

STUDY ABROAD APPLICATION

Saint Michael's College

Fall 2010 Semester Application Deadline: February 12, 2010

BEFORE YOU SUBMIT THIS APPLICATION:

- ❶ **Meet with the Study Abroad Director.** Understand the policies and procedures pertaining to study abroad through Saint Michael's College. Get the information necessary to choose an appropriate program.
- ❷ **Meet with your Advisor.** Discuss your plan for study abroad and understand department policies. Complete your Plan for Graduation.
- ❸ **Contact your Study Abroad Program Provider.** Confirm your eligibility. Learn about the academic and cultural components of the program and how they relate to your own personal and academic goals. Confirm the program's application deadlines, requirements and program costs. Submit an application to the program provider before the deadline date. Note that some popular programs fill before the stated application deadline. Check with the program provider to see if you need to submit your application early.

THE SMC STUDY ABROAD APPLICATION INCLUDES THE FOLLOWING:

1. **PLAN FOR GRADUATION** (attached). Work with your advisor(s) to complete your plan. Required signatures of approval: a) Your advisor (or advisors if you are a double major) and b) the Assistant Registrar
2. **COURSE SELECTION PAGE** (attached). List the courses you want to take while abroad, as well as alternative course selections in case you are unable to enroll in your first choices. Required signatures of approval:
 - a) The Department Chair signs for major/minor course selections & initials each course
 - b) The Assistant Registrar approves and initials each LSR and General Elective course
 - c) Your major advisor(s) and Department Chair(s) signs at the bottom of the page.
3. **LETTER OF APPROVAL** (from your Academic Advisor/s). This letter confirms in writing the accuracy of your Plan for Graduation. It also confirms that the courses you will be taking abroad and on campus will complete your graduation requirements on time. The letter can be used to address any unique academic concerns that should be noted. The letter can be e-mailed to Peggy Imai (pimai@smcvt.edu).
4. **LETTER OF INTENT** (from you). This is a formal letter describing your reasons for selecting a particular program, location and course of study. It should also discuss how studying abroad will fit into your SMC experience academically, personally and culturally. While there is no length requirement, the letter should be well thought out and written with care. Please take this seriously!
5. **LETTER OF RECOMMENDATION** This letter should be written by a faculty member (not your advisor) who knows you well enough to comment on your personal strengths/weaknesses, academic skills and ability to study and live abroad successfully. This letter can be e-mailed or mailed to Peggy Imai. Letters of recommendation for the SMC application are NOT forwarded to program providers. Letters of recommendation for program applications should be sent directly to the program provider along with any evaluation form required by the program. A sample SMC recommendation form is attached. Professors may choose to use this form instead of writing a letter.
6. **COURSE DESCRIPTIONS** Include a copy of the course descriptions for each of the courses you want to take abroad so that your advisor, department head and Registrar's Office can determine course transferability. Course descriptions can be found in the program catalogs or on-line.

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- 7. **LIABILITY RELEASE FORM** (attached). This form must be signed by you and a parent or legal guardian. Mail or fax to Peggy Imai.
- 8. **ACADEMIC TRANSCRIPT**. Complete the attached transcript request form. **Detach and drop off at the Registrar's Office.** The Registrar will mail an official transcript directly to your program provider (not the school you are applying to) and will send an unofficial copy to the Office of Study Abroad.
- 9. **STUDY ABROAD PROGRAM APPROVAL FORM**. Most program providers require that the home institution (SMC) confirm its approval of your application to that program and that you are currently in good academic and disciplinary status. Find the approval form in your program's catalogue or website, complete your section of the form and attach it to your SMC application. **The form will be signed by the Director of Study Abroad after your SMC application has been approved.** The Study Abroad Office will mail or fax the signed form directly to your program provider.

Program Approval forms are referred to by different names. Some examples:

API: Program Application (section under *University Contact Information*)

ASE: ASE Application form, Part 2 (College Authorization)

AIFS: Preliminary Course Selection (bottom section of form will be signed by the Director of Study Abroad). AIFS also requires the completion of a Disciplinary Clearance Form. The Study Abroad Office submits this form to the Dean of Student Affairs for review and approval.

Arcadia: Study Abroad Advisor's Form

Boston University: Approval of Student Participation

CYA: Statement of Study Abroad Approval / Credit Transfer

Butler: Undergraduate Program Approval

Interstudy: The General Form, Part A, Application Approval

Lexia: Study Abroad Advisor's Form

SIT: Approval of Participation

Syracuse: Study Abroad Approval Form

SFS: Participation Approval Form

Washington Semester Program: Requires a nomination letter from Prof. Grover or the Director of Study Abroad.

ACT, DIS, and ISP-L do not require separate approval forms.

Exchange programs have special application requirements. See the Director of Study Abroad for details.

- 10. **FINAL APPROVAL:** Submit the completed application materials to the Office of Study Abroad for final consideration by the Study Abroad Review Committee. Applications are reviewed and approved by rolling admissions.

In Summary:

1. Meet with your advisor(s) to review your Plan for Graduation and Course Selection Page. Obtain the appropriate signatures of approval (double majors require signatures of both major advisors).
2. Obtain the signature of approval from the Chair of the Department if you wish to take courses for your major or minor.
3. After you obtain the signatures of approval from your advisor and department chair, take the Plan for Graduation, Course Selection Page and course descriptions to the Registrar's Office. You will leave the forms at the Registrar's Office for a few days so that the Assistant Registrar can review the documents. You will be told when you can return to pick up the forms.
4. Pick up the forms from the Registrar's Office and bring all the forms to the Study Abroad Office.
5. Your application will be reviewed after all the forms listed (1-9) are complete and in the office.
6. You will be notified by mail of the outcome of your application.