Students and Guardians: Thank you for your interest in IUHPFL! Please read these instructions carefully. It is the responsibility of the student to make sure that all materials are submitted and deadlines are met. Please contact us with any questions.

Step 1: Online Registration
Students fill out the Registration Form through our homepage (www.IUHonorsProgram.org) between September 15th and November 15th, 2017. Students who meet basic eligibility requirements (grade level, language level, Indiana high school) as indicated on the Registration Form will receive a link to the Online Application (after paying the registration fee).

Step 2: Pay Registration Fee
Students pay a $15 Registration Fee through our homepage (www.IUHonorsProgram.org) between September 15th and November 15th, 2017. Students who meet basic eligibility requirements (grade level, language level, Indiana high school) as indicated on the Registration Form and pay the Registration Fee will receive a link to the Online Application.

Step 3: Online Application
Please complete and submit your online application by midnight Sunday, December 3rd, 2017. Be sure to confirm that all components are completed via the Student Portal (except the Writing Sample, which is submitted by the teacher to IUHPFL). The complete application includes the following components:

A. Personal Application
B. Writing Sample in Target Language
C. Official School Transcript
D. Parental Assessment
E. Appraisal 1: Academic - Language Teacher
F. Appraisal 2: Academic - Other Teacher
G. Appraisal 3: Non-Academic - Adult

A. Personal Application
Students must complete the application thoughtfully and thoroughly by the deadline. Late or incomplete applications will not be considered. The application questions concern personal and academic information, and includes 28 essay questions of varying lengths. Be sure to read the instructions at the beginning of each section of the online forms.

B. Writing Sample in the Target Language (*not submitted via Online Student Portal)
After registration, the student’s language teacher will receive an email to the Writing Sample materials. This writing exercise must be completed by the student only in the target language and under the supervision of his or her language teacher. No dictionaries, computers, or other resources can be used to assist the student. The exercise takes less than 45 minutes to complete. Writing samples are also due December 3rd, 2017.

C. Official School Transcript
Transcripts are submitted electronically to IUHPFL via a transcript request program (such as Parchment) OR through a school administrator. Select which way you will submit your transcript via the Online Student Portal with the Transcript Request form. If you are submitting your transcript electronically, select “send to individual email address” (or similar) and enter iuhpfl@iu.edu.

D. Parental Assessment
One parent or guardian for each student is asked to complete the Parental Assessment by the deadline. A link to the Parental Assessment form is emailed to parents when the student completes the request via the Student Portal. Answers are to be thoughtful and candid and should provide IUHPFL with a thorough evaluation of the student’s readiness for the challenges of an immersion experience.

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E. Appraisals (3)
Before submitting Appraisal requests via the Student Portal, students should talk to their desired appraisers in person and politely ask if they are willing to complete an Appraisal. When the Appraisal Request form is submitted, an email will be automatically generated to the Appraiser, asking them to fill out an Appraisal before the deadline. Be sure to enter the email address correctly.

The 3 types of Appraisals are:

**Appraisal 1: Academic - Language Teacher**
Filled out by your current foreign language teacher. Request your teacher’s school email address and double-check it for accuracy.

**Appraisal 2: Academic - Other Teacher**
Filled out by one of your teachers that is not your current or former foreign language teacher who knows you well, and is familiar with your academic work. Request your teacher’s school email address and double-check it for accuracy.

**Appraisal 3: Non-Academic - Adult**
Filled out by an adult who knows you well outside of school, but who is not a relative, and is not your current or former school teacher. An athletic coach or band director who also teaches is the exception, but he/she is asked to focus the appraisal only on how well he/she knows you outside of school. Request your appraiser’s preferred email address and double-check it for accuracy.

Note: Some email servers block emails from unknown sources, so be sure to check the status of each Appraisal via the Student Portal and follow-up with your teachers and other adult to make sure they have received the request and submitted the Appraisals. If you need to reissue an Appraisal request, please send an email to iuhpfl@iu.edu with your request, and include a) your name, b) the appraiser’s name, c) the Appraisal type, and d) the correct email address and phone number of the appraiser.

Step 4 (Optional): Financial Assistance
If you would like to apply for financial assistance, please review the financial assistance information on the website and submit your application by Thursday, February 1, 2018. A student’s request for financial assistance has no bearing on his or her acceptance into IUHPFL.

Important Reminders:

- **Student Email Address**
Your email address should remain the same throughout the 2017-2018 Program Cycle since IUHPFL identifies applications by a student’s unique email address and uses email as the primary means of communication with applicants and participants.

- **Guardian Email Address**
Please be sure to provide correct and current email addresses for all of your parents or guardians. It is imperative that IUHPFL be able to communicate with them reliably.

- **Proof of Submission**
Upon submitting your Personal Application you will receive a confirmation email verifying that it has been received by our office. This verification will not apply to the other components of your application. We strongly recommend that you a) confirm with your appraisers and school that your appraisals and transcript, respectively, have been sent to IUHPFL by the deadline, and b) print a copy of your completed Personal Application for your records.

- **Language Testing**
There is no longer an IUHPFL fall language test. A variety of assessment and evaluation tools will be used to assess language proficiency and readiness for language immersion. Students will still take the language test onsite at the beginning and end of the program.