



Application Instructions

For semester and academic year study abroad, there is a two-step application process. The first step is completing the Washington College on-line application and submitting supporting documentation. This is due the third Friday in February (2/21/2014).

A completed Washington College Application includes:

a. The on-line application:

(https://washcoll.co1.qualtrics.com/SE/?SID=SV_3BH64FscdTdMr1b)

- i. The application should only take 20-30 minutes to complete.
- ii. What you need to know before starting the application:
 - i. Your name, WAC student identification number, birthday, phone number, class year, GPA, advisor(s) name and department.
 - ii. When you plan to study abroad, and your first and second choice programs
 - iii. 250 word explanation on why you have selected your first choice institution(s) and what makes you an ideal applicant for this program (you can write this in a Word document and copy paste it in)
 - iv. The information for two emergency contacts
 - v. Passport number (if you don't have your passport number, put N/A. Apply for your passport now!)
- iii. If you need to take a break for any reason, the application will save your progress up to the last question(s) you submitted IF:
 - i. You are using the same computer AND browser.
 - ii. You have cookies enabled.
- iv. If you switch computers/browsers, the questionnaire treats you as a new applicant, and you will have to start over. For your convenience, please try to either complete the application in one sitting, or return using the same computer and browser.

b. **The Health and Wellness Information Sheet** (http://www.washcoll.edu/offices/global-education/study-abroad/studyabroad_applicationprocess.php).

c. **Two Faculty Recommendation Letters** (http://www.washcoll.edu/offices/global-education/study-abroad/studyabroad_applicationprocess.php).

d. **An Official Transcript** which can be requested through the Registrar's Office (go to the Registrar's Office website for instructions on how to request a transcript).

e. **A \$200 deposit paid to the Business Office.** This deposit goes towards the \$890 off-campus study fee. Charged by the College towards the administration of your overseas studies.

f. **An official passport sized photo;** taken professionally; no larger than 2 inches x 2 inches. You can purchase these locally at Walgreen's.

You will notified by March 5, 2014 on the results of your application. If accepted, the Global Education Office will work with you on your host institution's application. Pieces of your Washington College application will be used for the host institution including your letters of recommendation and transcript. More details will follow pending acceptance.