CHECKLIST FOR OFF-CAMPUS STUDY

Initial Advising
___ Visit the office for Open Advising Hours.
___ Attend a program specific interest meeting (if applicable).
___ Fill out ‘Off-Campus Study Intake Form’.

Receive:
___ Initial off-campus study policy and procedures forms.
___ FAQ sheet.
___ Skidmore Program List or Approved Programs List.
___ Meet with a member of OCSE to discuss off-campus study options, requirements, and procedures.

Choosing an Off-Campus Study Program
___ Review Skidmore Programs and Skidmore Approved Program list.
___ Speak with an academic advisor regarding your academic plan at Skidmore and off-campus.
___ Discuss plans with parent/guardian (if appropriate).

Application Process
___ Declare your major.
___ Pick up the appropriate off-campus study application:
   ___ Skidmore Program Application, or
   ___ Approved Program Application & Program Application, or
   ___ National Student Exchange Application.
___ Discuss application process with OCSE.
___ Deadlines: Make sure you know yours!
___ Complete application materials you are responsible for (application, faculty recommendations, transcripts, portfolio, and other materials as needed).
___ Know when and how you will hear about acceptance.

Acceptance and Subsequent Forms
___ Review your acceptance letter and materials carefully, note deadlines.
___ Complete all acceptance materials and return them to the program.
___ Consult with OCSE or Approved Program provider to determine if you need a Visa.
___ If attending an Approved Program, inform OCSE of your program acceptance.
___ Return all post acceptance Skidmore materials to OCSE within 2 weeks of acceptance from Skidmore College.
   o $500 program confirmation deposit to Skidmore with Acceptance of Offer form
   o General Agreement and Release form signed and notarized by student.
   o General Agreement and Release form signed and notarized by parent/guardian (sent directly to Emergency Contact listed on original application form).
___ Attend Pre-departure orientation for your program.
___ Change of Status if initial program choice has changed or been modified.
___ Learn about billing for your specific program.