

Pennsylvania School for

GLOBAL ENTREPRENEURSHIP



(a former Governor's School)

July 2 - July 29, 2017

Application and further information available on the website:

www.iacocca-lehigh.org

Contact: Diana Q. Shepherd

email: dqs206@lehigh.edu

610-758-6886



Entrepreneurship has been defined as the organizing and managing of a business undertaking. In today's global economy, it is imperative that successful entrepreneurs maintain a worldview and interact with international cultures. The Pennsylvania School for Global Entrepreneurship (PSGE) was developed to inspire the spirit of entrepreneurship and expose students to the creative processes, cultural understanding and effective business practices required by tomorrow's leaders. The PSGE program brings American high school students together with international high school students from all regions of the world for a four-week residential learning experience.

Who May Apply

Academically talented high school students who are current sophomores or juniors at the time of the application deadline may apply to the Pennsylvania School for Global Entrepreneurship. Applicants are asked to demonstrate academic achievement, an interest in business, international relations or economic development, and a record of leadership and service activities.

Costs and Commitment

Tuition, room, board, instructional materials, project transportation, field trips to New York and Harrisburg and curriculum related social activities are included in the \$3,450 four-week program cost. Families are responsible for transportation to and from the program and money for personal needs. Students are expected to live on campus for all four weeks of the program.

APPLICATION DEADLINE: FEBRUARY 15, 2017

The PSGE Selection Process

The applicant completes the Personal Data Form, narrative essay and resume. Two teachers complete reference forms and letters of application; a Social Studies business teacher must complete one and an English or Language Arts teacher, the second. The applicant's guidance counselor completes a recommendation form, including the student's transcript, attendance record, and if available, test scores and class standing. A committee comprised of Lehigh University faculty and community business leaders reads the applications.

The application is reviewed for evidence of academic commitment, leadership initiative, ability to contribute to a living/learning community and excellent written expression.



Pennsylvania School for Global Entrepreneurship Program Overview



Core Courses

All students attend interactive and energetic core courses, and the content serves as the foundation for much of the higher learning and discussion that takes place throughout the summer program. Each week of the program is highlighted by a different core course – *Understanding the Marketplace: A Look at the Big Picture*, *Ethics as an Entrepreneur*, *Fundamentals of Leadership*, *Going Global: Doing Business Internationally*, *Development of a Business Plan*

Focus Courses/Special Sessions

Each week, students select a different focus course in which to participate. Examples of Focus Courses include: *Win-Win Negotiating*, *Insight into How CEOs Think*, *Trading and Investing: Using Tools and Information from Wall Street*, *Human Resource 101*, *Understanding the European Union and Global Financial Markets*, *Software Ventures*, *Workplace Success for Entrepreneurs*, and *Non-Profit Entrepreneurship*.

Special Sessions include Leadership Assessments, Micro-Finance, College and Career, The Role of Government in Business Assistance, Understanding Financial Statements, Globalization: Dream or Disaster, Project Management, Ropes Course, Team Building and more...

Exchanges

On each campus day, a featured speaker meets with the students. During the Exchange, the entrepreneur or international government official may address the following topics with the students:

- Background including education and training.
- Personal philosophy about being successful in business or international relations.
- Strategies for success in entrepreneurial ventures or economic development.
- Lessons learned and risks taken.
- Advice for the young entrepreneurs as they begin their academic/professional careers.

Project Experiences

An outstanding feature of the program is the Project Experience where students have an applied opportunity to partner with a company or enterprise to learn first hand about what it takes to be successful in business. Students will work in teams of six (along with a Lehigh University Mentor) at the company sites one day per week during the program. As a learning outcome, each student team prepares a business report and makes a formal presentation to the company, with recommendations and solutions to the entrepreneurial problem they were faced with at the company. Examples of past project partners include Habitat for Humanity, *Just Born®*, Dun and Bradstreet C.F. Martin & Co., *CT Global Solutions*, and *United Way*, just to name a few.

