

Skidmore Approved Program

Application Instructions

Skidmore College
Office of International Programs
Starbuck Center 202
Tel: (518) 580-5355 Fax: (518) 580-5359
Email: OIP@Skidmore.edu

Benefits:

- Approved programs provide Skidmore students with certain benefits.
- All pre-approved courses are treated as transfer credits and may, as appropriate, be counted toward the Skidmore major, minor, or all-college requirements, or treated as elective credits. (A grade of C or better is required for credit to transfer; grades earned on an approved study abroad program do not count in the Skidmore GPA but will appear on your Skidmore transcript).
- All pre-approved 300-level courses count toward the Skidmore "maturity-level" requirement of 24 semester hours of 300-level work.
- Students will continue to receive federal and state financial aid as well as Skidmore grants as applicable. You must consult with the Office of Student Aid and Family Finance for details on how participating in this program will affect your individual aid package.

Eligibility Requirements:

- 3.0 cumulative GPA or better is required. Applications from students with less than a 3.0 will be considered on an individual basis by the Skidmore Committee on Academic Standing;
- You **MUST** have declared your major before applying.
- Class standing as a Junior at time of participation in the program.
Note for sophomores and seniors: students at other stages in their Skidmore education must attend a mandatory advising session with the Senior Program Coordinator 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.
- Students planning to study abroad in their sophomore year do not have to declare their major; however it is highly recommended that they do so.

These are eligibility requirements set by Skidmore College. You must also meet any requirements or program pre-requisites set by the program to which you are applying.

Instructions:

1) The Office of International Programs recommends that you submit your application as early as possible.

Application Deadlines:

- **Two weeks** prior to your chosen program's application deadline **BUT NO LATER THAN:**
 - **October 14** for spring semester programs.
 - **March 15** for fall and academic year programs.
- **IES Programs:** The application deadline for IES programs is **two weeks prior** to the IES published deadline or 'IES Direct Admission deadline' if applicable for the program you are applying to **BUT NO LATER THAN:**
 - **October 14** for spring semester programs.
 - **March 15** for fall and academic year programs.

Please make yourself aware of the application deadline for your chosen program. The Office of International Programs is not responsible for students filing applications after the program provider deadline. You may be denied acceptance to a program if your application is late. **Students applying to programs in Italy or the School for International Training (SIT)** are highly recommended to apply **early** as programs do fill.

2) Program Information & Advising: Various staff members in the Office of International Programs can provide you with personal advising on selecting a study abroad program. Please make an appointment to speak with a staff member. The OIP library has material on all approved programs.

PLEASE TURN OVER

3) Skidmore Approved Program Application Materials Packet:

- Approved Program Application Instructions (two pages)
- Approved Program Application Checklist (one page)
- Approved Program Application (two pages)
- Proposed Course of Study While Abroad (one page)
- Housing Preference Form (one page)

4) Submitting your Skidmore Approved Program Application Materials: Submit all parts of the **Approved Programs Application** to the Office of International Programs. In addition to the forms enclosed, 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>

5) Submitting your Program Provider Application Materials: Once your Skidmore Approved Program Application has been approved you can submit your program's application directly to the program provider. The Office of International Programs recommends that you collect all requested application materials before you submit your Skidmore Approved Program Application to the Office of International Programs. **You** are responsible for all application materials including faculty recommendations and official transcripts. You should submit your application as early as possible.

Instructions for applicants to IES Programs:

- Your original **IES Application for Admission** sections 1 through 4, as appropriate, must be submitted **with** your Skidmore Approved Program Application to the Office of International Programs. You are responsible for collecting all application materials **except your official transcript and the IES Application Fee**.
- Note that some IES programs require additional application materials. Please carefully review the application process for your IES program in the IES program literature to be sure that your application is complete. **You do not need to submit an official Skidmore transcript or the IES application fee.**
- **Do NOT** submit parts of the application to IES in Chicago. Be sure your faculty references are aware that they need to send their letters to Skidmore's Office of International Programs, or offer to pick them up. Let us know if any part of the application goes directly to Chicago in error, so that we can then bring the "missing piece" to the attention of the Chicago office.

6) Financial Aid: All Skidmore recipients of financial aid are eligible to use some or all of their aid on an approved program. You are urged to meet with a Student Aid Representative to understand the implications based on your chosen program. This consultation should take place as soon as you have made your program choice. If you are a highly aided student, we recommend that this consultation take place earlier to assist you in the program selection process.

Many programs also offer small merit based scholarships. Skidmore recommends that you apply for any scholarships available to you. Should you need assistance with the scholarship application forms, please see a Student Aid Representative in the Office of Student Aid and Family Finance.

7) Further advice: If you need further advice on approved programs and/or the application process, please consult first with the Office of International Programs. For specific questions about a particular program, you might want to contact the program provider directly.