

## Instructions for Completing the 2021 Spring Study Abroad Application

Before you begin, please read the *Spring 2021 Study Abroad Application* instruction sheet for an overview of the application process: <https://www.smcvt.edu/wp-content/uploads/2020/04/Study-Abroad-SP21-Application-Overview.pdf>

The study abroad application packet includes the following documents:

1. Plan for Graduation
2. Study Abroad Courses
3. Personal Statement
4. International Study Agreement
5. Transcript Request Form

These forms are located on the Study Abroad website (<https://www.smcvt.edu/academics/study-abroad/planning-policies-and-procedures/>) - scroll down the page until you locate *Application Forms*. After your initial advising session with the Study Abroad Office, you will also receive copies via email. Most of the forms require different signatures of approval so it is best to work on the documents separately, not as forms linked together.

**\*\*\*Important Note:** In the course of writing the instruction pages, it became abundantly clear that a *one-size-fits-all* set of instructions was not possible (or at least not possible given the office's limited resources). Application variations installed on individual computers is the main culprit. As you work through these instructions, be aware that when it says something like "look for the icon on the top bar," on your computer that icon might actually be on a side bar. Do your best, but stop short of getting overly frustrated. Email Peggy if the instructions are not working for you, and we will setup a time to help you via Zoom.

### **STEP 1**

(Mac users may proceed to STEP 2)

Before you begin, confirm that the *Adobe Acrobat* application is on your computer. Click on the  icon on the lower left side of your screen and a list of applications on your computer will appear.

The *Adobe Acrobat* icon should be towards the top of the list. 

If you do not have Adobe Acrobat, install *Adobe Acrobat DC* reader on your computer <https://get.adobe.com/reader/>. Here is a 3-minute video that details how to install this free download: <https://www.youtube.com/watch?v=l6-84SJB5aw>. The video shows the installation of a slightly different version of Adobe Acrobat DC than what you will download, but the concept is the same.

[Download Acrobat Reader](#)

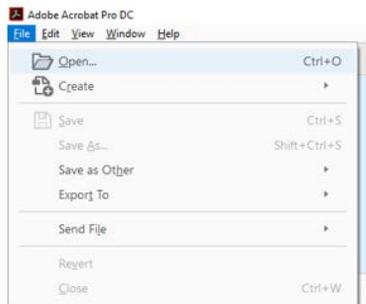
## **STEP 2**

Step by step instructions for each of the individual documents appears in **Step 4**. While there are slightly different instructions for each form, the following principles apply to all:

- a) Open the forms by clicking on the email attachments sent by the Study Abroad Office, OR by going to the study abroad website: <https://www.smcvt.edu/academics/study-abroad/planning-policies-and-procedures/>.

Before you type on a form, download and save the PDF into your directory (choose **File > Save As** OR right click and then **Save As**). If you fail to save the form from the start, your work will not appear when you reopen the file.

- b) Open the Saved PDF file from your file manager  OR launch your *Acrobat* or PDF reader and open the file from there.



Each field requiring information will appear with a blue box.

