Skidmore Approved Program Application Instructions

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
Starbuck Center 202
Tel: 518-580-5355 Fax: 518 580-5359
Email: ocse@skidmore.edu

Applying for an approved program is a two-part application process. Students must first submit this application and the supporting materials listed below to Off-Campus Study & Exchanges (OCSE) to be approved by Skidmore to study off campus. Then once approved, students must submit an application directly to their chosen approved program. Final acceptance decisions for each approved program is made by the approved program provider.

APPLICATION DEADLINES:

Off-Campus Study & Exchanges recommends that you submit your application as early as possible. Students are not permitted to apply to more than one program at a time.

- **TWO WEEKS** prior to your chosen Approved Program's application deadline, **BUT NO LATER THAN:**
  - **October 15** for SPRING SEMESTER programs.
  - **March 15** for FALL AND ACADEMIC YEAR programs.

Please make yourself aware of the application deadline for your chosen program. You may be denied acceptance to a program if your application is late. Off-Campus Study & Exchanges is not responsible for students filing applications after the program provider deadline. **NOTE: It is highly recommended that students apply to their programs early. Some programs may close before the application deadline. See OCSE for details.**

ELIGIBILITY REQUIREMENTS:

Before you submit your application please be sure you are familiar with program eligibility requirements and Skidmore's off-campus study policies. You can find them online at http://cms.skidmore.edu/ocse/policies/eligibility.cfm. You must also meet any requirements or program pre-requisites set by the program to which you are applying.

INSTRUCTIONS:

1) DECLARE YOUR MAJOR.

2) COMPLETE Approved Program application forms in this packet:
- ☐ **Pages requiring Applicant Information, Parent/Guardian Information, and signed statement.**
- ☐ **Proposed Course of Study Form.**

3) ATTACH all of the following materials:
- ☐ **Course descriptions**: Attach a course description for each course included on your Proposed Course of Study Form. Check with your program provider for information on obtaining course descriptions.
- ☐ **Photocopy of your passport**: This should be a clear, legible copy of the identification page of your passport that includes your photo. Your passport must be valid for at least six (6) months beyond your anticipated return date (i.e. 6 months after the program ends). Instructions for applying for or renewing a passport are included in this packet.
- ☐ **Housing Petition** *(if applicable)*: Petition forms are available in OCSE or online at http://cms.skidmore.edu/ocse/forms.cfm.
- ☐ **GPA or Non-Junior petition materials** (*if applicable*): See next page for additional information.

4) Submit your Skidmore Approved Program Application and supporting materials to OFF-CAMPUS STUDY & EXCHANGES (OCSE) in Starbuck Center 202.

5) Collect Program Provider application materials: Off-Campus Study & Exchanges recommends that you collect all requested application materials while you are preparing your Skidmore Approved Program Application.

6) Once this Approved Program application has been approved by the Committee on Academic Standing, **submit your program provider application materials directly to the program provider.** You are responsible for sending all application materials including faculty recommendations and official transcripts to your program provider. You should submit your application as early as possible.

(See additional information on next page)

ADDITIONAL INFORMATION:

Students that have below the 3.0 GPA requirement or who are applying to study off campus outside of their junior year must also submit a petition with the approved program application. For guidelines on the petition process, please see the OCSE Web site at http://cms.skidmore.edu/ocse/policies/petition.cfm. **NOTE: Submission of a petition does not guarantee approval.**

- **GPA Petition**: Required for applicants whose cumulative GPA is less than 3.0. A GPA petition includes:
  - **A personal statement explaining your academic history**
  - **2 Letters of Support** (at least one letter should be from a faculty advisor)

  All students wishing to submit a GPA petition to the CAS must meet with an OCSE Program Manager to discuss their individual petitions and the CAS process. ***Students are strongly advised to meet with the Associate Director in Off-Campus Study & Exchanges who works directly with the CAS.***

- **Non-Junior Petition**: Required for applicants applying to study outside of their junior year. A non-junior petition includes:
  - **A letter of intent explaining why you want to study off campus outside of the junior year**
  - **1 Letter of Support**, preferably from a faculty advisor

Financial Aid: All Skidmore College 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 Financial Aid representative to understand the implications based on your chosen program. This consultation should take place as soon as possible. If you are a highly aided student, we recommend that this consultation take place as early as possible to assist you in the program selection process.

