WASHINGTON COLLEGE
EST. 1782

Study Abroad Requirements and Application for semester or academic year study

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Basic Requirements to Study Abroad:

1. *GPA Requirements:* Students must meet the GPA requirement of the host institution. Most institutions require a 3.0 GPA. St. Andrews University in Scotland requires a 3.2 GPA. Royal Holloway in England requires a GPA of 3.2 for English majors and 3.0 for other departments. University College Cork in Ireland will review applicants with a GPA of 2.8. Bond University will review applicants with a 2.5 GPA. Students with a GPA below the host institutions' requirements, but above a 2.0, are encouraged to study on a faculty-led study abroad program or outside summer program.

2. *Language Requirements*: If the language of instruction at the host university is not English, students are advised to meet with faculty in the Modern Language Department to discuss their preparedness to study in the language of instruction. Spanish, French, and German speaking universities typically require a 300-level language proficiency. Study at Meiji Gakuin in Japan requires one year of college-level Japanese. Please note that study in Brazil, Denmark, Hong Kong Morocco, South Korea, and Turkey is in English. Non-native English speakers studying abroad at an institution where English is the language of instruction must provide TOEFL scores during the application process.

3. *Class Standing*: Students are eligible to study abroad their third semester as a Washington College student. For students without transfer credit this is the second semester of their sophomore year. Transfer students should meet with the Director of the Office of International Programs and their academic advisor to determine the most suitable time to study abroad.

4. *Not on Probation:* Study abroad applicants on disciplinary and/or academic probation must meet with the Director of the Office of International Programs and the Associate Vice President of Student Affairs. Approval to study when on disciplinary and/or academic probation is reviewed on a case-by-case basis and is not guaranteed.

Application Process:

Washington College Application: Washington College has a **two-tiered application process** to study abroad.

1. Students first complete a *Washington College Application*. This ensures that applicants have the necessary qualifications for the institution to which they are applying, and that they are not on academic or disciplinary probation at the time of application or when they will be abroad. Approval by Washington College to apply to a host institution is a very strong endorsement to the host institution/partner program. A completed *Washington College Application* includes:
    a. The enclosed application including the *Applicant Profile, Emergency Contact Information, Health and Wellness Information* sheet.
    b. Two *Faculty Recommendation Forms*. These forms are included in the application and can be downloaded separately.
    c. A $200 deposit. This deposit goes towards the $890 off-campus study fee charged by the College towards the administration of your overseas studies.
    d. An *Official Transcript* which can be requested through the Registrar's Office.
    e. A small photo (which does NOT have to be a passport photo).

2. *Host Institution Application*: Students then complete an application to their future host institution. ***The host applications are posted on a secure Blackboard site available to students once they have been approved to study abroad by Washington College.***
    a. Components from the Washington College application (i.e. transcript and letters of recommendation) are used in the host institution application to ensure that there is not duplicate work. The host applications are posted on a secure Blackboard site available to students once they have been approved to study abroad.

Due Dates: ***Applications for fall, spring, and academic year study abroad are due the last Friday in February during the academic year prior to the year a student wishes to study abroad.*** For example, if a student wishes to study abroad fall 2013 or spring 2014, a **study abroad application is due the last Friday of February 2013 (February 22, 2013).** The once a year application cycle ensures adequate time for students to obtain immigration paperwork and secure housing abroad, and requires advanced planning.

Other Requirements:

Passport: If you do not have a passport and have not yet applied for one, do so immediately. Applications are available on-line: http://travel.state.gov (search "passport"). If you already possess a passport, check the expiration date, it should be valid for six months after you return from your study abroad program. Most of the countries in which our international programs are located, require a student visa. ***Students must have a passport before they can apply for a visa.***

Student Visa**:** A visa is an official authorization appended to a passport (or passport number), permitting entry into and travel within a particular country or region for a specified period of time to do a specific thing (i.e. study, work, be a tourist). You need acceptance materials from your host university in order to apply for the visa. However, you should begin investigating the visa process as soon as you've submitted your application.

You can access instructions on how to obtain a visa on your host country's consulate and/or embassy webpage. Some countries require the following: evidence of sufficient funds to cover your time abroad, criminal background check (state and/or national), medical evaluation, evidence of health insurance coverage overseas, or an HIV/AIDS test.

