Information Packet for
Summer 2014 FLAS Fellowships
For UM Undergraduate and Graduate/Professional Students

Application Deadline: February 1, 2014

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Program Overview: Summer FLAS

Summer Foreign Language and Area Studies (FLAS) Fellowships provide funding to current UM undergraduate and graduate students to encourage the study of less commonly taught modern foreign languages in an intensive summer program in a context of an overall academic program of area studies, international studies or international aspects of professional studies. These fellowships are funded with grants from the US Department of Education (US/ED) under Title VI of the Higher Education Act and supplemented with university funds when required under grant guidelines. FLAS Fellowships are administered by the International Institute’s Area Studies Centers and are awarded competitively on a merit basis through an annual fellowship competition.

There are three different types of FLAS Fellowships: Graduate Academic Year FLAS, Undergraduate Academic Year FLAS, and Summer FLAS. Each type of award has its own Information Packet and slightly different sets of rules and application procedures. This Information Packet focuses specifically on the Summer FLAS. Students interested in other types of FLAS awards MUST consult the Information Packet for the appropriate award, all of which are available on the FLAS website (www.ii.umich.edu/flas).

Summer FLAS Fellowships enable current UM undergraduate and graduate students to participate in the study of a less commonly taught modern language in a summer intensive language program. These intensive language programs must teach the equivalent of a full academic year (fall and winter terms) of language classes at the University of Michigan. Students may attend the University of Michigan Summer Language Institute (SLI), an approved intensive language program located in the US, or an approved intensive language program located outside of the US for intermediate and advanced levels of all approved languages and beginning levels of languages not taught in the US in the summer.

The number of each type of fellowship to be awarded by each Center and the amount of each fellowship are determined annually by US/ED according to federal regulations and budgetary authorization from the US Congress. Applicants should be aware that until final confirmation is received from US/ED, fellowship awards and amounts are contingent and may change at a later date.

Summer FLAS Award

Summer FLAS Fellowships provide tuition and required fees up to US$5,000\(^1\) for the summer intensive language programs and a stipend of $2,500.

For summer programs that charge a single comprehensive program fee that include tuition, housing, meals, travel, textbooks, and/or cultural activities, the amount of the program fee for housing, meals, travel textbooks, and/or cultural activities will be subtracted from the program fee to arrive at the tuition amount. Only the tuition in this strict sense may be covered with the tuition portion of the Summer FLAS award. The portion of the program fee for housing, meals, travel and/or textbooks must be covered with the stipend and/or personal funds.

In very rare cases, a travel award of up to a $1,000 may be made to cover the actual cost of traveling to/from the intensive summer language program location.

\(^1\) East Asia National Resource Center will provide supplemental funding from university funds to cover full tuition and required fees above the FLAS tuition limit but encourages students to find a program that is within the FLAS tuition payment.
Eligible Languages: Summer
Languages listed below have been pre-approved as eligible for Summer FLAS Fellowships. Language lists differ significantly among the three types of fellowships; this list applies to Summer FLAS Fellowships only. For lists of eligible languages for undergraduate and graduate academic year FLAS fellowships, please consult the appropriate Information Packet.

Undergraduate students must be studying at the intermediate level (2\textsuperscript{nd} year) or above for all eligible languages. Graduate students may study at all language levels including the beginning level as long as the language does not have a specific level restriction. However, graduate students should keep in mind that all other things being equal, beginning level language is not a priority and students studying beginning level language are expected to have already attained advanced proficiency in another language. Please note that some languages have additional language level and/or academic program restrictions for undergraduate and/or graduate students.

For languages for which two or more Area Studies Centers are listed, students should generally apply to the Area Studies Center whose region of focus more closely matches their interest; however, students may apply to up to two Centers.

Other less commonly taught languages\textsuperscript{2} used in world regions represented by the East Asia National Resource Center (EANRC); Center for Latin American and Caribbean Studies (LACS); Center for Middle Eastern and North African Studies (CMENAS); Center for Russian, East European, and Eurasian Studies (CREEES); Center for South Asian Studies (CSAS); or Center for Southeast Asian Studies (CSEAS) but not taught regularly at the University of Michigan may be eligible for the Summer FLAS fellowship. Pre-approval from US/ED is necessary for Summer FLAS awards in languages not listed in the table below. Please contact the appropriate Area Studies Center for more information.