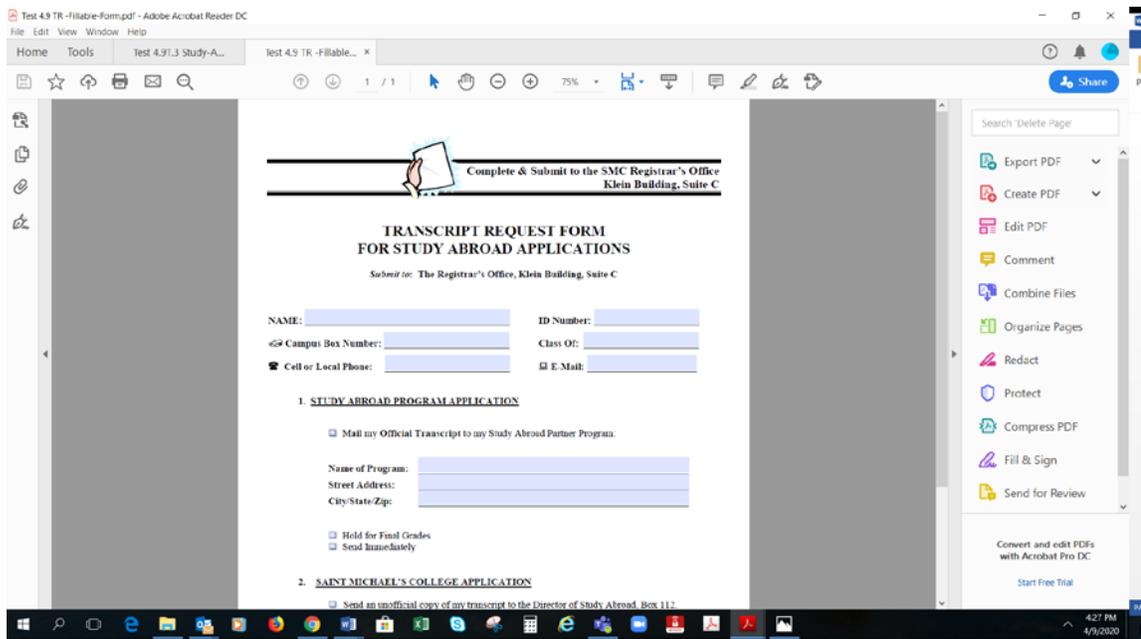
<b>STUDY ABROAD COURSES</b>			
Name	<input type="text"/>	ID#	<input type="text"/>
		Year of Graduation	<input type="text"/>
Cell ☎#	<input type="text"/>	Home ☎#	<input type="text"/>
		Campus Box #	<input type="text"/>

- c) Fill out the form. Use the Tab button to go to the next field or just click on a specific field.
- d) To retain the form in its interactive mode, do not sign the form. Any detected signatures will turn the form into a “flat” PDF form (no blue highlights) and the edit capability will be lost. To save your work (without any signatures), click the **Save** button  or **File>Save**.
- e) Once the form is complete, Save it and then Sign the form by following STEP 3. The forms require different signatures of approval as detailed in STEP 4.

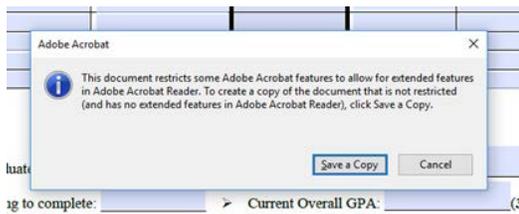
### STEP 3

How to add a signature to your document.

- a) While you are in the document, click on the *Sign* icon located on the toolbar at the top of the page  OR choose *Tools>Fill & Sign* from the right panel.



- b) Click *Sign* and then select *Add Signature*.
- c) Click *Draw* and draw in your signature. When finished, click *Apply*.
- d) Drag your signature to the signature field at the bottom of the page, resize and position it on the line, then click.
- e) Save your signed form by clicking on **File>Save AS>Save a Copy**. This will transform your form into a “flat” PDF form for security purposes. You may have to rename the file. *Close File*.



This message box may pop up: *Do you want to save changes?* Select No.

Go to your file manager and open the saved form. The form will be a “flat” form (no blue highlights). Forward this version to the faculty/staff noted in Step 4.

Instructions for MAC users: <https://www.businessinsider.com/how-to-edit-a-pdf-on-mac>

## **STEP 4**

Topics covered during the initial advising meeting (now via Zoom): a) how to research study abroad programs online, b) required signatures of approval, and c) steps in the application process. The instructions below pertain only to the signing and distribution of the forms.