The Office of International Programs will provide you with more details and supporting documentation at the Pre-Departure Orientation.

Financing Study Abroad: If you receive Federal/State Financial Aid, please meet with your Financial Aid Advisor the semester prior to studying abroad! All students participating in eligible semester-long off-campus programs will be charged the current Washington College tuition (regardless of the host institution's rates). Students maintain all of their financial aid during their semester/academic year abroad. The type of exchange determines where room/board fees are paid. The types of programs are outlined below. Students can consult the host university's information page on the OIP website (http://oip.washcoll.edu) to determine the type of program in which they are applying to participate.

- *Tuition Exchange:* WC tuition + room/board to host institution + off-campus study fee
- *Tuition/Room Exchange:* WC tuition/room + board to host institution/self-catering + off-campus study fee
- *Full Exchange:* WC tuition/room/board + off-campus study fee

All students participating in an eligible program will be charged the Off-Campus Study Fee. The fee is charged one time for study abroad on any semester and/or year program.

After signing the "*Confirmation of Participation Agreement*," a student will be liable for all expenses incurred on his/her behalf, including, but not limited to the forfeiture of the $200 application fee, any deposits, and in the case of a Joint Program, the entire Program Fee.

APPLICANT PROFILE:

Name (as it appears in your passport): _____

WC ID Number: _____

Date of birth (month/day/year): _____

Cell phone number (or primary number where OIP can reach you): _____

Current Academic Class: First-year _____ Sophomore _____ Junior _____ Senior _____

Major(s): _____ Minor(s): _____

Current GPA: _____

Number of credits taken within major: _____

Academic Advisor's Name: _____

Academic Advisor's Signature: _____

Study Abroad Program/Host Institution to which you are applying:

First Choice: _____

Type of program: Full Exchange _____ Tuition & Room _____ Tuition _____ Joint Program _____

Second Choice: _____

Type of program: Full Exchange _____ Tuition & Room _____ Tuition _____ Joint Program _____

If you wish to study at an institution that requires language competency, please indicate your language level at the College:

100 _____ 200 _____ 300 _____ 400 _____ I have native fluency _____

In approximately 250 words, please explain how you see your first choice institution furthering your academic or professional goals:

EMERGENCY CONTACT INFORMATION:

Country of Citizenship: _____

Passport Number associated with Country of Citizenship: _____

If this is not the passport you will travel with, please list that passport information below:

_____

Emergency Contact 1: _____

Relationships to you: _____

Cell phone: _____ Work phone: _____

Home phone: _____ Email address: _____

Contact 2: _____

Relationships to you: _____

Cell phone: _____ Work phone: _____

Home phone: _____ Email address: _____

APPLICATION RELEASE:

Application Release for Washington College's Office of International Programs

1. I hereby release information contained in my application for study abroad, letters of recommendation, and transcripts to the Office of International Programs at Washington College for review and approval of my study abroad application.
2. I hereby release information contained in my application, letters of recommendation, and transcripts to the overseas school where I wished to be placed.
3. I hereby certify that al statements made in this Study Abroad Application in its entirety are true and accurate.

_____ _____

Student's Signature Date

_____

Student's Name Printed

Disciplinary Disclosure: Have you ever been disciplined by the authorities of Washington College or another academic institution or government agency (including the police) for an infraction of rules, regulations or laws?

Yes _____ No _____ Are you currently on probation? Yes _____ No _____

In submitting this application, I pledge to report promptly to the Office of International Programs any charges lodged against me by Washington College Authorities and/or civil authorities after the date of this application.

HEATLH & WELLNESS INFORMATION:

Washington College Office of International Programs
409 Washington Avenue, Chestertown, MD 21620

This required form is to be completed by the participant and is designed to help the Office of International Programs (OIP) be of maximum assistance to you during your study abroad experience should the need arise. Mild physical or psychological conditions can become serious under the stresses of life while studying abroad. Thus, it is important that the program be made aware of any medical or emotional conditions, past or current, which might affect you in a foreign study context. The information provided on this form will be shared only with appropriate persons affiliated with your specific program, and does not affect your admission into the program.

Additionally, if you currently work with the Office of Academic Skills and wish to pursue a request for academic accommodations abroad, please make sure to indicate that in this form.

