

Saint Michael's College

STUDY ABROAD APPLICATION

NON-SEMESTER PROGRAMS

(Summer and Winter Session Programs)

APPLICATION DEADLINES:

October 1 (for Winter Session Programs); April 1 (for Summer Programs)

BEFORE YOU SUBMIT THIS APPLICATION:

- ☒ **Meet with the Study Abroad Director.** Discuss your plans and understand relevant policies and procedures. Get the information necessary to choose an appropriate program.
- ☒ **Meet with your Advisor.** Discuss your plan for study abroad and department policies. Complete your Plan for Graduation.
- ☒ **Contact your Study Abroad Program.** Confirm your eligibility. Confirm the academic and cultural program. Confirm application deadlines and requirements.

SMC STUDY ABROAD APPLICATION CHECKLIST

- q 1. **COURSE SELECTION PAGE** (Attached)
- q 2. **DEPARTMENT RECOMMENDATION FORM.** This form is to be completed and signed by your department chairperson. (Attached)
- q 3. **PHOTOCOPY COURSE DESCRIPTIONS (from the program's catalog or website)** for the courses you intend on taking while abroad.
- q 4. **LIABILITY RELEASE FORM** (Attached)
- q 5. **UNOFFICIAL COPY OF YOUR TRANSCRIPT.** Complete the attached transcript request form and drop it off at the Registrar's Office. The Registrar's Office will send us your transcript via campus mail.

APPLICATION SUBMISSION

When complete, submit the Study Abroad Application materials to the Office of Study Abroad for review and consideration. Applications are reviewed on a rolling basis..

Study Abroad Office, 118 Klein

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NON-SEMESTER APPLICATION