The IUHPFL is a year-round Program. While teachers and counselors assume a guiding role, applicant students are required to spend significant time and energy throughout the year. The results, however, are amazing. Students grow their language skills to, on average, the fifth semester college-level, while becoming better rounded and acquiring a great sense of world. In the classroom, IUHPFL alumni support teachers and fellow classmates through valuable insight and tutoring.

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**Step 1: Initial Contact and Promotional Materials**
In August 2013 schools receive promotional materials to be distributed and/or displayed in classrooms and hallways. Teachers may also want to use the IUHPFL website and online videos. We ask you to share information with your colleagues in order to reach potential participants. Students can download the factsheet, comparative program information, read blogs or watch videos with their guardians or classmates. If there are Program alumni at your school, this would be an excellent time to have them speak to prospective applicants and encourage them to take the language test.

**Step 2: Language Test Registration**
We ask that students who wish to apply to the Program register for the IUHPFL Fall Language exam by **September 29, 2013**. Students will sign up for the language test via the IUHPFL website under “How to Apply.” Test fee payments are also administered online.

**Step 3: Language Test**
The test lasts about one and a half to two hours and consists of four parts: grammar, reading, listening comprehension and a brief writing sample. It is used to gauge the student’s level in the foreign
language. All details concerning testing times and locations are available on the IUHPFL website, under the ‘How to Apply’ tab. Makeup tests, if necessary, are offered at most sites on the Monday following the main testing session. Please note that there will be a short presentation of the Program at most testing sites.

**Step 4: Applications**  
Test results will be sent to each school’s Program coordinator via e-mail in early November. We will send coordinators a list based on the test results of the students invited to apply. Students will be able to access application materials on the IUHPFL website shortly thereafter.

**Step 5: Application Deadlines**  
**Program Application**  
All application materials are uploaded to the IUHPFL website and due by **December 8, 2013**. This includes all teacher and adult appraisals and student application documents.

**Financial Aid Application**  
Applicants may apply for financial aid via the Free Application for Federal Student Aid (FAFSA) website and submit a paper or scanned copy of the estimated family contribution (EFT). Instructions on how to apply and send information to the IUHPFL can be found under “How to Apply.” If a student wishes to be considered to receive such aid, the Financial Aid application must be postmarked or e-mailed by **January 31, 2014**.

**Step 6: Evaluations and Evaluation Results**  
After reading all applications, the selection committee determines which students will be invited to participate in the next steps of the selection process. Students and their guardians will be informed about one of four statuses via e-mail: acceptance into the Program, invitation to interview, selection as an alternate or declined. Each school receives a list of semi-finalists by mid-February.

**Step 7: Interviews**  
Interviews will be held in late February and early to mid-March for those students still being considered for acceptance to the Program or acceptance as an alternate.

**Step 8: Final Selection**  
Final selection is based on interview results and availability of Program sites. The final selection lists of students chosen to participate will be sent to Program coordinator(s) via e-mail by mid- to late March. Students and guardians will also be notified via e-mail individually.

**Step 9: Program Placement**  
Finalists receive notification about site placement and how to make preparations for their stay abroad. They receive more forms and information related to their departure, submit acceptance materials, and may solicit financial contributions to support their participation in the Program — if they have not done so already.

**Step 10: Acceptance Materials**  
Students submit various acceptance materials online and selected legal documents via mail to the IUHPFL. These include personal information forms, medical history and travel information.

**Step 11: Orientation**  
Students and guardians are required to attend the IUHPFL orientation in Bloomington. The Program’s Director, alumni, their guardians and instructors present detailed information about the Program. Afternoon activities include site-specific sessions, partially presented in the foreign language. New candidates have an opportunity to get acquainted with each other and their teachers. Mandatory orientations last all day and are scheduled on Saturdays in the spring on the Indiana University Bloomington campus.
Step 12: Host Family Placement
Students and guardians receive notification of host family placement. Students are encouraged to begin communication with their assigned host parents.

Step 13: Departure
Departure for Program sites usually takes place toward the end of the first week in June while returns are generally scheduled for the last week in July. Program dates have not yet been officially set, as we are waiting for confirmation from airlines about group tickets. Do not hesitate to ask us for clarification and please encourage parents and students to do the same. We hope to see this Program remain or become a part of your school’s regular foreign language teaching and planning.

Post Program
As alumni, students must support their schools, teachers and classrooms. They often help teach or tutor fellow students, make presentations in classrooms and support teachers with extra-curricular activities.

Schedules and Deadlines
For exact schedules and deadlines, please consult the Program checklist for students.