

STUDY ABROAD APPLICATION OVERVIEW

Study Abroad Office Application Deadline for FALL 2021: **FRIDAY, February 12, 2021**
****Registrar's Office deadline: TUESDAY, February 9 ****

BEFORE YOU SUBMIT THIS APPLICATION:

- ❶ **Meet with the Study Abroad Director** (by appointment, in-person or via zoom). Understand the policies and procedures pertaining to study abroad through Saint Michael's College. Get information on how to choose a program from the list of [SMC pre-approved programs](#).

Make an appointment via the study abroad appointment calendar:
<https://smcstudyabroad.acuityscheduling.com/schedule.php>
- ❷ **Meet with your Advisor.** Discuss your plan for study abroad and understand department policies.
- ❸ **Contact your Study Abroad Partner Program.** Review eligibility requirements. Learn about the academic and cultural components of various programs and how they relate to your personal and academic goals. Confirm the program's application deadline dates, requirements, and costs. Submit the program application directly to the partner program prior to the partner's application deadline date. Be aware that some popular programs fill before the published application deadline. Check with the program to see if you need to submit an early application.
- ❹ **Submit Two Applications.** Students are responsible for submitting two applications: 1) SMC application for approval to study abroad, and 2) Partner Program application for acceptance into a specific program. *Important: Students must be approved by SMC to study abroad. Acceptance into a program does not guarantee approval by SMC.*

THE SMC STUDY ABROAD APPLICATION INCLUDES THE FOLLOWING:

- 1. **PLAN FOR GRADUATION.** 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 Registrar's Office.
- 2. **COURSE SELECTION PAGE.** List the courses you want to take abroad. Include alternate courses you might consider should your first choice courses not be available. Required signatures of approval:
 - a) Your major advisor(s) sign at the bottom of the page.
 - b) The Department Chair signs for major/minor courses & initials each course. He/she also signs at the bottom of the page.
 - c) The Registrar approves and initials each core course and General Elective course.

Important: Refer to *Instructions for Completing the Fall 2021 Study Abroad Application* for step by step instructions on how to complete the online forms: (<https://www.smcvt.edu/academics/study-abroad/planning-policies-and-procedures/>).
- 3. **LETTER OF APPROVAL** (from your Academic Advisor/s). This letter confirms in writing that you and your advisor(s) have discussed your plan for graduation and have agreed upon a workable schedule of courses. Academic concerns should also be noted in this letter. Advisors should e-mail the letter to pimai@smcvt.edu.
- 4. **PERSONAL STATEMENT.** This is a formal essay outlining your reasons for selecting a particular program, location and course of study. Essay guidelines are available online in the list of required application materials. Completed essays can be emailed to pimai@smcvt.edu or printed and delivered to the Study Abroad Office.

- 5. **LETTER OF RECOMMENDATION.** This letter should be written by a faculty member (not an advisor, coach, or counselor) who has taught you in class and knows you well enough to comment on your personal strengths, weaknesses, academic potential, and ability to study and live abroad successfully. This letter can be e-mailed to pimai@smcvt.edu or mailed to the Study Abroad Office (SMC Box 112).

***NOTE:** Letters of recommendation are **NOT** forwarded to partner programs by the Study Abroad Office. Letters of support for partner applications should be sent (by the person writing the letter) directly to the partner program along with any evaluation form required by the program.

- 6. **COURSE DESCRIPTIONS.** Email to the Study Abroad Office course descriptions for each of the courses you plan to take abroad. Copies should also be sent to your advisor(s) and department chair(s) when application forms are submitted for review and approval (professors will use the descriptions to determine course transferability). Course descriptions can be found in program catalogs or websites.
- 7. **INTERNATIONAL STUDY AGREEMENT FORM.** This form must be signed by you AND a parent or legal guardian. Email the completed form to the Study Abroad Office.
- 8. **ACADEMIC TRANSCRIPT.** Complete the [Transcript Request Form for Study Abroad Applications](#). Follow the instructions provided on the form.
- 9. **STUDY ABROAD PROGRAM APPROVAL FORM.** Most programs require the home institution to: a) confirm that the applicant's SMC study abroad application has been approved by the College, and to b) report any academic or disciplinary concerns on file (including past warnings and disciplinary probations). This information is provided to program partners **AFTER** your SMC study abroad application has been approved.

Program approval forms are referred to by different names and most are now generated electronically upon receipt of the program application. If your partner program still uses a paper approval form, download a copy of that form (from the partner website) and forward it to the Study Abroad Office. Among the programs that still use paper:

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

AIFS: Preliminary Course Selection Form. The bottom section of the form will be signed by the Director of Study Abroad (not an advisor). The form will be sent to AIFS after the student's SMC application has been approved.

CYA: Statement of Study Abroad Approval / Credit Transfer

SFS: Participation Approval form

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

- 10. **Your application will be considered complete after all documents listed (#1-9 above) have been received by the Study Abroad Office (including faculty letters of recommendation and advisor letters). Deadline dates are strictly followed.**
- 11. **FINAL APPROVAL:** All applications will be reviewed by the Study Abroad Review Committee after the February 12 deadline. Applications are not reviewed on a rolling basis.
- 12. You will be notified by email (via your SMC email address) of the outcome of your application 6-8 weeks after the February deadline.