African Studies Center (ASC) does NOT have Summer FLAS awards for 2014 so languages of Sub-Saharan Africa are not eligible for Summer FLAS.

FLAS awards are generally given only for the study of modern languages. Awards in classical or literary forms of the language (e.g., literary Chinese, classical Japanese, Sanskrit, classical Tibetan, etc.) may only be given in the context of the study of modern languages and are only made in very rare, specialized situations. If you are interested in studying a classical language, please consult with the appropriate Area Studies Center and get approval prior to starting your application.

<table>
<thead>
<tr>
<th>Language</th>
<th>Area Studies Center</th>
<th>Special Conditions for Undergraduate Students</th>
<th>Special Conditions for Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>CMENAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Armenian</td>
<td>CMENAS, CREEES</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Bosnian</td>
<td>CREEES</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
</tbody>
</table>

\textsuperscript{2} FLAS awards cannot be given in commonly taught languages such as beginning and intermediate levels of French, German and Spanish regardless of the world region in which these languages are used.
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Chinese</td>
<td>EANRC</td>
<td>1st Year is NOT eligible; preference given to advanced level students; 2nd year students must complete both terms of 3rd year in AY14-15</td>
<td>1st Year is NOT eligible; preference given to advanced level students</td>
</tr>
<tr>
<td>Croatian</td>
<td>CREES</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Czech</td>
<td>CREES</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Filipino</td>
<td>CSEAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Hebrew</td>
<td>CMENAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Hindi</td>
<td>CSAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Indonesian</td>
<td>CSEAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Japanese</td>
<td>EANRC</td>
<td>1st Year is NOT eligible; preference given to advanced level students; 2nd year students must complete both terms of 3rd year in AY14-15</td>
<td>1st Year is NOT eligible; preference given to advanced level students</td>
</tr>
<tr>
<td>Korean</td>
<td>EANRC</td>
<td>1st Year is NOT eligible; preference given to advanced level students; 2nd year students must complete both terms of 3rd year in AY14-15</td>
<td>Preference given to advanced level students</td>
</tr>
<tr>
<td>Persian</td>
<td>CMENAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Pashto</td>
<td>CMENAS, CREES, CSAS</td>
<td>1st Year is NOT eligible; CMENAS and CSAS require US/ED approval</td>
<td>Requires US/ED approval for CMENAS and CSAS</td>
</tr>
<tr>
<td>Polish</td>
<td>CREES</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Portuguese</td>
<td>LACS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Punjabi</td>
<td>CSAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Quechua</td>
<td>LACS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>CREES</td>
<td>1st Year is NOT eligible</td>
<td>1st and 2nd year Russian is NOT eligible except possibly for professional degree students</td>
</tr>
<tr>
<td>Serbian</td>
<td>CREES</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>LACS</td>
<td>NO UNDERGRADUATE AWARDS IN SPANISH</td>
<td>1st and 2nd year Spanish is NOT eligible; ONLY students in professional degree programs are eligible</td>
</tr>
<tr>
<td>Thai</td>
<td>CSEAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Tibetan</td>
<td>CSAS, EANRC</td>
<td>1st Year is NOT eligible; preference given to advanced level students at EANRC</td>
<td>Preference given to advanced level students at EANRC</td>
</tr>
<tr>
<td>Turkish</td>
<td>CMENAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Ukrainian</td>
<td>CREES</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Urdu</td>
<td>CSAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Uzbek</td>
<td>CMENAS, CREES</td>
<td>1st Year is NOT eligible</td>
<td></td>
</tr>
<tr>
<td>Vietnamese</td>
<td>CSEAS</td>
<td>1st Year is NOT eligible</td>
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### Applicant Eligibility Criteria

Applicants must meet all of the following criteria to be eligible to receive a Summer FLAS Fellowship.

