

Instructions for Completing the Non-Semester Study Abroad Application

THING TO DO BEFORE STARTING THE SMC NON-SEMESTER APPLICATION:

1. Become familiar with the Study Abroad website: <https://www.smcvt.edu/academics/study-abroad/>
2. Review the list of SMC pre-approved study abroad programs: <https://www.smcvt.edu/academics/study-abroad/programs/>
3. Speak with your advisor(s) about the courses you are interested in taking.
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>. Currently meetings are being held via Zoom. Zoom invitations are sent after the selected appointment date/time is confirmed.

A completed non-semester study abroad application includes the following:

1. Study Abroad Courses List
2. Liability Release Form
3. Transcript Request Form
4. Course Descriptions (for courses taken abroad)
5. Department Recommendation Form

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/1WBaUacBLvXQP9_3XDicuLUL4E6nTniAtaMGly9qi-E/edit?usp=sharing

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

Copy document

Name

Mary Smith - Study Abroad Application

Folder

My Drive

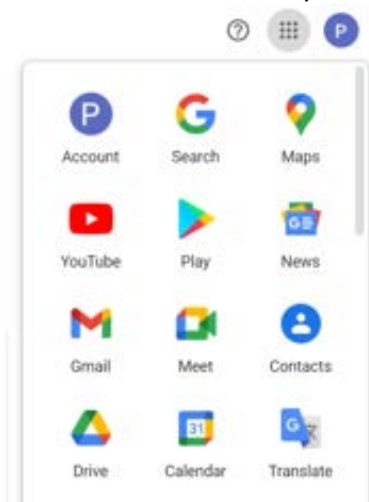
☐ Share it with the same people

☐ Copy comments and suggestions

☐ Include resolved comments and suggestions

Cancel OK

The forms are now stored in your Google Drive.



COMPLETING THE FORMS

□ STUDY ABROAD COURSES LIST

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

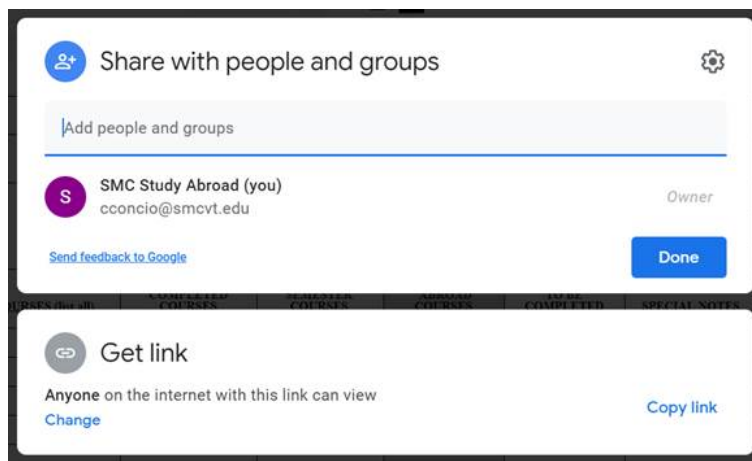
into the category where you think it should go. The Registrar's Office will make the necessary corrections.

Getting Signatures of Approval

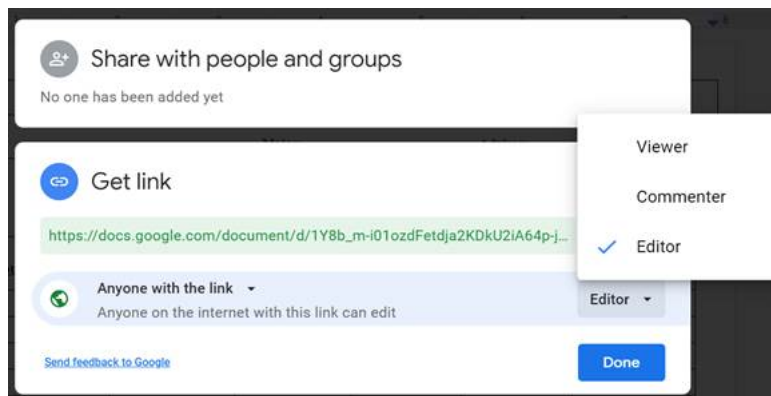
Review and approval of your Study Abroad Courses List must follow this sequence:

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 approval Core Courses and General Electives for possible transfer of credit.

Once the Study Abroad Courses list is 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."

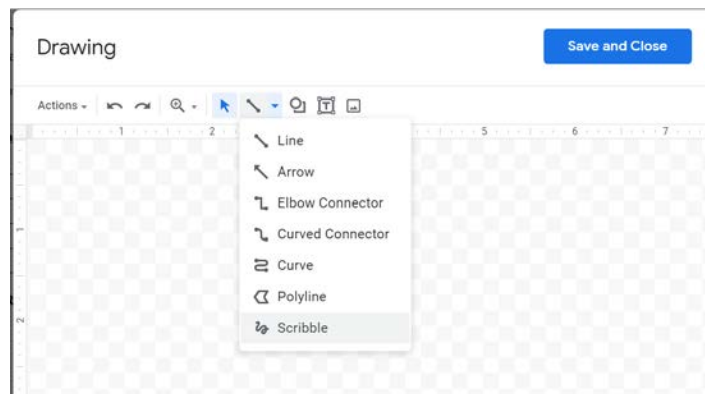


- Copy the link (highlighted in green) into the body of an email.

- Send the link to your advisor(s) and copy (cc) 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.
- 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.
- Email the Study Abroad Office after all application materials are complete (pimai@smcvt.edu).

How to add a signature to a document:

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



☐ LIABILITY RELEASE FORM

- Read the Release Form carefully.
- Type in your name on the first line.
- Add your signature and contact information at the bottom of the page.
- Share the form with a parent or legal guardian. Provide instructions on how to sign the form digitally (above).

☐ TRANSCRIPT REQUEST FORM

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

□ **DEPARTMENT RECOMMENDATION FORM**

1. Complete Part 1 of the form (name, year of graduation, majors).
2. **SHARE** the form with the Study Abroad Office (pimai@smcvt.edu). The Study Abroad Office will contact the appropriate Chair of the Department and request that he/she complete the form and notify the Study Abroad Office.

Completed applications will be presented to the Application Review Committee on a rolling-basis. Upon approval, the Study Abroad Office will notify the applicant via email.

Email or call the Study Abroad Office with questions or concerns.

Phone: 802-654-2222

Email: pimai@smcvt.edu