STUDY ABROAD APPLICATION
FOR NON-SEMESTER PROGRAMS

APPLICATION DEADLINE DATES
Winter-Session Programs: November 1
Summer Programs: April 2

BEFORE YOU SUBMIT THIS APPLICATION

1. **Meet with the study abroad director.** Discuss study abroad options for non-semester programs, and review relevant policies and procedures regarding the application process and transfer credit.

2. **Meet with your advisor.** Confirm that the courses you plan to take abroad are appropriate for your major, LSC, or general elective requirements. Complete and seek signatures of approval for your Study Abroad Course list. In addition to your advisor’s approval, you may need approval from the Department Chair and the Registrar’s Office.

3. **Contact your study abroad program.** Discuss course offerings, housing options, and cultural activities provided by the program. Confirm program application deadline dates, eligibility requirements, and financial considerations.

**Important Note:** Be advised that very little financial aid is available for non-semester study abroad. In some instances, students enrolled in 6 credits or more may be eligible for certain types of loans (inquire at Student Financial Services). SMC scholarships are not available for summer or winter-session study. Limited funds may be available through individual programs.

SMC STUDY ABROAD APPLICATION CHECKLIST

- 1. **STUDY ABROAD COURSES** (Attached)
- 2. **DEPARTMENT RECOMMENDATION FORM** (Attached)
- 3. **COURSE DESCRIPTIONS** for all courses you plan to take abroad. Photocopy descriptions (from the program’s catalog or website) and attached to the study abroad course list.
- 4. **LIABILITY RELEASE FORM** (Attached)
- 5. **TRANSCRIPT REQUEST FORM** (Attached) Complete the transcript request form and submit to the Registrar’s Office. The Registrar’s Office will send one copy of your transcript to the program provider and one to the Study Abroad Office.

APPLICATION SUBMISSION

Submit completed application materials to the Study Abroad Office. Non-semester applications are reviewed on a rolling basis and applicants will be informed of decisions made by the Application Review Committee via campus mail.

Study Abroad Office, 118 Klein
Peggy Imai, Director (802) 654-2222 e-mail: pimai@smcvt.edu