If you have specific concerns about health conditions you may have while abroad, please contact the Director of International Programs and your healthcare provider as soon as possible. Study abroad sites may not be able to accommodate all reported individual needs or circumstances. However, if you do not report a health condition, our ability to assist in case of an emergency may be compromised. OIP strongly recommends that you have a physical exam, consult with your healthcare provider about immunizations, and have a dental check-up prior to departure.

Name: _____ Date of Birth: _____

Gender: Female _____ Male _____ Term: _____

1. Have you ever been or are currently being treated for a physical health condition:
   No: _____ Yes: _____ If yes, please explain: _____
   _____.
2. Have you ever been or are currently being treated for a mental health condition (psychological or emotional):
   No: _____ Yes: _____ If yes, please explain: _____
   _____.
3. Do you have any allergies?
   No: _____ Yes: _____ If yes, please explain: _____
   _____.
4. Are you taking any prescription and/or over the counter medications?
   No: _____ Yes: _____ If yes, please explain: _____
   _____.
5. Have you had any major injuries, diseases, or ailments in the past five years?
   No: _____ Yes: _____ If yes, please explain: _____
   _____.
6. Are you on a special diet (i.e. vegan, diabetic, no gluten)?
   No: _____ Yes: _____ If yes, please explain: _____
   _____.
7. Are you interested in getting assistance with academic accommodations at your host institution?
   No: _____ Yes: _____ If yes, please explain the type of accommodations you require:
   _____.
8. Is there any additional information that would be helpful for the program to be aware of?
   No: _____ Yes: _____ If yes, please explain: _____
   _____.

I certify that all responses on this form are true and accurate, and I will notify International Programs of any relevant changes in my health that occur prior to the star of the program.

Signature of Participant: _____ Date: _____

FACULTY RECOMMENDATION FOR STUDY ABROAD

Part 1: To be completed by Applicant/Student - *Please complete this section prior to presenting the form to the evaluator*

Name of applicant: _____

First choice program name and location: _____

Term/Year: Fall _____ Spring: _____ Academic Year: _____

Please check only **one:**
_____ I **agree** to waive my right to have access to the information given on this form.
_____ I **do not agree** to waive my right to have access to the information given o this form.

After completing Part 1, please give this form to a faculty member with whom you have taken a class. The faculty member will supply the information below and send it directly to the Office of International Programs, or return the form to you in a sealed envelope for inclusion in your application. You must obtain two faculty recommendations. It is the applicant's responsibility to request the recommendations with adequate time for the recommendation to be completed. One recommendation should come from a faculty member from within your major area of study. Students studying language should have at least one of the recommendation from a member of the Modern Languages Department.

Part 2: To be completed by the Faculty Member completing the recommendation

The applicant named above is applying for admission to a study abroad program sponsored by Washington College. **Your insight on the applicant's academic background will be used by the Office of International Programs and the institution to which the student is applying to determine their preparedness to study abroad**. Please complete the form and either submit it to the Office of International Programs via inter-office mail, or you can complete the form and return it to the applicant in a sealed envelope. Thank you for your time and assistance!

Applications are due the last Friday in February for study abroad at any point in the upcoming academic year.

1. Approximately how long have you known the student and in what capacity?

_____

_____

2. Please list the course name(s) that the applicant has taken with you:

_____

_____

3. Compared to other Washington College students who you have taught, please check how you rate the applicant in terms of the categories listed in the table below:

	Outstanding	*Good*	*Average*	*Poor*	*No Basis for Assessment*
Academic Motivation					
Ability to do independent study					
Reliability					
Maturity					
Interpersonal skills					
Adaptability					
Suitability for study abroad					

4. In the section below, please provide commentary on the applicant's performance in your class. Please speak to the student's written work, preparedness for class, and participation in class discussions/group work/labs (as applicable).

5. Please cite characteristics that you view may positively or negatively affect the student's chances for success in a different culture and educational system. If you were leading a program abroad, would you be enthusiastic in bringing this student on your program?

Faculty: Please feel free to attach additional pages to this sheet if you have more detailed information to provide.

Printed Name of Faculty Evaluator: _____

Signature of Faculty Evaluator: _____

Title: _____

Institution (if other than Washington College): _____

Telephone number: _____ E-mail: _____

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