- **Citizenship:** Applicants must be a US citizen or US permanent resident at the time of application.
- **Student Status:**
  - **Current UM (Ann Arbor) Students:** Students who are currently enrolled in an undergraduate or graduate degree program at the University of Michigan may apply for the Summer FLAS Fellowship. However, students graduating in May or August 2014 are not eligible.
  - **Incoming UM (Ann Arbor) Students:** Incoming graduate students (students entering a graduate degree program beginning in Fall 2014 at the University of Michigan) may apply for the Summer FLAS Fellowship to enroll in the University of Michigan Summer Language Institute only, and they should be aware that summer awards are rarely made to incoming students. If admission to a graduate program is not confirmed by the deadline, we will accept an application provided that the admission application for Fall 2014 has been completed. Student must be offered admission and commit to enrollment before an award is made. Incoming undergraduate students (students matriculating in Summer or Fall 2014 at the University of Michigan as freshman or transfer student) are not eligible to apply.
  - **Graduating Students:** Students who are graduating in May or August 2014 are not eligible.
  - **Current UM Dearborn and UM Flint Students:** Current UM Dearborn and UM Flint graduate and undergraduate students who enroll in the UM Summer Language Institute on the Ann Arbor campus are eligible to apply. Dearborn and Flint students may not attend other domestic or overseas programs. Students graduating in May or August 2014 are not eligible.
  - **Non-UM Students:** Students who are NOT enrolled in a degree program at the University of Michigan who plan to enroll in the UM Summer Language Institute may apply for the Summer FLAS. Summer FLAS awards to non-UM Students may only be used at the UM Summer Language Institute. Priority will be given to University of Michigan students.
- **Language Level and Fluency:**
  - **Undergraduate Students:** Must be able to place in the intermediate level (2nd year) or above. If an undergraduate student accepts a Summer FLAS Fellowship and subsequently fails to pass the placement test for intermediate level at the beginning of the summer program, the fellowship award will be cancelled.
  - **Graduate Students:** Previous study of the language is not an eligibility requirement, except for those languages that have a level restriction (see the section on eligible languages on the previous pages for more information). However, graduate students should keep in mind that as a general rule, students studying beginning level language are expected to have already attained advanced proficiency in another language.

<table>
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<tbody>
<tr>
<td>Yiddish</td>
<td>CREES</td>
<td>1st Year is NOT eligible; Requires US/ED approval</td>
<td>Requires US/ED approval</td>
</tr>
</tbody>
</table>
Students studying beginning level language must demonstrate a compelling academic and/or career need to begin study of a new language. If a graduate student accepts a Summer FLAS Fellowship for a language with a level restriction and fails to pass the placement test for the minimum level at the summer program, the fellowship award will be cancelled.

- **Native speakers** of the language are not eligible for a FLAS award in that language. They may apply for a FLAS in another language provided they meet all other eligibility criteria.
- **Native-level fluency**: Students who already possess language fluency at the level of an educated native speaker in the language for which a fellowship is sought are eligible but will be given lowest priority in the selection of fellowship recipients.

- **Summer Program**: Students must enroll in an eligible summer program, as explained in the next section.

### Summer Program Eligibility Criteria

Students awarded a Summer FLAS must enroll in an eligible summer intensive language program. Summer programs must meet the following criteria to be eligible for enrollment with a Summer FLAS Fellowship:

- **Academic Year Equivalency**: The summer program must teach the equivalent of a full academic year (fall and winter terms) of language instruction as taught at the University of Michigan.
- **Program Length**: Summer programs must be at least six weeks in length.
- **Contact Hours in Language Instruction**: Summer programs must have at least 140 contact hours for the beginning (1st year) and intermediate (2nd year) levels and at least 120 contact hours for advanced level (3rd year and above) in language instruction. Contact hour is defined as actual time in the classroom (not including breaks and meal times) with an instructor and may include lectures, recitations, drill sessions, and regularly scheduled tutoring sessions, but may not include office hours. Class sessions focused on culture and/or area studies and field trips may not be counted toward the contact hours even if they are taught in the target language.
- **Program Location**:  
  - All students are eligible to attend the University of Michigan Summer Language Institute (SLI) if the eligible language/level is offered through SLI. Students should be aware that the Summer FLAS award normally covers the SLI Program Fee option only.
  - **Beginning level students** MUST attend a US-based program unless the language is not taught anywhere in the US during the summer.
  - **Intermediate and advanced level students** may attend a US-based program or an approved overseas program.
  - **Students attending an overseas program** must have their program approved by US/ED prior to departure.
- **Program Admission**: It is the responsibility of the student to apply for and secure admission to the desired eligible summer program(s) in a timely manner. For some summer programs, admission is quite competitive and not all applicants are admitted. We strongly recommend that you have a backup plan in case you are not admitted to your first choice program.