Further advice: If you need further advice on the application process, please consult with a staff member in Off-Campus Study & Exchanges.

NOTE: All students approved to study abroad will be **required** to attend a **Pre-Departure Orientation** at Skidmore. OCSE will notify all approved applicants of the date and time of this event, and it will be each student's responsibility to attend.

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Application Deadlines:

- At least **two weeks** prior to your chosen program's application deadline, OR;
- **October 15** for spring semester programs or **March 15** for fall and academic year programs, whichever is **earlier**.

Off-Campus Study & Exchanges is not responsible for students filing applications after the program provider deadline. Make sure you know your program provider's application deadline. You may be denied acceptance to a program if your application is late. **It is highly recommended that students apply to their programs early.**

PLEASE TYPE OR PRINT IN INK ALL INFORMATION

Program Applying to: _____ Semester(s) applying for: ❒ Fall ❒ Spring 20_____

Program Provider:_____ Location (city, country):_____

PERSONAL INFORMATION:

Name: _____Nickname:_____
(*List name as it appears on your passport*)

Email address:_____ Alternate email: _____

Campus Including P.O. Box #/Saratoga Springs Address:

_____

_____

Permanent Address:

_____

_____

Campus Phone:_____

Cell Phone: (_____)_____

Permanent Address Phone:

(_____)_____

OCSE will distribute my name, address, email address, and telephone number to other program participants. If I do not wish to have my information released I will check the box below.

❑ *I do not wish to have my name, address, email address and telephone number shared.*

ACADEMIC INFORMATION:

Skidmore Academic Advisor(s):_____

Major: _____ Second Major:_____

Minor: _____ GPA:_____

College ID#: _____

Current Class Level: ❑ Fr ❑ So ❑ Jr ❑ Sr Anticipated graduation date Month/Year: _____

DEMOGRAPHIC INFORMATION

Date of Birth (MM/DD/YYYY): _____ Gender: _____

Country of Citizenship: ❑ United States ❑ Canada ❑ Other _____

❑ Non-resident alien — If non-resident alien, visa type_____ ❑ Lawful permanent resident

Passport Number: _____ Expiration Date: _____

❑ I am currently applying for a passport

PARENT/LEGAL GUARDIAN INFORMATION:

Please provide contact information for the parent(s) or legal guardian(s) with whom we should communicate regarding your participation in the program. This (These) person(s) will serve as our contact for financial issues as well as in cases of emergency.

1.) Name:_____

Relationship to you: _____

Address: _____

_____

_____
(city) (state) (zip)

Home Phone: (_____)_____

Work/Cell Phone: (_____)_____

E-mail address: _____

2.) Name:_____

Relationship to you: _____

Address: _____

_____

_____
(city) (state) (zip)

Home Phone: (_____)_____

Work/Cell Phone: (_____)_____

E-mail address: _____

Dear Student:

By signing your name below, you permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts you have listed above. This information will include, but is not limited to, pre-departure information regarding the program, academic progress, billing statements and other financial information, and information regarding your whereabouts while you are abroad.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent while you are abroad, **except in the case of an emergency.**

I, _____ permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts I have indicated above.

_____ _____
Student's Signature Date

SPECIAL NEEDS OR CIRCUMSTANCES

If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., note takers, taped texts); a medical condition which might require immediate attention while abroad; or a condition which might affect emotional or mental well-being while abroad, you are encouraged to identify your needs by attaching a separate page indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. Also indicate whether or not we may contact your requested program provider at this time. OCSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in identifying a program site that can provide reasonable accommodation of your needs. Following acceptance by your host program, it is your responsibility to consult with your program provider to determine the deadlines by which you must submit written, current, and professionally documented information as required by your program provider.

RELEASE OF INFORMATION

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act (FERPA) of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

By signing your name below, you authorize Skidmore College's Off-Campus Study & Exchanges to have access to information regarding your academic, social, and financial standing. You also authorize Skidmore's Off-Campus Study &

Exchanges to share any pertinent information with program providers, directors and staff overseas as needed. The existence of a disciplinary record does not preclude admission, but will be considered in the overall evaluation of the application.

