

Instructions for Completing the FALL 2021 Study Abroad Application

THING TO DO BEFORE STARTING THE STUDY ABROAD APPLICATION:

1. Become familiar with the Study Abroad website: <https://www.smcvt.edu/academics/study-abroad/>
2. Review the list of SMC pre-approved programs: <https://www.smcvt.edu/academics/study-abroad/programs/semester-programs2/>
3. Meet with your advisor(s) to talk about how study abroad best fits with your areas of study and personal interests.
4. Setup a meeting with the Director of Study Abroad to talk about study abroad program options and the application process. Here is the link to the online appointment calendar: <https://smcstudyabroad.acuityscheduling.com>. Meetings are currently via Zoom. Zoom invitations are sent after the selected appointment date/time is confirmed.
5. Read the *Study Abroad Application Overview* for a description of required application materials and the application process.

A completed study abroad application includes the following:

- | | |
|----------------------------------|--|
| 1. Plan for Graduation | 6. Advisor letter(s) |
| 2. Study Abroad Courses List | 7. Letter of recommendation from a professor |
| 3. International Study Agreement | 8. Program approval form (requirement varies by program partner) |
| 4. Transcript Request Form | 9. Course descriptions (for courses taken abroad) |
| 5. Personal Statement | |

PREPARING THE FORMS

Before you proceed, confirm that you have an existing Google Account (this will allow you to fill out the forms digitally). If you do not have a Google Account, here are setup instructions:

<https://www.wikihow.com/Make-a-Google-Account>

Forms and document descriptions 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*.

BEFORE you begin to type on the forms, you **MUST** save and name the file.

Click on the form link https://docs.google.com/document/d/1Y8b_m-i01ozdFetdja2KDkU2iA64p-ju8bDI1VosbIU/edit?usp=sharing

- a) Click on "File" → "Make a Copy"
- b) Type in "Your Name – Study Abroad Application." Click "OK."

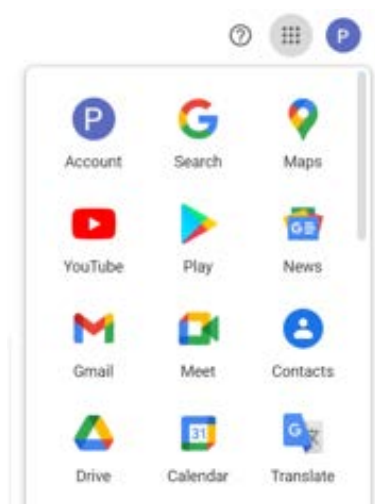
Copy document [X]

Name

Folder

☐ Share it with the same people
☐ Copy comments and suggestions
☐ Include resolved comments and suggestions

The forms are now stored in your Google Drive.



COMPLETING THE FORMS

1. PLAN FOR GRADUATION

- a) After you have reviewed your *Academic Evaluation* in Knightvision and spoken with your academic advisor(s), you are 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 (include course codes). Place a check mark (✓) in the appropriate column next to each course listed. Indicate any *special notes* in the final column.

2. STUDY ABROAD COURSES

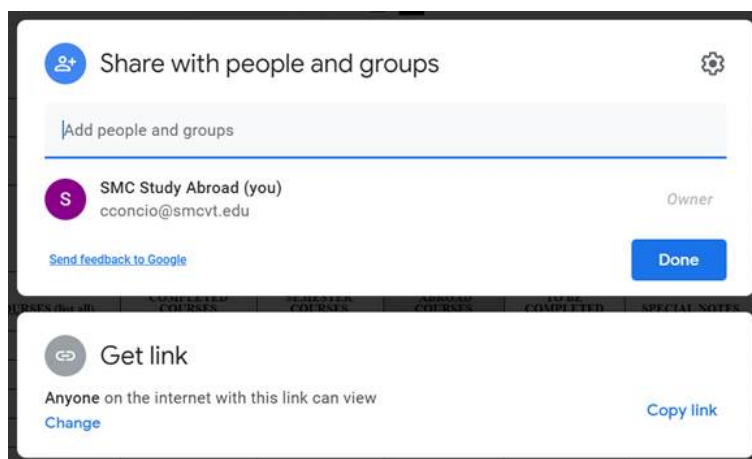
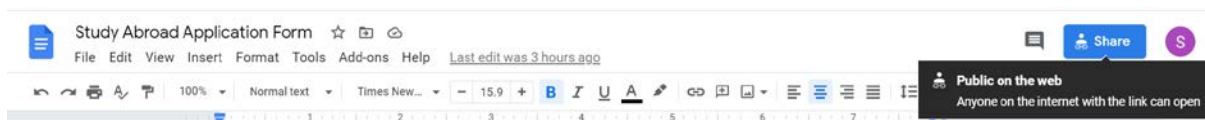
- a) Complete personal data at the top of the form.
- b) List the courses you hope to take abroad and place them in the appropriate sections – courses for your major/minor, core courses, and general electives. You are encouraged to list back-up courses in the event you are unable to get your first choice courses.
- c) Create a word document that includes the course descriptions for each of the courses you plan 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 with 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.