### **1. PLAN FOR GRADUATION**

- a) After you have reviewed your *Academic Evaluation* in Knightvision and spoken with your academic advisor(s), you will be ready to complete the Plan for Graduation form.
- b) List courses you have completed, are currently taking, are planning to take on campus, and courses you hope to take while abroad. Place a check mark (✓) in the appropriate column next to each course listed. Indicate any *special notes* in the final column.
- c) Once the information is complete and correct, save the document, and then send it as an attachment to your advisor. If you are a double major and have two advisors, send each advisor his/her own copy of your plan.
- d) Ask your advisor(s) to: 1) review the form, 2) sign the form, and 3) forward the completed form to the Study Abroad Office ([pimai@smcvt.edu](mailto:pimai@smcvt.edu)). Be sure to give Peggy the name(s) of your advisor(s) so that she can provide them with instructions before you forward the form.
- e) The Study Abroad Office will be responsible for getting the Registrar's signature of approval. Study Abroad will scan an updated form to you via email for your files.

### **2. STUDY ABROAD COURSES**

- a) Complete the top section of the form with requested information.
- b) List the courses you hope to take abroad and place them in the appropriate sections – courses for your major/minor, core, and general electives. You are encouraged to add in back-up courses in case you are unable to get your first choice courses.
- c) Create a word document that includes the course descriptions for the courses you want to take abroad. If there is a link to a course syllabus on the program website, include the link. This information will help your advisor and the Registrar's Office determine course transferability.
- d) Speak with your advisor about how the courses fit into your overall plan for graduation. If you are not certain whether a course is a core course or general elective, place the course into the category where you think it should go. The Registrar's Office will make the necessary corrections.
- e) Once you have listed the courses and credits for each course, save the document and then send it to your advisor for his/her signature of approval. If you are double majoring and have two advisors, send each a copy of the unsigned form. Attach to the email a copy of the course descriptions for the courses you plan to take while abroad (see "c" above).
- f) Ask your advisor(s) to: 1) review the form, 2) sign the form, and 3) forward the completed form to the Study Abroad Office ([pimai@smcvt.edu](mailto:pimai@smcvt.edu)).
- g) The Study Abroad Office will be responsible for getting the Chair of Department AND the Registrar's signatures of approval. Study Abroad will scan an updated form to you via email for your files.

### **3. INTERNATIONAL STUDY AGREEMENT**

- a) Complete the blue highlighted sections on page 1 and 3.
- b) Once completed, sign the form and email it as an attachment to a parent or legal guardian for signature. You may need to provide instructions to your parent or legal guardian on how to sign the form digitally (Step 3).
- c) Save the signed form and then email it as an attachment to the Study Abroad Office ([pimai@smcvt.edu](mailto:pimai@smcvt.edu)). Alternatively, if you have access to a printer, you may print the form, get signatures of approval, and then scan a copy back to the Study Abroad Office. A hard copy of the signed form mailed to the Study Abroad Office is also acceptable.

### **4. TRANSCRIPT REQUEST FORM**

- a) Complete all blue highlighted areas and then sign the document.
- b) Save the document and then email it as an attachment to the Study Abroad Office ([pimai@smcvt.edu](mailto:pimai@smcvt.edu)).
- c) The Study Abroad Office will be responsible for getting the form to the Registrar's Office.

Congratulations – you have completed the online forms! However, you have not completed all required documents for the study abroad application. Please go back to the application overview to refresh your memory:

<https://www.smcvt.edu/wp-content/uploads/2020/04/Study-Abroad-SP21-Application-Overview.pdf>

Questions?

Email the Study Abroad Office, or make an appointment via the office's online calendar:

<https://smcstudyabroad.acuityscheduling.com> . Once confirmed, you will receive a Zoom invitation for the day and time requested.

Study Abroad Office  
Saint Michael's College  
Mailing address: One Winooski Park, P.O. Box 112, Colchester, Vermont 05439  
Phone: 802-654-2222  
Email: [pimai@smcvt.edu](mailto:pimai@smcvt.edu)