

# **SKIDMORE IN BEIJING** **APPLICATION CHECKLIST**

Office of International Programs  
Skidmore College  
815 North Broadway, Starbuck 202  
Saratoga Springs, NY 12866  
p. (518) 580-5355  
f. (518) 580-5359  
oip@skidmore.edu

**Application Deadline: March 15**

**NOTE: Incomplete applications will NOT be considered.**

\_\_\_\_\_ 1. **POLICIES:**

**In order to study abroad, you must have a CUMULATIVE GPA OF 3.0 or better. Applications from students with less than a 3.0 GPA will be considered on a case-by-case basis.** Students with a GPA of less than 3.0 must:

- Submit a letter explaining their academic history.
- Meet with a Program Coordinator in the Office of International Programs.

Students who will not have junior standing when participating in the program must attend a mandatory advising session with an advisor in the Office of International Programs. After this initial meeting students are required to:

- Submit a letter of faculty support (preferably from the instructor of the student's Scribner Seminar).
- Submit a one page letter explaining why they want to study abroad outside of the junior year. Students need to indicate in the letter what their academic plans are for the remainder of their time at Skidmore.

**You must have DECLARED YOUR MAJOR at the time of application.** It is highly recommended, but not required, that sophomores declare their major.

\_\_\_\_\_ 2. **PREREQUISITE** - Oral and written proficiency of Mandarin Chinese equal to one year of language study at Skidmore College (FC101 Elementary Chinese I and FC 102 Elementary Chinese II). Students may meet this language requirement in one of the following ways:

1. Successfully complete FC101 Elementary Chinese I and FC 102 Elementary Chinese II at Skidmore College or approved equivalent at another institution
2. Demonstrate oral and written proficiency at the FC 102 Elementary Chinese II equivalency or higher, based on the results of the Skidmore College Chinese Literacy Test.
3. Successfully complete a pre-approved summer intensive Mandarin language program. A list of pre-approved summer programs is available from Skidmore College's Office of International Programs or from Skidmore College's Foreign Languages and Literatures Department.

\_\_\_\_\_ 3. **APPLICATION DEADLINE** – **Skidmore in Beijing is a fall semester only program.** The application deadline is **March 15**.

\_\_\_\_\_ 4. **APPLICATION FEE** – Send a check for \$25 to the Office of International Programs made out to "Skidmore College". Please include "Skidmore in Beijing-Application Fee" in the memo line of the check. The fee is non-refundable.

\_\_\_\_\_ 5. **APPLICATION MATERIALS** – Complete application and sign as needed. Obtain your faculty advisor's signature. Include a copy of your passport and 3 passport size photos.

\_\_\_\_\_ 6. **ACADEMIC RECOMMENDATION AND LANGUAGE ASSESSMENT** – These should be completed by two different faculty members. We suggest you ask your current Chinese professor to complete the Language Assessment.

\_\_\_\_\_ 7. **DEGREE AUDIT** - Skidmore students must complete and attach a Degree Audit. Degree audits can be completed through the Registrar's Office webpage at: <http://www.skidmore.edu/registrar/regoff.html>.

- \_\_\_\_\_ 8. **FINANCIAL AID** – Skidmore students participating in the Skidmore in Beijing program may apply their financial aid to the costs of the program. Be sure to talk to a student aid representative about using your financial aid to study abroad on a Skidmore program. Non-Skidmore students should check with the financial aid office at their home campus.
  
- \_\_\_\_\_ 8. **RESIDENTIAL LIFE** – Complete a **Housing Preference Form** and return it to the Residential Life Office. You must complete this form even if you plan to live off campus upon returning to Skidmore.
  
- \_\_\_\_\_ 9. **PRE-DEPARTURE** – Attend the **mandatory** Skidmore in Beijing Program pre-departure orientation. This is usually held on a Friday and Saturday in April.
  
- \_\_\_\_\_ 10. **PROGRAM APPROVAL FORM** – This is for non-Skidmore students only. Please have your dean or director of International Programs sign it.