International Component

In 2016, the PSGE program had participation of Twenty-four international students from fourteen countries. Since the program's inception in 2001, the program has had participation from international students representing Afghanistan, Antigua Barbuda, Argentina, Australia, Belarus, Brazil, Bulgaria, Burma (Myanmar), Canada, China, Columbia, Costa Rica, Czech Republic, Denmark, England, Georgia, Germany, Ghana, Greece, Guatemala, Honduras, Hong Kong, India, Indonesia, Ireland, Israel, Italy, Japan, Jordan, Kazakhstan, Korea, Kuwait, Malaysia, Mexico, Moldova, Netherlands, Nigeria, Norway, Oman, Palestine, Panama, Paraguay, Peru, Poland, Portugal, Romania, Russia, Serbia, Singapore, Slovakia, Slovenia, Spain, Switzerland, Turkey, Uganda, Ukraine, Venezuela, Vietnam, and Zimbabwe.

Students also have a unique opportunity to attend a variety of Global Village Special Sessions.

Globalization: This interactive session brings together Global Village for Future Leaders of Business and Industry® and PSGE participants to discuss global issues through a forum.

Cultural Night: A unique opportunity to learn first hand about traditional dress, history, arts from twenty countries.

Facilities

Student housing, classroom and evening recreational activities are based on Lehigh University's campus. Through the use of a Gold Plus card, students are able to eat their meals in the dining hall or local restaurants. PSGE facilitators include international educators, business leaders and Lehigh University faculty. PSGE students have access to the campus library, bookstore, sports facilities, health center and outdoor amenities. The program takes advantage of local cultural resources for weekend social and fun activities are included in the program cost.

Pennsylvania School for

GLOBAL ENTREPRENEURSHIP



111 Research Drive, Iacocca Institute, Lehigh University, Bethlehem, PA 18015, USA

Website: www.iacocca-lehigh.org, Phone: 610-758-3401, Email: dgs206@lehigh.edu

(a former Governor's School)

July 2 – July 29, 2017

American Student 2017 PSGE Application Form

Application Deadline:

Application must be received by the program office before February 15, 2017.

Notification:

Applicants will be notified of their final status by email during the second week of March, 2017.

American Student Eligibility:

- The applicant must be a current sophomore or junior in secondary school or homeschooled.
- The applicant who accepts an invitation to attend the program must commit to being in residence for the full four week program, which does not allow trips home or other absences.
- Completed application must be returned by February 15, 2017.

Application Information:

Application to PSGE is a competitive process: Not all applicants will be accepted. The selection committee evaluates each application individually, and looks for evidence of academic ability, leadership and community service. Students of any nationality are welcome to apply. To date, the program has had participation from international students representing Afghanistan, Antigua Barbuda, Argentina, Australia, Belarus, Brazil, Bulgaria, Burma (Myanmar), Canada, China, Colombia, Croatia, Czech Republic, Denmark, England, France, Georgia, Germany, Ghana, Greece, Guatemala, Honduras, Hong Kong, India, Indonesia, Ireland, Israel, Italy, Japan, Jordan, Kazakhstan, Korea, Kuwait, Malaysia, Mexico, Moldova, Netherlands, Nigeria, Norway, Oman, Palestine, Panama, Paraguay, Peru, Poland, Portugal, Romania, Russia, Serbia, Singapore, Slovakia, Slovenia, South Africa, Spain, Switzerland, Turkey, Ukraine, United States, Venezuela, Vietnam, and Zimbabwe.

