

Georgetown University

European Studies Certificate Program

Application Procedures

Program Director: Dr. Peter Pfeiffer, German Department, ICC 467, 687-5693;
pfeiffep@georgetown.edu

Program Administrator: Kimberly Jaeger, BMW Center for German and European Studies,
ICC 501-Q1, 687-8076; jaegerk@georgetown.edu

PROCEDURES

The application must be turned in with a copy of your transcript (unofficial is acceptable) by the end of the SOPHOMORE YEAR or during the JUNIOR YEAR.

1. Review the current list of requirements (available at <http://www.georgetown.edu/sfs/cges/certificate.html>). Discuss the program with your dean, the program director, and the program administrator. Please remember- no more than two courses from another university, foreign or domestic, may be applied toward the certificate, unless as approved by the Certificate Program Director. Courses cannot be counted toward both the certificate and the student's major or minor requirements.
2. Complete the application and sign it.
3. Ask Dr. Pfeiffer, the program director, to review the application (bring a current copy of your transcript with you—unofficial is acceptable). If he signs approval, ...
4. Take the application to your dean's office. If your dean signs approval, ...
5. Bring the application and transcript to Kimberly Jaeger, the program administrator.

Any changes to the coursework on your original application must be approved before you take the course. A course which does not clearly follow your focus may not count for the certificate. Contact the program administrator if you would like to make any changes to your original application.

You will be notified -- during the fall semester of your senior year, before pre-registration for the spring -- of a meeting with other senior certificate candidates to discuss the colloquium and thesis. You will be required to turn in a current copy of your transcript at this meeting (again, unofficial is acceptable).

If you decide to withdraw from the certificate program, please notify the program administrator **in writing**.

Georgetown University -- *European Studies Certificate Program* -- Application

Name: _____ ID: _____

School/Class: _____ Major(s) _____

Local Address:

Phone: _____

Email: _____

Permanent Address:

Phone: _____

Email: _____

Are you planning overseas study? If so, where and when?

Fall of _____ (Year) Location _____

Spring of _____ (Year) Location _____

Requirement	Proposed Coursework - which courses and when			
	Course Number	Course Title	Semester (Fall/Spr)	Year
Language	Language for regional focus, up to or beyond the advanced level: _____			
History				
History				
Economics				
Government				
Elective- Id/Cul				
Elective- Reg.				
Colloquium	INAF 454	<i>European Studies Colloquium</i>	Spring	20_____

SIGNATURES:

Applicant: _____ Date _____

Program Director: _____ Date _____

Applicant's Dean: _____ Date _____