



WASHINGTON COLLEGE
EST. 1782

*Study Abroad Guide
&
Application*

Office of International Programs • 508 Washington Avenue • Chestertown, MD 21620
Tel: 410-778-7762 • Fax 410-810-7451 • www.oip.washcoll.edu • Email: oip_wc@washcoll.edu

Kate McCleary, Director | Yvette Campbell, International Student Advisor

Study Abroad Application Process

Basic Requirements

- Before beginning the application process, students should consult with their academic advisor, the International Programs Office, and the faculty advisor for the specific international program in which they wish to participate.
- Students need at least a 2.0 grade point average to qualify, but most programs sponsored by Washington College require a GPA of between 3.0 and above.
- Students must be a second semester sophomore or beyond, to study abroad on a semester program.
- Students applying to a foreign language program must have taken at least elementary courses in the language of the host country, and some programs will require intermediate to advanced language ability.
- Consult the International Programs Office for specific program eligibility requirements and openings.
- While abroad, students must be registered as a full-time student taking a minimum of 12 Washington College credits.

Application Deadlines

Applications must be received in the Office of International Programs by the dates given below. Because applications for most programs are reviewed on a rolling basis, students are encouraged to submit applications well ahead of the application deadline.

<u>Term</u>	<u>Deadline</u>
FALL semester	February 24
SPRING semester	September 30
SPRING Semester for Hansard Scholars, Hull University, Nebrija University, Univ. of Copenhagen, & Univ. Cattolica del Sacro Cuore	September 10
SUMMER Programs	Faculty Director's discretion

Application Documents

A completed application contains the following documents:

1. Admission Application for Study Abroad Program
2. Health form
3. Professor Recommendation (2)
4. Application fee of \$200.00 (check made out to WC)
5. Official Transcript from the Registrar's Office
6. Small photo or snapshot

Application Instructions

1. Meet with Kate McCleary, Director of Study Abroad, to chat about study abroad and discuss Washington College related study abroad policies.
2. Complete application and sign, be sure to obtain your Faculty Advisor's signature.
3. Complete and sign Health Form.
4. Two Letters of Recommendation are required. The recommendations should be from professors familiar with the student's college academic background and with their reasons for wanting to study abroad. If a student is applying to a program with a language component, one recommendation must be from a language teacher with whom they recently studied. The faculty member should complete the evaluation, seal it in an envelope, and return it to the student, or send directly to Kate McCleary, Director of International Programs. Make sure to give faculty members a letter outlining why you want to study abroad so that they can write detailed recommendations. Don't forget to follow-up with an email thanking those that write recommendations for you.
5. The application fee (\$200) should be paid by check or money order made payable to Washington College or cash. Payment can also be made in cash or added to a student account in the Business Office. Please ask the Business Office staff to notify OIP of the payment. If accepted into the study abroad program, the application fee will be applied to the Off-Campus Study Fee. This fee is refundable during the Washington College application process. Once you sign the "Confirmation of Participation" form the deposit will not be returned.
6. Requests for official transcripts should be made to the Registrar's Office. This service is provided free of charge. Transcripts can be sent directly to Kate McCleary, Director of International Programs.
7. Submit a small photo.
8. After submission of ALL application materials, students will be contacted by the Office of International Programs letting them know of acceptance decisions and program placement. Notification is sent via email and your major academic advisor is included in that correspondence.

Washington College does not discriminate on the basis of race, sex, sexual orientation, religion, age, marital status, national and ethnic origin, or disability.

Once Accepted by Washington College

If you have received your acceptance email from the Office of International Programs (OIP)—congratulations and welcome to your study abroad program. Please read the following instructions carefully and be sure to complete all necessary steps and documents.

Acceptance Procedures

Students access their host institution's application and all of these forms via a Blackboard site. Students can print off the forms for free in the Miller Library. Students must turn in ALL forms by the requested deadline (around September 27th for spring study abroad, and March 1 for fall or academic year study abroad).