Application Contents:

- ___ Program and Application Information (pages 1 and 2) –Please keep for your records
- ___ Personal Data Form and Authorizations (pages 3 and 4)
- ___ Narrative Application Essay (Please attach to pages 3 and 4)
- ___ Resume or C.V. (Please attach to pages 3 and 4)
- ___ Social Studies/Business Teacher Reference Form (page 5 and 6)
- ___ English or Foreign Language Teacher Reference Form (page 7 and 8)
- ___ Guidance Counselor Reference Form (pages 9 and 10)
- ___ Copy of Secondary School Transcript – (Counselor to attach to pages 9 and 10)
- ___ Scholarship Assistance Information and Application Requirements (Page 11)

Program Overview:

The Pennsylvania School for Global Entrepreneurship is a unique, four-week, residential summer program for high school students held at Lehigh University in Bethlehem, Pennsylvania, USA. The students who are accepted to PSGE are highly motivated, thoughtful, hard-working, and entrepreneurial in character. The program brings together American students with international students from all regions of the world.

PSGE students will attend sessions on topics pertaining to entrepreneurship, global networking, team building, project management, leadership and working in a culturally diverse environment. Sessions are facilitated by Lehigh faculty members as well as entrepreneurs and leaders of the business community. All students will attend core courses, as well as have the option to select elective courses each week. Entrepreneurial exchanges with leaders from business, industry, government, education and the non-profit community will be a part of each weekly schedule, as will entrepreneurial excursions to local sites of interest including field trips to New York City and Harrisburg.

Working in teams according to skill and interest areas, students are assigned to a real-world company where they will spend Tuesdays afternoons working on a project and problem-solving for that organization. Students prepare a formal marketing or business plan and presentation for the company executives.

Global Village Special Sessions:

1. Globalization Session: This interactive session brings together Global Village and PSGE participants to discuss global issues through a forum.
2. Cultural Night: A unique opportunity to learn firsthand about traditional dress, history, arts between 15-20 countries.

Fees and Expenses:

Tuition for American students for the 2017 program is \$3,450 including a \$300.00 non-refundable fee. This fee includes all tuition, course materials, recreational activities, field trips, housing and meals for the duration of the four-week program.

While the actual cost of the program is close to \$4,500. Lehigh University's Office of International Affairs, Iacocca Institute is proud to underwrite more than \$1,000 of the program's cost for each student accepted into the 2017 PSGE program.

We are currently working on securing a limited amount of additional scholarship money to assist applicants who are accepted to PSGE 2017 and who demonstrate financial need. If you are a need based student (if you receive reduced school lunches), please ask your parent/guardian to sign on p. 11 and download a Statement of Financial Need form from www.iacocca-lehigh.org, Pennsylvania School for Global Entrepreneurship, Scholarship Assistance. Return the Financial Need form complete with your application. Please note that scholarship funding is limited; there is no guarantee that students who apply for scholarship funding will receive it.

Student Life:

Students will be housed in Lehigh University dormitories and eat in the university cafeteria and local restaurants during the program. To support the goal of students living in and creating a community of learners, an extensive plan for programming within the residence halls is in place. Residence Life staff (Ratio of one staff member for eight students) offer a variety of social, cultural and recreational programs and activities to take place in the evenings and during the weekends, to support the Global Entrepreneurship curriculum and to encourage interaction among the participants.

The live-in staff includes a residence life coordinator and eight student mentors. Students and staff are housed in residence halls (Congdon - Emery) on Lehigh's campus with social activities held in the common areas of each hall. Members of the opposite sex are not allowed in the sleeping room areas of either hall or floor at any time, with the exception of the student mentors. The residence halls are traditional-style dormitories, with common areas and common bathroom.

2017 PSGE Personal Data Form

PROCEDURES CHECKLIST

- TYPE OR CLEARLY PRINT ALL INFORMATION REQUESTED ON THIS PAGE IN DARK INK.
- COMPLETE Parts I, II, III and IV. Include responses required in Part II to this form. Read and sign Part III. The parent/legal guardian must read and sign Part IV.
- Applications must be received at Lehigh University by February 15, 2017.
- Information: (610-758-3401) Monday thru Thursday 8:30 a.m. – 4:30 p.m., except holidays.