Study abroad programs that include a combination of language instruction and area studies courses (taught in English or target language) are not eligible for Summer FLAS unless the language instruction portion of the program meets the summer program eligibility criteria outlined above. For a list of recommended FLAS-eligible summer programs, please consult the FLAS Coordinator for your world area.
Fellowship Requirements
Fellowship recipients are required to meet the following conditions during the term of the fellowship:

- **Registration**: Summer FLAS Fellowship recipients must be registered for academic credit and receive a letter grade for the summer language program. However, students attending the University of Michigan Summer Language Institute (SLI) are encouraged to use the Program Fee Option. Credits need not be transferred to UM.
- **Course Selection**: Summer FLAS Fellowship recipients must be enrolled in an approved intensive language program. Fellowship recipients in a language with level restrictions who fail to meet enrollment requirements for the minimum level (e.g. successful completion of prerequisite courses or minimum score on a placement test) will have their fellowships cancelled. Summer FLAS tuition may not be used to enroll in culture and/or area studies activities/courses that are not included as a part of the intensive language program and for which separate tuition is charged.
- **Deferral**: FLAS Fellowship is tenable only for the period for which it is awarded. It cannot be deferred to a future year. All students must reapply each year.
- **Working during the Fellowship Period**: Since the purpose of the Summer FLAS Fellowship is to provide students funding to concentrate on language study, students may not work while the summer program is in session. Most students will find that the intensity of the summer language program requires their time, attention and energy full time. Students are free to work prior to the beginning of the summer program and after the end of the summer program.
- **Proficiency Testing**: FLAS Fellowship recipients must complete any language proficiency testing at the beginning and end of their fellowship terms as required by US/ED and the Area Studies Center.
- **Reporting**: FLAS Fellowship recipients must comply with all reporting requirements of US/ED and the Area Studies Center.
- **Post-fellowship Surveys**: FLAS Fellowship recipients are required to complete a survey regarding their career paths for a period of time following graduation from their currently enrolled degree program in accordance with US/ED requirements.

Fellowship Selection Criteria
FLAS fellows are selected on the basis of academic merit and how well their proposed program of language and area/international studies fits into their overall academic and career goals and to priorities defined by the US Department of Education.

Application Deadline
Saturday, February 1, 2014, 5pm EST

All application materials must be received by the appropriate Area Studies Center by the deadline. We will use the email receipt time as the time stamp for materials submitted electronically. **Please note that Area Studies Center offices are closed on Saturday.** Materials submitted in hard copy should arrive at the Center by the close of business on Friday, January 31. Late applications will not be accepted. It is the applicant’s responsibility to ensure that all application materials arrive at the appropriate Center by the deadline.
Award Announcement
Each Area Studies Center will make its own announcement of fellowship awards to its applicants. Summer FLAS awards are generally announced by the end of March, though each Center operates independently and Centers may differ in their schedules. The three types of FLAS Awards (Undergraduate Academic Year, Graduate Academic Year, and Summer) may also be announced on a separate schedule. Centers will not give out results of the competition over the telephone in response to inquiries. Please do not call the Center to ask whether you will receive the fellowship.

Application Procedure
Unlike in previous years, we will have separate application procedures for Academic Year and Summer Fellowships. All students interested in applying for the Summer FLAS Fellowship will follow the instructions given in the next section; students who are also applying for the Academic Year FLAS Fellowships will complete an additional application procedure for the Academic Year Fellowship.

For students interested in applying for both Summer and Academic Year Fellowships, the application materials listed below may be shared, and you are required to provide only one set for both applications:

- Curriculum Vitae (CV)/Résumé
- Current official UM transcript
- [Graduate students only] Official transcript from undergraduate and previous graduate degree granting institutions
- Official transcript of other postsecondary education with relevant coursework
- Two academic letters of recommendation: one or both letters may be shared. If you are using the same recommendation for both fellowships, be sure to check off both types of fellowships on the recommendation form. If you decide to use different recommendations for the two fellowships, be sure to check the appropriate fellowship type on the recommendation form so that the Center can tell which recommendation goes with which fellowship application.
- Language instructor report: If you are applying for the same language for both Summer and Academic Year, the language instructor report may be shared; be sure to check both boxes on the form.