Studying abroad is a privilege that is available to students who have demonstrated the ability to adjust academically and emotionally to college, and who are ready to benefit from the challenges of off-campus study. Only students in good academic, social, and financial standing are eligible to study abroad. I further understand that submitting an application is not a guarantee of application acceptance. Failure to maintain (prior to and during the exchange) all of the eligibility requirements of the program and those of Skidmore College will result in cancellation of participation. Failure to pay all financial obligations to Skidmore College will also result in cancellation of participation. I also understand that until financial obligations are met, Skidmore College and the host program will not report grades or release transcripts; and I will not be permitted to re-enroll at, or graduate from, Skidmore College.

I have read and fully understand Skidmore's information on eligibility, policy, and procedures presented on the OCSE web site.

Please be aware that the stress of travel and adjusting to a new culture can exacerbate physical or psychological conditions that may be under control at home. Physical or psychological disorders can become serious under the stresses of a new environment. Therefore, if you have a physical or psychological condition it is important that you meet with your physician or counselor to discuss how studying off campus could affect your medical condition. Addressing your health issues prior to studying off campus will help you to identify those resources that will and will not be available at your program site.

If accepted for participation in a study abroad program, I agree to adhere to all the rules and regulations of both Skidmore College and the host program. Failure to do so may result in the cancellation of my exchange.

PROGRAM HOUSING

Skidmore students are required to use housing provided by their program, if applicable. Additionally, students must elect the home stay option, if offered. Students desiring an alternative to program housing or a home stay will be required to consult with OCSE and to submit a Housing Petition with this application.

Program-Sponsored Housing (select one)

- ❑ The program to which I will apply offers a program-sponsored housing and I will elect to use this housing when applying to the provider.
- ❑ The program to which I will apply offers program-sponsored housing and I will petition OCSE for permission to find independent housing for the duration of my program. I understand that my program provider must also allow independent housing for its participants, and that a possible approval of my petition to OCSE does not guarantee my ability to live in independent housing during my program.
- ❑ The program to which I will apply does not offer program-sponsored housing and I understand that it will be my obligation to find independent housing for the duration of my program.

Home Stay Option (select one)

- ❑ The program to which I will apply offers a home stay and I will elect this option when applying to the provider.
- ❑ The program to which I will apply offers a home stay and I will petition OCSE for permission to select alternate housing through the provider.
- ❑ The program to which I will apply does not offer a home stay option.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

I, _____, have read and understand the above statements.
(please print name)

_____ _____
Student's Signature Date

How to Complete the Off-Campus Proposed Course of Study Form

Please report your intended off-campus course enrollment on the next page of this form. You must obtain approvals for all courses *except* those you expect to use as general electives*.

Please fill in the "To Be Completed By Student" columns of the chart on the Off-Campus Proposed Course of Study form; the other three (3) columns are for faculty or the Registrar's Office only. Be sure that you discuss with your advisor how your course selections will affect your progress toward graduation; take your course descriptions/syllabi and Degree Audit with you for the meeting with your advisor.

You must enroll in a **full course of study** while off campus (generally **15 semester credits** and no more than 18). Course credit hours are determined by the host institution; Skidmore accepts transfer credits only as reported by the host institution.

If You Want To:	**Obtain Approval From:**
Fulfill major requirement(s).....	Major Department Chair or Program Director
Fulfill minor requirement(s).....	Minor Department Chair or Program Director
Fulfill breadth requirement(s).....	Dept. Chair or Prog. Director in same discipline or Registrar
Fulfill Maturity-level requirement(s).....	Department Chair or Program Director in same discipline
Enroll in **any** foreign language course(s) (i.e. grammar, literature).....	Chair of Dept. of Foreign Languages & Literatures
Submit this form to OCSE.....	Your faculty advisor

Course availability off campus may be limited, so be sure to include alternate course selections for approval.

***Please note**, you must obtain an approval signature for any and all foreign language courses abroad. This must be done even if you have fulfilled the foreign language requirement and only wish to receive general elective credit for the foreign language course.

By selecting General Elective Credit on the Off-Campus Proposed Course of Study form, you will only receive general transfer credit according to the transfer credit guidelines. You can find the transfer credit guidelines on the Registrar's website at http://cms.skidmore.edu/registrar/tcp.cfm.