PART I: Student Information

Applicant's Current Grade Level _____

Student's Name _____ Male or Female
first middle last

Permanent Home Address _____
street or box number street or route city state zip

Home Telephone () _____ Parent/Guardian's Name _____

Name of High School _____ Public or Non-Public

Name of School District in which you reside (even if you do not attend the public school) _____

Parent's or Legal Guardian's Full Name _____

Parent's or Legal Guardian's Home Address _____
(If different from above) *street or box # street or route city state zip*

Student's Date of Birth ____/____/____ What Languages do you speak? _____
month day year

Student's permanent email _____ Parent's email _____

Please print clearly

A. Please rank in order of interest (with 1 signifying most interest and 12 signifying least level of interest):

____ Non-Profit/Community Service ____ Journalism/Social Media ____ Environmental Initiatives
 ____ Education ____ Finance/Banking/Global Markets ____ Architecture ____ Arts
 ____ Government ____ Marketing ____ Manufacturing/Engineering ____ Health/Medicine ____ Sports

B. How did you learn about the PA School for Global Entrepreneurship program?

Counselor/teacher Lehigh Alumni/Relationship Website Other _____

C. Describe your Community: ____ Rural/Small Town ____ Urban ____ Suburban

D. OPTIONAL: How do you identify yourself? Please check one below. This information is confidential and will be used for statistical accounting.

African American Asian Caucasian/White Hispanic/Latino Indian
 Middle Eastern Native American Indian/Alaskan/Hawaiian Other _____

E. Type of Computer Skills? _____

Have you ever started or considered starting your own business? If so, please describe briefly: _____

PART II: PSGE Application

The following responses are required. An application missing any part may be disqualified for incompleteness. These responses receive emphasis in the selection process. The selection criteria, course information and downloadable application are available online at www.iacocca-lehigh.org.

A. NARRATIVE STATEMENT

- **Format:** Essay format, 1 page maximum, typed/word-processed, double-spaced, letter quality font no smaller than 12 points. Your name, home and email address should appear at the top of the page. Title the essay "Narrative Statement."
- **Prompt:** Introduce yourself to the selection committee. This statement should reveal your personality, work style, why you are interested in PSGE and how you intend to contribute to the program.

B. EXTRACURRICULAR RESUME

- **Format:** Resume format, 2 page maximum, and typed/word-processed, single or double-spaced, letter quality font no smaller than 12 points. Your name should appear at the top of each page.
- **Prompt:** List extracurricular activities, special study projects or activities in which you have been involved in the past two years, in your school, community or personal pursuits. Identify your role in each. List academic awards or special recognition you have received in high school and the nature and source of each.

PART III: Applicant's Statement and Signature

- *I certify that to the best of my knowledge all of the information I have provided is accurate and that the work submitted is my own.*
- *I acknowledge that information about my selection to the Pennsylvania School for Global Entrepreneurship and the projects I may develop there may be shared with the public.*
- *I understand that it is my responsibility to return this form and the required attachments **directly to Lehigh University** by the February 15, 2017 due date.*

APPLICANT'S SIGNATURE _____ DATE _____

PART IV: Parent/Guardian's Statement and Signature

- *I have reviewed the information on this form and give my permission for my child to proceed with the application procedures. I authorize my child's school and its employees to release any information necessary for this application.*
- *If my child is selected to attend the PA School for Global Entrepreneurship, I understand that there is a program fee of \$3,450 that covers the cost of all meals, housing, tuition, course materials, in-program transportation and field trips during the four-week program. However, transportation to and from Lehigh University is not covered in the program fee.*
- *I understand that only partial scholarships are offered to students who are eligible for reduced school lunches.*

- Check this box **if your child is on reduced school lunches** and therefore eligible for possible scholarship assistance. I understand I must request a scholarship form from dqs206@lehigh.edu or download a Scholarship Assistance form from www.iacocca-lehigh.org and place with this application in order to be considered for scholarship assistance.