If you are applying to multiple Area Studies Centers for Summer FLAS, you must submit a complete set of application to each Center.

Required Application Materials and Instructions
The Summer 2014 FLAS Application is a Microsoft Word file and email-based process. Unlike in previous years, we will not be using the internet-based online application system for Summer FLAS. All necessary forms for Summer FLAS application are available for download from the FLAS website at [http://www.ii.umich.edu/flas](http://www.ii.umich.edu/flas). Prepare each item listed below in a separate computer file, either in Microsoft Word format (.docx or .doc) or in PDF format. Put your last name as a part of the file name so that it is easy to identify. Materials should be submitted by email attachment directly to the FLAS Coordinator. Please send all required materials as email attachments in a single message. The email address for each Area Studies Center is given at the top of the Summer 2014 FLAS Application Form.
Required Materials:

• **Summer 2014 FLAS Application Form:** Download this form from the FLAS website (www.i.i.umd.edu/flas) and fill out this form using Microsoft Word. Save the file when done.

• **Summer FLAS Statement of Purpose:** Please write no more than 1,000 words (approximately 3 pages using a 12 point font, double-spaced). Double-space, use reasonable margins and font size, and put your name and UMID in the header so that it prints on every page. Please write an essay and discuss the following questions/issues: 1) how the study of modern language and area/international studies fits into your overall academic program and career goals; 2) what you have done so far toward these goals; 3) what specific things you plan to do during the fellowship period, including which summer program you plan to attend and why you chose this program; and 4) how these activities contribute toward your academic and career goals. If you are applying for both Summer and Academic Year fellowships, you must write a separate statement for each application.

• **Curriculum Vitae (CV)/Résumé** (upload to the online application site): If you need help with putting together a good CV/Résumé, please go to the UM Career Center (www.careercenter.uml.edu) for a workshop or consultation. If you are applying for both Academic Year and Summer fellowships, you may use the same CV/résumé for both applications.

• **Current Official UM transcript:** You may grant the Area Studies Center staff permission to access an electronic copy of your UM transcript by checking the appropriate box on the application form; this is the preferred method. Otherwise, you must provide a hard copy of your current UM official transcript. The hard copy must be prepared by the Office of the Registrar; unofficial transcript printout from Wolverine Access is not acceptable. You may have the Office of the Registrar mail the official transcript directly to the Area Studies Center. If the official transcript is “issued to the student,” you must bring it in its original envelope with the seal unbroken.

• **[Graduate Students Only] Official Transcript from Undergraduate and Previous Graduate Degree Granting Institutions:** Graduate students must provide an official transcript from their undergraduate degree-granting institution and other previous graduate degree-granting institution(s). Rackham students may grant the Area Studies Center staff permission to access an electronic copy of your transcript(s) submitted at the time of graduate admission by checking the appropriate box on the online application; this is the preferred method. Students in non-Rackham graduate/professional programs may provide an authenticated electronic copy or photocopy of these transcripts on file in their school’s student services office if the copy is prepared by the student services staff and sent directly to the FLAS Coordinator or handed to the student in a sealed and signed envelope. Otherwise, you must provide an official transcript from your undergraduate and any other previous graduate degree granting institutions. If the official transcript is “issued to the student,” you must bring it in its original envelope with the seal unbroken.

• **Official transcript of other postsecondary education with relevant coursework:** All students who completed relevant language and area studies courses since graduating from high school at postsecondary institutions other than UM [or for graduate students, other than degree granting institutions for which you’re already providing transcripts as mentioned in the previous paragraph] must provide an official transcript of such coursework from each institution, even if the credits have been transferred to UM. These may include summer session or study abroad programs. If the official transcript is “issued to the student,” you must bring it in its original envelope with the seal unbroken.

• **Two Academic Letters of Recommendation:** Letters of recommendation must be less than 12 months old. The academic letter of recommendation must be completed by instructors who
teach content courses in the humanities, social sciences, sciences, or the professions, and may
NOT be completed by a language instructor. At least one letter should be from a UM instructor
(faculty or GSI). JD students, including those in dual degree programs, who are applying for both
Summer AND Academic Year fellowships must have at least one letter from a UM Law School
faculty member. The same person may NOT complete both the academic recommendation and
the language instructor report, even if this person is qualified to do both. You will find a link to a
downloadable academic recommendation form on the FLAS website.