Paying for Your Study Abroad Semester / Academic Policies

CHARGES AND PAYMENT

(Note: Tuition and Fees for Academic Year 2021/2022 will be confirmed in January 2021)

Students studying abroad during the Fall 2021 semester will be charged \$24,087.50, the Saint Michael's College study abroad fee for fall 2021 (subject to change in January 2021). This fee will be posted to the student's account and payment will be due two weeks prior to the start of the semester (or according to the student's payment plan). Should

the actual charge for the study abroad program's tuition exceed the Saint Michael's College study abroad fee, the difference will also be posted to the student account.

Students will not be charged SMC room and board, but will be responsible for payment of all charges associated with the study abroad program's room and board. The program's estimated room charge, and in some cases board fees (including mandatory meal plans) will be posted to the student's SMC student account. Payment will be due as stated above. Note: Some programs finalize room charges after the start of the program, or after SMC invoices have been sent to students. Should actual room charges exceed the initial estimate, the additional charge will be added to the student's account and a revised SMC invoice will be mailed to the student.

Students are responsible for knowing program related fees as detailed in the partner program's website. Some programs provide lists of itemized expenses, whereas others bundle a number of expenses/services and then quote a comprehensive or all-inclusive fee. In all cases, housing, meal charges, and transportation costs remain the responsibility of the student.

FINANCIAL AID AND PAYMENT PLANS

Students who have been awarded institutional grants and scholarships (e.g. Book Award, President's Scholarship) may apply **75%** of the fall 2021 award toward study abroad expenses for one (1) semester. SMC scholarships do not apply for a second semester

Students may use non-SMC financial aid for one or two semesters abroad. These funds include federal and state grants and loans. Work-study does not apply overseas. Some aid may be restricted.

Students can maintain their regular SMC payment plans through Student Financial Services.

Tuition exchange and tuition remission do not apply for study abroad.

Many programs offer need-based (and sometimes merit-based) scholarships to qualified applicants. Students are strongly encouraged to research these scholarships and submit applications when appropriate.

Students are responsible for debts that cannot be refunded when early withdrawal from a program takes place (regardless of reason). Refer to partner program websites for details regarding withdrawal and refund policies and schedules.

PROCEDURES

Students are responsible for payment of the partner program application fee if one is required. Application fees are not reimbursed by SMC unless the fee is considered part of the program's tuition.

Upon acceptance to a program, students are responsible for payment of the program's confirmation deposit (generally ranging from \$400 to \$2,000). When a deposit is considered part of the program's tuition, SMC will reimburse the student for the payment. To request reimbursement, students must provide the Study Abroad Office with documentation confirming receipt of payment. Acceptable forms of documentation include: a cancelled check, a credit card statement, a print screen of the program's on-line portal, or an e-mail from a program advisor. Documentation must be submitted to the Study Abroad Office no later than August 1, 2021. The reimbursement check will be made out in the student's name and mailed to his/her home address.

Students pay room damage deposits directly to the program. Damage deposits are reimbursed by the program at the conclusion of the semester. Accommodations must be left in good order and all outstanding charges must be paid in full.

Students are responsible for booking and paying for international and domestic airline tickets. In cases where flight costs are incorporated into a program's "comprehensive" fee, the airline charges will be separated out by the partner program and billed directly to the student.

IMPORTANT NOTE

Costs associated with study abroad vary by program type and destination. Be thorough in your research of programs and be aware that many expenses are not covered by SMC. For example: passports and visa charges (including visa application fees, transportation to and from consulates, passport photos), airline tickets, airline ticket change fees, baggage fees, trip insurance, credit card “convenience” fees, in-country residence fees, optional trips and events, gym membership fees, personal expenses, books, vaccinations, early program withdrawal fees, optional or supplemental housing charges (including single room supplements), fees associated with specific courses (i.e. lab, art studio, and materials fees), and costs associated with independent study projects and research.

BILLING CONTACTS

- Peggy Imai, Study Abroad Office 802-654-2222 pimai@smcvt.edu
- Lisa Cummings, Student Financial Services 802-654-2744 FinAid@smcvt.edu

ACADEMIC POLICIES

Eligibility Requirements

Only students in good academic and social standing are eligible to study abroad. Students must have achieved a cumulative GPA of **3.0** or higher to be considered for semester-length study abroad programs through SMC. Some partner programs may require a higher GPA for admission to certain programs. Students are responsible for knowing program admission requirements and program costs.

A student’s disciplinary record is part of the Study Abroad Office application review and may be grounds for barring participation by the College and/or the sponsoring program. Students may **not** participate in study abroad while on disciplinary probation. Students may apply while on probation, but any conditional approval is contingent upon removal from probation before participation.

Transfer Credit

Pre-approved courses are accepted as transfer credit and may apply, as appropriate, toward SMC major, minor, core requirements, or general elective credits. A grade of C- or better is required for credit transfer. While grades earned in approved study abroad programs are not calculated into the SMC grade point average, transfer credit does become part of the student’s permanent academic record. A transcript listing all courses taken and grades earned while abroad will be issued at the conclusion of the semester by the program’s institution of record. An official transcript will be sent directly to the SMC Registrar’s Office for review and credit transfer consideration. Courses taken on a Pass/Fail basis are **NOT** eligible for credit transfer.

To earn the Saint Michael’s College degree, students must achieve at least 128 credits. On average, students should be earning 16 credits per semester to stay on track for graduation. Be aware that completing fewer than 16 credits while abroad could have an impact on your plan for graduation.

Travel Restrictions

SMC students will not be approved to participate in programs located in countries under a current US Department of State Travel Advisory Level 4 (Level 3 countries will be considered on a case by case basis). Refer to the US Department of State Travel Advisory website for additional information <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.