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____
PARENT PRINT NAME: _____

Application must be received no later than February 15, 2017

Our mailing address is:

Diana Q. Shepherd, Director
PA School for Global Entrepreneurship
Lehigh University, Iacocca Institute
111 Research Drive
Bethlehem, PA 18015, USA

2017 PSGE Social Studies or Business Teacher Reference

Applicant's Name _____ Counselor _____
High School _____ Current Grade Level _____
Name of Teacher _____ Subject _____

PROCEDURES

1. **WHO MAY COMPLETE THIS FORM:** A teacher in any course considered "social studies" or "business," which has had the applicant in class or as an advisee, may complete this form. The choice of the reference is the applicant's. The applicant need not be studying with the reference at present; however, the student should be careful to choose someone who can best and most completely answer all questions on both sides of this form. *Parents or legal guardians may not complete forms for their children.*
2. **BOTH SIDES OF THIS FORM MUST BE COMPLETED FROM PARTS I THROUGH IV.** Using the criteria below, and on the reverse of this page (page 6), please evaluate the applicant in detail. The PSGE program is seeking evidence of mature and conscientious study; a commitment to examining complex issues related to global entrepreneurship and small business; the ability to apply analytical processes, research and technology; and the flexibility to work both independently and in cooperation with culturally diverse peers and adults.
3. **This form must be signed and dated on the reverse side (page 6) in part IV.**
4. **Please complete this form and return it immediately to the student in a sealed/signed envelope.** The application is due to Lehigh University on February 15, 2017.
5. **Further applications can be downloaded from www.iacocca-lehigh.org**

Part I

For each item below, please assess the applicant by assigning one of the following values:

A = Exceptional B = Above Average C = Average D = Below Average
E = No Opportunity to Observe

___ analytical ability	___ reaction to and use of criticism
___ initiative and independence	___ industry and energy level
___ written communication skills	___ ability to do creative research
___ oral expression	___ leadership activities
___ creativity	___ organizational skills
___ flexibility	___ tolerance of others
___ ability to work in a team	

Part II

How does the applicant compare in overall promise with other students with whom you have had contact in the last three years? **Please check one statement below:**

- Among the very best I have known
- Very good, but not the very best
- Average
- Below average

COMPLETE PARTS III AND IV ON PAGE 6.

PART III: Summary Comments

Please write a statement about this applicant's strengths and weaknesses, explaining why you rated the applicant as you did in Parts I and II. Please cite examples of outstanding contributions, achievements or challenges. Your response is important and will assist the selection committee in understanding if this student is ready for a sustained, intensive living/learning experience.

You may use the space below or staple a letter to this form. Please check here if you are attaching a letter .

PART IV: Recommendation

Please check one selection below to indicate your recommendation for the applicant for the Pennsylvania School for Global Entrepreneurship.

- Highly recommended Recommended Recommended with reservations
 Not recommended

Signature _____ Date _____

Email Address _____ (print clearly)

Address _____

How long and in what capacity have you known the applicant? _____

Please return form via email to: dqs206@lehigh.edu
on or before February 15, 2017

2017 PSGE English or Foreign Language Teacher Reference

Applicant's Name _____ Counselor _____
High School _____ Current Grade Level _____
Name of Teacher _____ Subject _____

PROCEDURES

- WHO MAY COMPLETE THIS FORM:** An English or Foreign Language teacher may complete this form. The choice of the reference is the applicant's. The applicant need not be studying with the reference at present; however, the student should be careful to choose someone who can best and most completely answer all questions on both sides of this form. *Parents or legal guardians may not complete forms for their children.*
- BOTH SIDES OF THIS FORM MUST BE COMPLETED FROM PARTS I THROUGH IV.** Using the criteria below, and on the reverse of this page (page 8) please evaluate the applicant in detail. The PSGE selection committee is seeking evidence of mature and conscientious study; a commitment to examining complex issues related to global entrepreneurship and small business; the ability to apply analytical processes, research and technology; and the flexibility to work both independently and in cooperation with culturally diverse peers and adults.
- This form must be signed and dated on the reverse side (page 8) in Part IV.**
- Please complete this form and return it immediately to the student in a signed/sealed envelope. The application is due to Lehigh University on February 15, 2017.**
- Further applications can be downloaded from www.iacocca-lehigh.org