• Language Instructor Report: Please read carefully further instructions about the Language
Instructor Report in the next section. The same person may NOT complete both the academic
recommendation and the language instructor report, even if this person is qualified to do both.
You will find a link to a downloadable language instructor report form on the FLAS website.

Language/Area Center Specific Instructions:
• East Asia NRC (Japanese Studies): Current UM students who are applying for the CJS Summer
Fellowships (application deadline January 20) and wish to use the same materials for the FLAS
application do not need to resubmit one or more of the following items with their FLAS
application: Curriculum Vitae, official transcripts (UM and other postsecondary institutions),
academic recommendations, and/or language instructor report. Please submit these materials
by the CJS Summer Fellowship deadline.

If you applied for funding from the same Area Studies Center in previous years, check with the Center
staff to see if it has any materials, such as your undergraduate transcripts, that can be transferred to
your current file. Statement of purpose, curriculum vitae/résumé, and academic letters of
recommendation from previous applications may NOT be reused. Language instructor report may be
reused ONLY IF you were already at an advanced level AND you have NOT enrolled in a language class
since your last language instructor report was completed. Students who are currently enrolled in a
language class or enrolled in a language class since the last language instructor report was submitted
MUST get a new language instructor report.

If you plan to use the Summer FLAS Fellowship at a non-University of Michigan intensive summer
language program, it is your responsibility to complete the admission application for the program in a
timely manner. Please read the section on Summer Program Eligibility Criteria beginning on page 6
carefully to make sure that your program meets the minimum requirements. If you have any concern
whether your proposed program meets these US/ED guidelines, please check with the appropriate Area
Studies Center. Please be aware that incoming graduate students, UM Dearborn and UM Flint students,
and non-UM students may only enroll at the University of Michigan Summer Language Institute.

Further Information on the Language Instructor Report
If you are currently studying or have previously studied the language for which you are applying, the
Language Instructor Report should be completed by your current or most recent language instructor,
teaching assistant, or tutor. You should ask an instructor who is familiar with your oral, aural, reading,
and writing skills to complete the report.

If you are applying to study beginning level language and thus have not previously studied this language
or have developed any proficiency in the language, we do not expect that you will be able to get a
language instructor report for this language. However, you are still required to submit a language
instructor report; you may get one for any other language that you have studied previously or have developed proficiency through living in country or language heritage. The purpose of the Language Instructor Report is to assess your ability to master a foreign language, so an evaluation of your ability to learn another language is helpful in assessing your application.

If you have not formally studied language with an instructor, you have two options: 1) if you use the language through work, you may have your work supervisor or coworker who is also familiar with the language complete the Report; 2) you may also contact a local language instructor to see if a proficiency evaluation may be conducted in order to complete the Report. Most language programs at UM routinely conduct placement tests at the beginning of each term; results of such placement tests are acceptable. We will also accept as evidence of language proficiency results of official proficiency tests such as ACTFL OPI or other widely recognized standardized proficiency tests (e.g., HSK for Chinese, Japan Foundation JLPT for Japanese). Immediate family members and close relatives are not appropriate as a language evaluator even if they are fluent in the language.

If you have any difficulty obtaining a Language Instructor Report, please contact the Area Studies Center to discuss your situation.

**Electronic Transmission of Recommendation and Language Instructor Forms**

The academic recommendation and Language Instructor Report forms are available as downloadable forms on the FLAS website ([www.ii.umich.edu/flas](http://www.ii.umich.edu/flas)) as well as from inside the online FLAS application. These forms may be given to your recommender in paper or electronic form; the preference is to have the form sent electronically to the Area Studies Center. The forms are prepared in Microsoft Word format; to prevent accidental modification of the form, the document is password protected so that the student and the recommender may modify only the designated response areas.

Instructions on how to complete the form:
1. Download the form from the FLAS website. Click on the appropriate link, and save the form on the desired local location.
2. Open the file that you just downloaded and saved in step 1 above using Microsoft Word.
3. Fill out the student portion of the form. Click in each gray shaded area and type your response. Please note that if you click on a check box and need to change your response, you must click on the check box again turn it off.
4. Save the form in Microsoft Word format.
5. To send the form to your recommender or language instructor electronically: write an email message requesting the recommendation and attach the file that you saved in Step 4 to the email as an attachment.

