

# London Music Program with the Royal College of Music Fall 2010 Acceptance Instructions

Congratulations on your acceptance to the London Music Program with Royal College of Music! Please read the instructions below carefully. You will receive information on the group flight in the upcoming weeks.

## INSTRUCTIONS

In addition to these forms, you must also complete the pre-departure documents that you were directed to through International Programs' online system. The online system will also instruct you on submission of your \$400 deposit to hold your place in the program.

## ONLINE FORMS

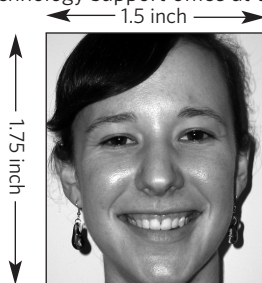
In order to finalize your acceptance to the London program, you must complete the London Program Acceptance Online Forms which are available to you (once you have been issued a login and passphrase) online through the secure website hosted by the London office.

**Step One:** In order to be issued with a passphrase that will allow you to access to your online forms, you must submit the photo mentioned below.

### FOR THE STUDENT LIFE OFFICE (LONDON): PHOTO

Send via e-mail to: [studentlife@bu-london.co.uk](mailto:studentlife@bu-london.co.uk)

Scan and E-mail a photo which you will need for both the London office and your Oyster (London Transport) Card. The photo must be a clear shot of your face from the top of your head to your chin as per the example here. E-mailed photos must be scanned at 300 dpi and should be saved as a JPG file. The name of the file should be your name and semester of study in the format "Duck, Donald, F09." Boston University students may scan and e-mail their photos free of charge at the Office of Information Technology, 111 Cummington St. Non-Boston University students should consult the computer and technology support office at their home schools.



This picture is OK!

Pictures submitted in any other size or format will NOT be accepted and you will NOT receive your passphrase.



This picture is NOT OK!

It is not the correct size. It is not a close shot of the head. It is not sharp and clear, and the resolution (dpi) is too low.

**Step Two:** You also need to have an internet/web-based e-mail account that will be checked regularly, properly maintained, and accessed from any location (e.g. Yahoo, Gmail, etc.). Due to prior issues, we advise against AOL or Verizon. All pre-departure information from London will be sent to this account. You will not be issued a passphrase until you have provided a web-based e-mail address and a photo of yourself that conforms exactly to the specifications that have been indicated to you.

**Step Three:** You can now log onto <http://students.bu-london.co.uk> whenever you need to. Follow the links to the Acceptance Forms for your semester and complete the following forms:

1. Emergency Guardian Details
2. Passport Information
3. Order your Oyster Card (1 month before program begins)
4. Choose your building, room and roommate
5. Choose productions from Social Program
6. Medical Information
7. Flight Arrival and Departure Information
8. LPA Application (optional)
9. Student Representative Application (optional)

## PROGRAM COSTS AND ORIENTATION DATES

The Royal College of Music Program fee for the Fall 2009 semester was \$22,810. The program fee for the 2010/2011 academic year has yet to be announced and is subject to approval by the Board of Trustees at Boston University. Cost includes tuition, housing, airfare, field trips, and emergency/travel assistance coverage. For further details of this coverage, please visit our website at [www.bu.edu/abroad](http://www.bu.edu/abroad) and click on the Apply and Go menu on the top right, then select Health and Safety in the right-hand column. The program fee will be charged to your Boston University student account, which must be settled by the deadline established by Boston University's Office of Student Accounting Services.

There is a mandatory, program-specific pre-departure meeting for all Boston University students enrolled in an off-campus program next semester. Further information regarding the date, time, and location of the London Music Program pre-departure meeting will be forthcoming.

## PROGRAM DATES

August 23 - December 11 (depart US on August 22).

You should in all cases clear your course selections with your academic advisor prior to arrival in London.

Please keep this page for your reference.

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## Tentative Academic Calendar

Arrival in London	Monday, August 23
Orientation	Tuesday, August 24
AH 381 Begins	Wednesday, August 25
RCM Induction Week	Monday, September 13
RCM Classes Begin	Monday, September 20
Mid-Term Break	Saturday, October 23 - Tuesday October 26 (TBC)
RCM Classes End	Friday, December 3
Departure Day	Sunday, December 11

Please keep this page for your reference.

# London Music Program with the Royal College of Music Fall 2010 Student Representative Application

The Boston University London office has an opening for a student representative for the London Music Program. The representative will be the liaison between the BU-London staff, faculty, and fellow students. There will be some hours spent in the BU London office at Harrington Gardens, but no more than five hours a week. The representative will be paid through a £100 cash stipend and mobile phone with £20 credit.

## DUTIES MAY INCLUDE:

- Relaying messages to faculty and students about room changes or other class changes
- Updating student files
- Helping to organize field trips or other events
- Performing general administrative tasks within the London Music Program

Previous office or student employment experience is helpful. Familiarity with the following software packages would be helpful: Excel, Filemaker Pro, InDesign, and Word for Windows.

The student representative will report to the Academic Affairs Office upon arrival in London to meet the staff and have a brief orientation. Your work rotation will be arranged around your studies, and the mid-semester break so that it will interfere as little as possible.

The application overleaf should be submitted no later than June 1, 2009, via e-mail or fax to Elisabeth Schreiber at the Boston University office in London at [eschreib@bu.edu](mailto:eschreib@bu.edu) or 011-44-207-373-9430. After an initial review of the applications, selected students will be invited to take part in telephone interviews. After further consideration, and a possible second interview, the successful candidates will be contacted by telephone or e-mail.

Please note that initial appointments and contacts will be made via your internet e-mail account. Please ensure that you check the account regularly.

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

College phone number: (            ) \_\_\_\_\_

Permanent phone number: (            ) \_\_\_\_\_

## PREVIOUS WORK EXPERIENCE

Company name: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Company name: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Please list any activities in which you regularly participate that you think demonstrate your suitability for this post.

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Please provide us with details of a former employer who may furnish a reference on your behalf.

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Name: \_\_\_\_\_

Telephone number: (            ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please keep this page for your reference.