Part I

For each item below, please assess the applicant by assigning one of the following values:

A = Exceptional B = Above Average C = Average D = Below Average
E = No Opportunity to Observe

___ analytical ability	___ reaction to and use of criticism
___ initiative and independence	___ industry and energy level
___ written communication skills	___ ability to do creative research
___ oral expression	___ leadership activities
___ organizational skills	___ flexibility
___ creativity	___ tolerance of others
___ ability to work in a team	

Part II

How does the applicant compare in overall promise with other students with whom you have had contact in the last three years? Please check one statement below:

- Among the very best I have known
- Very good, but not the very best
- Average
- Below average

COMPLETE PARTS III AND IV ON PAGE 8.

PART III: Summary Comments

Please write a statement about this applicant's strengths and weaknesses, explaining why you rated the applicant as you did in Parts I and II. Please cite examples of outstanding contributions, achievements or challenges. Your response is important and will assist the selection committee in understanding if this student is ready for a sustained, intensive living/learning experience.

You may use the space below or staple a letter to this form. Please check here if you are attaching a letter .

PART IV: Recommendation

Please check one selection below to indicate your recommendation for the applicant for the Pennsylvania School for Global Entrepreneurship.

- Highly recommended Recommended Recommended with reservations
 Not recommended

Signature _____ Date _____

Address _____

Email Address _____ (please print clearly)

How long and in what capacity have you known the applicant? _____

Please return form via email to: dqs206@lehigh.edu
on or before February 15, 2017

2017 PSGE School Counselor Recommendation Form

Applicant's Name: _____ Applicant's Current Grade Level _____
High School _____ Counselor Name _____
School Address _____
School City, State, Zip _____

INFORMATION: (610) 758-3401 (Monday thru Thursday), except holidays.

PART I: Procedures Checklist

- Required:** This applicant must be a current **sophomore or junior**. *No other grade levels are eligible.*
- Required:** Complete both sides of this form, Parts II – VII, filling in all information requested in Parts III and IV, even if it appears on the transcript. *Application missing information may be disqualified for incompleteness.*
- Required:** Attach the applicant's TRANSCRIPT and current grades as requested in Part II.
- Optional but recommended:** Attach a LETTER, if you wish, in response to Part VII. Otherwise write in space provided.
- The application is due February 15, 2017.** Student is responsible for gathering all recommendations and mailing application to Lehigh University. Please provide this recommendation form, transcript and current report card to the student in a sealed envelope. **Further applications can be downloaded from www.iacocca-lehigh.org.**

PART II: Transcript

- Attach the applicant's **transcript and current report card** to this form.

PART III: Attendance Record

- Number of absences in the last full academic year: _____
IMPORTANT: *If the number exceeds 10, please state reason(s) and whether the number has remained high this year.*
- Number of tardies in the last full academic year: _____
IMPORTANT: *If the number exceeds 5, please state reason(s) and whether the pattern of tardiness has changed in the current year.*

PART IV: Academic Scores and Standing

- Please complete the following information as thoroughly as possible, even if it appears on the transcript. *If there are no PSAT or SAT scores to report, please explain why:*

Class rank, if available _____ Class size _____ Grade Point Average _____ Scale _____

Test Scores: PSATs: Verbal/Critical Reading _____ Writing _____ Math _____
Date _____

SATs: Verbal/Critical Reading _____ Writing _____ Math _____
Date _____

Other Tests (*Please define acronyms*):

Date _____ Test _____
Date _____ Test _____
Date _____ Test _____

PART V: School Counselor's Recommendation

Please check one selection below to indicate your recommendation for the applicant for the Pennsylvania School for Global Entrepreneurship:

- Highly recommended Recommended Recommended with reservations
 Not recommended

PART VI: School Counselor's Statement

Please comment on the applicant's special qualities, challenges or problems of which the selection committee should be aware.