Off-Campus Study Proposed Course of Study Form

Name: _____ Program:_____ Term:_____

Please report your intended off-campus course enrollment below in the "To Be Completed by Student" section. Course availability off campus may be limited, so be sure to include alternate course selections for approval. You must obtain approvals for all courses *except* those you expect to use as general electives. Please note: all foreign language courses, even those counting as general electives, must receive departmental approval from the Chair of Foreign Languages.

TO BE COMPLETED BY STUDENT *List all courses you plan to take while studying off campus. You may also include alternate courses.*			**TO BE COMPLETED BY DEPARTMENT CHAIRS / PROGRAM DIRECTORS**		
Off-campus course title and number *(attach all course descriptions or syllabi)*	**Credits** *(per course description)*	**General Elective Credit Only***	**Skidmore equivalent course number**	**Counts for Maturity/ 300-level credit**	**Chair's or Director's Signature**
		Y N		Y N	
		Y N		Y N	
		Y N		Y N	
		Y N		Y N	
		Y N		Y N	
		Y N		Y N	
		Y N		Y N	
		Y N		Y N	
		Y N		Y N	

By selecting "Y" under the General Elective Credit column, you will only receive general transfer credit according to the transfer credit guidelines.

To be completed by applicant's FACULTY ADVISOR in major department: Please check the appropriate boxes.

- ❒ I am familiar with the applicant's academic progress and believe that his or her training and intellectual interests are such as to qualify the student to profit by participating in this study abroad program.
- ❒ I recommend the applicant with respect to character and maturity for admission to this study abroad program.

Comments: _____

Faculty Advisor's Signature:_____ Date:_____

OFF-CAMPUS STUDY & EXCHANGES
HOW TO OBTAIN A U.S. PASSPORT

All students studying abroad must have a passport in order to travel to their overseas destination. In addition, those of you who need visas will need a passport before you can apply for a visa. **If you do not have a passport, apply for one immediately**. If your current passport **expires within 6 months** from the end of your program, you must **renew your passport now**.

FIRST-TIME APPLICANTS

Passport applications are available at most U.S. Post Offices, although the applications are processed through the U.S. Department of State (DOS). Please contact your local Post Office to see if it is a passport agent. Instructions for first-time applicants are available on the DOS Web site at http://travel.state.gov/passport/get/first/first_830.html.

To apply for your first U.S. passport, you will need the following items. Be sure to view the **full list** of required applications materials at http://travel.state.gov/passport/get/first/first_830.html.

- Passport application (Skidmore students can go to the Washington Street Post Office or download an application at http://travel.state.gov/passport/forms/forms_847.html.)
- Submit Evidence of U.S. Citizenship (certified birth certificate or certificate of naturalization or citizenship)
- Present Identification (government-issued ID, i.e. driver's license, previously issued passport)
- Submit a Photocopy of the Identification Document(s)
- One (1) Passport Photo (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Pay the Applicable Fee (confirm fees and payment options online at http://travel.state.gov/passport/fees/fees_837.html.)

U.S. PASSPORT RENEWAL

Passports can be renewed by mail for some individuals, while other must renew in person. Instructions for renewing a U.S. passport are available online at http://travel.state.gov/passport/renew/renew_833.html. Applications are available at most U.S. Post Offices or you can find a link to an application online at http://travel.state.gov/passport/forms/forms_847.html.

To renew for U.S. passport by mail, you will need the following items. If you must renew your passport in person, you should follow the instructions for a first-time applicant. Be sure to view the **full list** of required applications materials at http://travel.state.gov/passport/renew/renew_833.html.

- Passport renewal application (Skidmore students can go to the Washington Street Post Office or download an application at http://travel.state.gov/passport/forms/forms_847.html.)
- Your most recent passport (it will be returned to you along with the new passport).
- One (1) Passport Photo (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Pay the Applicable Fee (confirm fees and payment options online at http://travel.state.gov/passport/fees/fees_837.html.)

NOTE: The processing time for U.S. passports is approximately four (4) to six (6) weeks for standard processing. It is a good practice to confirm estimated processing times for new or renewal applications before you apply. Confirm processing times online at http://travel.state.gov/passport/processing/processing_1740.html. It is also important that you apply right away, especially if you will need to apply for a visa for the country to which you wish to study abroad. If you need a passport in less time than the standard processing delay, you can pay an extra fee to expedite the process. Please confirm exact fees with the passport issuing agent.

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