**Application Submission**

The preferred method of application submission for Summer Fellowships is by electronic mail attachments. Please attach all required files in a single message; the email address is provided at the top of the Summer 2014 FLAS Application Form. Any application materials that cannot be submitted electronically may be printed and delivered in person, by US mail, fax, or delivery service to the
appropriate Area Studies Center. Please consult the Area Studies Center Contact Information on the last page of this information packet for the appropriate address.

We strongly recommend that you check the appropriate box(es) on the FLAS Application Form to grant authorization to the Area Studies Center staff for electronic access to your University of Michigan official transcript and, for Rackham students, other transcripts submitted at the time of your graduate admission. If you choose NOT to do so, you must provide one original of each required official transcript in hard copy. To be considered official, transcripts must be sent directly from the issuing office in a sealed envelope. Transcripts “issued to the student” are acceptable only if they are submitted in the original envelope of the issuing office and the seal has not been broken. Photocopies are not acceptable.

Applicants should keep in mind that the letters of recommendation and the Language Instructor Report must arrive at the appropriate Area Studies Center by the deadline, and the person completing these letters must be given adequate time to prepare them in addition to the time required for delivery. Letters of recommendation and Language Instructor Report in hard copy should be given to the applicant only in a sealed envelope with the signature of the recommender across the seal. Any letters of recommendation or Language Instructor Report sent by fax or electronic mail must be sent directly to the Area Studies Center by the recommender.

Checking the Status of Your Application after Submission

If you are concerned about the receipt of your application materials, please contact the Center by electronic mail at the contact email address on the last page of this Information Packet. Telephone inquiries regarding the status of your application will not be accepted. Once the application deadline has passed and all application materials are processed, you will be notified by electronic mail whether your application is complete, or which item(s) are still missing.
## Area Studies Center Contact Information

<table>
<thead>
<tr>
<th>Area Studies Center Contact Person</th>
<th>Mailing Address</th>
<th>Phone Fax Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>East Asia National Resource Center (EANRC)</strong>&lt;br&gt;Ann Takata</td>
<td>Suite 4640&lt;br&gt;1080 S. University Ave.&lt;br&gt;Ann Arbor, MI 48109-1106</td>
<td>P: 734.764.6307&lt;br&gt;F: 734.936.2948&lt;br&gt;<a href="mailto:eastasiaplas@umich.edu">eastasiaplas@umich.edu</a></td>
</tr>
<tr>
<td><strong>Latin American &amp; Caribbean Studies (LACS)</strong>&lt;br&gt;Nancy Becker</td>
<td>Suite 3603&lt;br&gt;1080 S. University Ave.&lt;br&gt;Ann Arbor, MI 48109-1106</td>
<td>P: 734.647.8216&lt;br&gt;F: 734.936.0996&lt;br&gt;<a href="mailto:cmss.flas@umich.edu">cmss.flas@umich.edu</a></td>
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<tr>
<td><strong>Middle Eastern &amp; North African Studies (CMENAS)</strong>&lt;br&gt;Nancy Becker</td>
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<td>P: 734.647.8216&lt;br&gt;F: 734.936.0996&lt;br&gt;<a href="mailto:cmss.flas@umich.edu">cmss.flas@umich.edu</a></td>
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<tr>
<td><strong>Russian, East European, and Eurasian Studies (CREES)</strong>&lt;br&gt;Julie Claus Burnett</td>
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<td>P: 734.764.0351&lt;br&gt;F: 734.763.4765&lt;br&gt;<a href="mailto:crees.fellowships@umich.edu">crees.fellowships@umich.edu</a></td>
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<tr>
<td><strong>South Asian Studies (CSAS)</strong>&lt;br&gt;Nancy Becker</td>
<td>Suite 3603&lt;br&gt;1080 S. University Ave.&lt;br&gt;Ann Arbor, MI 48109-1106</td>
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<td><strong>Southeast Asian Studies (CSEAS)</strong>&lt;br&gt;Nancy Becker</td>
<td>Suite 3603&lt;br&gt;1080 S. University Ave.&lt;br&gt;Ann Arbor, MI 48109-1106</td>
<td>P: 734.647.8216&lt;br&gt;F: 734.936.0996&lt;br&gt;<a href="mailto:cmss.flas@umich.edu">cmss.flas@umich.edu</a></td>
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