACA-Italy (Villa Aurora, Florence), contact the department of visual arts chair, Professor Milbert Mariano (mmariano@puc.edu).