PART VII: School Counselor's Signature

Signature _____ Date _____

Email address _____ Office Number _____

Please return form via email to: dgs206@lehigh.edu
on or before February 15, 2017

Fill This Section Only IF Requesting Scholarship Assistance:

Limited scholarship funds are available **ONLY** for students whose total family income falls below the federal guidelines (you are eligible for reduced school lunches if your income level falls below guidelines). **Only students with true financial need will be eligible to compete for partial scholarship dollars. Please attach the completed Financial Need Statement to this application.**

Please go to www.iacocca-lehigh.org, Pennsylvania School for Global Entrepreneurship, **Scholarship Assistance** to download a **Financial Need Statement** and federal income guideline chart.

- Check here if you have completed a Financial Need Statement (Downloaded from our website at www.iacocca-lehigh.org, and you have attached it to this application).

I understand that if my son/daughter is selected in mid-April to attend the program, a copy of my 2016 tax return will be required to be sent to Lehigh University by April 15th for verification before any scholarship funds are awarded.

Sign only if requesting Scholarship Assistance

Parent Signature _____ Date _____

Parent Print Name: _____

APPLICATION RESPONSIBILITIES AND UNDERSTANDINGS

- ◆ **DO NOT WAIT UNTIL THE LAST WEEK TO COMPLETE THE APPLICATION.**
- ◆ **NOTIFY COUNSELOR AND TWO TEACHER REFERENCES OF INTENTION TO FILE APPLICATION WELL IN ADVANCE OF DEADLINE.** Discuss "pre" deadlines for completing work in order to send off completed application on time.
- ◆ **REVIEW ALL FORMS BEFORE PROCEEDING WITH THE APPLICATION PROCESS.**
- ◆ **SUPERVISE COMPLETION:** The applicant is responsible for staying in communication with the counselor and teacher references to make sure the application is completed appropriately and sent off to Lehigh University, Iacocca Institute, Pennsylvania School for Global Entrepreneurship.
- ◆ **REFRAIN FROM ADDING UNSOLICITED REFERENCES, RECOMMENDATIONS OR MATERIALS.** Send only those requested. Do not add newspaper clippings, photographs, research papers, certificates or other unsolicited materials. Extraneous letters of recommendation other than the two teacher references and the counselor's recommendation and other unsolicited materials will be removed from applications. The selection panel will not see them.

APPLICATION PROCEDURES

- **TEACHER REFERENCES:** Select one social studies/business teacher and one English/Foreign Language teacher, as per guidelines on the respective forms, pages 5 – 6 and 7 – 8 of the application, to serve as references. Fill out the information lines on the tops of the forms and give them to teachers.
- **SCHOOL COUNSELOR RECOMMENDATION:** Fill out the information lines on the top of the form (page 9) and give the full form (pages 9 - 10) to the counselor. Counselor, please return pages 9-10 to Lehigh University, Iacocca Institute, Pennsylvania School for Global Entrepreneurship.
- Please ask your school counselor to attach a copy of your academic record in high school/secondary school to date. This should list the classes you have taken and your final grades.
- **PERSONAL DATA FORM:** Complete the information lines on page 3 of the application and respond to the prompts on page 4 (resume of extracurricular activities, narrative statement and essay)
- **STUDENT SUBMISSION:** Student is responsible for submitting the Personal Data Form, essay, resume, the two teacher references, the counselor's information (page 10) and the applicant's transcript and current report card.

Application must be received no later than February 15, 2017

Our mailing address is:

**Diana Q. Shepherd, Director
PA School for Global Entrepreneurship
Lehigh University, Iacocca Institute
111 Research Drive
Bethlehem, PA 18015, USA**