



Summer Translation Institute 2009
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Department of Foreign Languages
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summer-translation@wmich.edu
<http://www.wmich.edu/languages/summertranslation>

INSTRUCTIONS FOR APPLICATION TO THE SUMMER TRANSLATION INSTITUTE (June 25-July 24, 2009)

We are currently reviewing applications. Students are being admitted on a rolling basis, so early applications receive priority treatment. We encourage you to send an e-mail to summer-translation@wmich.edu to check on the availability of seats in the course.

- (1) Print and fill out the **form** on the next page.
- (2) Write a **self-introduction** of 500-600 words. In your introduction, answer the questions below.
 - a. What is your educational background? Are you currently a student? In what subject?
 - b. Where have you learned your language? How many years have you studied?
 - c. What experiences (if any) do you have in countries where your language is spoken?
 - d. At what level would you describe your own language abilities? (Please be honest.)
 - e. What are your linguistic strengths? What are your weaknesses? (Please be honest.)
 - f. Why are you interested in translation?
 - g. Do you have any previous experience with translation?

If you are a native speaker of English, please write your self-introduction in your language of focus (Arabic, French, or Japanese). If you are a native speaker of Arabic, French, or Japanese, please write your self-introduction in English.

- (3) Print out the **recommendation form** on the third page. Obtain a **letter of recommendation** from a professor, co-worker, or other professional who knows of your ability in the target language. The recommendation form and letter should be placed together inside a sealed envelope with the recommender's signature across the seal.
- (4) Send the materials listed above with a **\$50 non-refundable application fee** to the address listed at the top of these instructions. Please make checks out to the Department of Foreign Languages. If you cannot provide a personal or bank check, please send a money order.

After reviewing your applications, the directors of the institute will contact applicants to let them know of their selection. At that time, the directors will provide more information about forms and other procedures necessary to enroll officially in the university. Thank you for your interest!

WESTERN MICHIGAN UNIVERSITY



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SUMMER TRANSLATION INSTITUTE (June 25-July 24, 2009) Application Form 2009

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Surname | First Name |
| | Middle Name(s) |
| Street Address | |
| City | State |
| Zip Code / Mailing Code | Country |
| Home Phone Number | Cell Phone Number |
| E-mail address(es) | |
| Native Language | |
| Date of Birth | |
| Are you a U.S. citizen or permanent resident? (Please check one box.) <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If you are not a citizen or resident, please write your nationality. _____ | |
| If you are not a citizen or resident, will you need support for a visa to study at WMU? (Please check.) <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Are you currently a Western Michigan University student? (Please check one box.) <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If you are not currently a Western Michigan University student, have you ever been enrolled here? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will you have already earned a B.A. or other undergraduate degree by the time the institute takes place? (Please check.) <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Do you want more information about housing in Kalamazoo? (Please check one box.) <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Signature | Date of application |

Please send this application form with your letter of recommendation and \$50 non-refundable application fee to the address at the top of this page. See the instructions online at <http://www.wmich.edu/languages/summertranslation>.



SUMMER TRANSLATION INSTITUTE Recommendation Form 2009

To be filled out by the person applying to the Summer Translation Institute:

Name of applicant _____

Surname

First Name

Middle Name(s)

Note to Applicant: Use this form and have an academic or professional reference provide you with a recommendation letter. If you have not already graduated with your Bachelor's degree, your reference should be someone at your university who knows about your language ability. If you have a Bachelor's degree, then you may obtain a letter from a co-worker, or other professional who knows of your ability in the target language. Please have the recommender return the letter to you in a sealed, signed envelope. They should NOT send it separately to Western Michigan University.

Note to Recommender: Please return this form and a letter of recommendation to the applicant in a signed, sealed envelope. The letter should describe your personal assessment of the applicant's ability to participate in the Summer Translation Institute at Western Michigan University. The most helpful reference letter will describe (1) your relationship to the applicant, (2) the length of time you have known the applicant, (3) your evaluation of the applicant's ability in the language that he or she wishes to study, (4) your evaluation of the applicant's academic abilities, and (5) the emotional and intellectual maturity of the applicant. Thank you for your assistance in providing honest and candid evaluations. You may write in English, Arabic, Japanese, or French.

About the Summer Translation Institute: The Summer Translation Institute (STI), hosted by the Department of Foreign Languages at Western Michigan University, offers a unique opportunity for advanced language learners and professionals to improve their translation skills while working on their language proficiency. This program provides intensive training in translation Arabic, French, and Japanese, as well as coursework and special guest speakers discussing the theory and business of translation. For more information, please see <http://www.wmich.edu/languages/summertranslation>.

To be filled out by the recommender:

Recommender's Name (Please print.)

How long have you known the applicant?

Organization/Institution/Company

Title and Department Address

Telephone Number

E-mail Address

Signature

Date