GETTING SIGNATURES OF APPROVAL

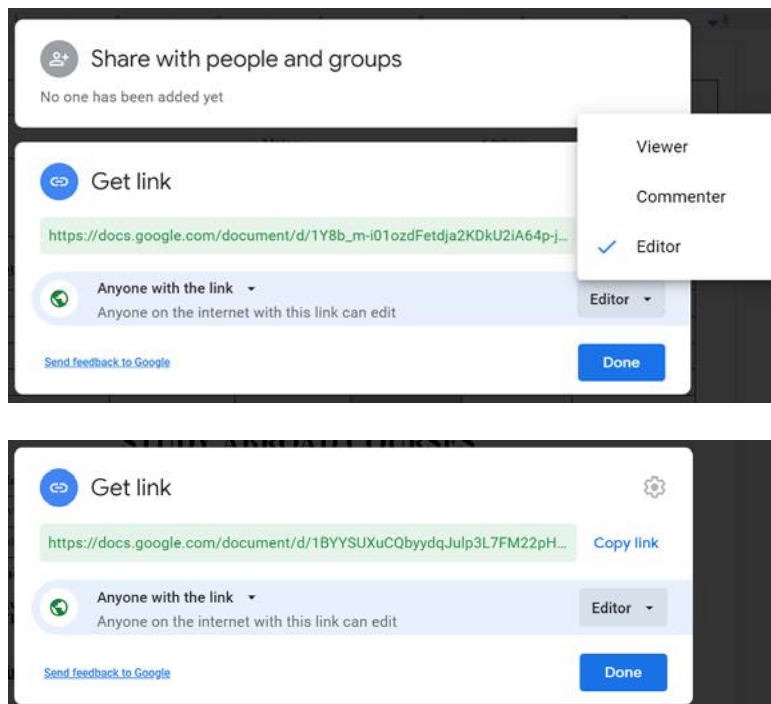
Review and approval of your Plan for Graduation and Study Abroad Courses List must follow this sequence:

1. Academic Advisor – or advisors if you are a double major
2. Chair(s) of departments – if you are planning to take courses that you believe will fulfill major or minor requirements
3. Registrar's Office - the Registrar will review the overall accuracy of the Plan for Graduation, and will approve Core Courses and General Electives for possible transfer of credit.

Once the Plan for Graduation and Study Abroad Courses list are ready for signatures, click on Share (the blue button on the upper right hand of the screen). This allows reviewers to add their signatures, make changes, or add comments.



Go to “Get Link” → click on “Change” → change access mode to “Editor.”



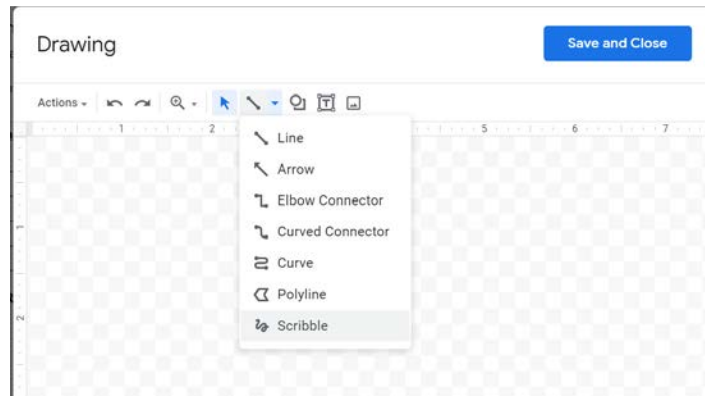
- Click on “Copy link” → then hit Done.
- Send the link to your advisor(s) and copy the Study Abroad Office on the email (pimai@smcvt.edu). In the body of the email, explain to your advisor(s) what you would like done with the forms. Include instructions (below) on how to add a signature to a form. Copying the Study Abroad Office on the message informs the office of your intent to study abroad in FA2021.
- Monitor the forms in your Google Drive. Once you see that your advisor(s) has/have signed the forms, email the link to the appropriate department chair(s) and include your request.
- After ALL professors have provided signatures of approval, email the link to the Registrar’s Office. Ask that they review, approve, and sign the forms.

****IMPORTANT: To meet the Study Abroad Office application deadline date of February 12, forward the forms to the Registrar’s Office no later than Tuesday, February 12, 2021.**

- Email the Study Abroad Office after all application materials are complete (pimai@smcvt.edu).

How to add a signature to a document:

- a) Place the cursor on the signature line. Click on Insert → Drawing → +New
- b) A drawing board will appear. Hover over icons and click on “Select Line.” Choose “Scribble.”
- c) Draw your signature. Click “Save and Close.” The signature will appear on the signature line.
- d) Adjust the size of the signature text box.



3. INTERNATIONAL STUDY AGREEMENT

- a) Read the Agreement carefully. Complete sections on page 1 and 3.
- b) Add your signature at the bottom of the page.
- c) Share the form with a parent or legal guardian. Provide instructions on how to sign the form digitally.

4. TRANSCRIPT REQUEST FORM

- a) Read the form carefully.
- b) Choose Option A or B to have an official transcript sent to your program partner.
- c) Go to KnightVision Self-Service to request an unofficial transcript for the Study Abroad Office.

Congratulations – you have completed the online forms! Be sure that the other study abroad application materials have been sent to the Study Abroad Office (go back to the top of Page 1 to refresh your memory). Email or call the Study Abroad Office if you have questions.

Phone: 802-654-2222

Email: pimai@smcvt.edu