1. Host Institution Application—all students will complete the exchange student application provided by their selected international exchange institution, by the deadline given on the application or by the study abroad advisor. On-line applications should be printed-off if possible.
2. Student must complete and sign the Confirmation of Participation form and return it to the OIP, in order to proceed to the next stage of their application.
3. Student will complete and sign the Education Abroad Program Agreement and return to OIP.
4. Student will sign the Fees and Expense Sheet for the program in which they will be participating (available on Blackboard).
5. The Accommodations Application from the host institution will also be completed by the appropriate date.
6. The Course Information Sheet must be completed by the date provided by OIP, or no later than the end of the semester. When properly completed, this form provides the WC course equivalent number, and approval for credit transfer for each course in which the student wishes to enroll while abroad.
7. All students studying abroad are given the option of getting an International Student Identification Card (ISIC). The cost of the card is \$22 and the forms can be downloaded from the link provided above. More information is available at OIP.

Acceptance Documents

To continue with the study abroad process, you will have the following documents:

- Confirmation of Participation Form
- Education Abroad Program Agreement (EAPA)
- Fees and Expenses Sheet
- Application from host institution
- Accommodations Application from host institution
- Course Information Sheet
- International Student Identification Card (ISIC) information sheet (Optional)

Deadlines

The application deadline for admissions and housing differ and are specific to each international program, you must be sure to know the date your application is due to be submitted to the OIP. Always check with the Director of International Programs if you have any questions.

Study Abroad Pre-Departure

Procedures for each study abroad program are different, so the following information is to provide general guidelines regarding the part of the study abroad process known as pre-departure.

Pre-Departure Orientation

All students must attend TWO Pre-Departure Meetings before they depart for their semester or year abroad. The purposes of the orientations are to prepare students for their study abroad experience in terms of general information on traveling, safety, and policy related matters overseas; as well as discussions on intercultural adaptation.

**** If a pre-scheduled athletic or academic event prevents the student from attending, the student must notify the Director of International Programs in advance, to schedule a make-up session. ****

Acceptance Documents

Host Institutions have various acceptance letters and procedures. For details, see the Director of International Programs.

- All students will receive an official acceptance from the international program to which they are applying, either via e-mail or letter. Most programs require the student to "Respond to Offer," within a specified time frame.
- Most programs provide housing information several weeks after they issue the official acceptance letter.
- The Official Letter of Acceptance issued by the host institution, is often needed by the student for their visa application.
- An Official Study Abroad or Embassy Letter is also issued by the Director of International Programs to assist the student in their visa application and Immigration/Customs at the port of entry.

Passports and Visas

Passports: If you do not have a passport and have not yet applied for one, do so immediately. Applications are available at the US Post Office in Chestertown, or on-line: Travel.State.Gov/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.

What is a 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).

- Depending on the country to which you are going, there *are various visa requirements and costs*. Visa requirements also differ depending on your country of citizenship.
- Some countries have electronic application systems (Australia), but most require a hard-copy application, photos, your passport, various other documents, including proof of financial support, and letters from WC and your host institution.
- Where to access country specific visa application information will be provided by Office of International Programs.
- Visa application *requirements can vary depending* to which Consulate Office or Embassy you will be applying. Please be sure to check with the Consular Office/Embassy that covers your area of residence.

Once accepted by your host university, they will provide required documentation for you to present when applying for your visa. 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.

If you run into serious difficulties obtaining a passport or visa, you may be able to solicit the assistance of a private passport/visa agency. For a fee, they can expedite often your application and assist with the process. Some of these agencies include Travia, A Briggs Passport & Visa Expeditors, Perry International, VisaRite, or Passport Express. Washington College does not and cannot endorse any of these agencies; we have simply heard that they provide visa services. Please do some research before you choose one of these agencies. **NOTE:** Not all countries permit applicants to use a visa agency. If your destination country requires visa applicants to appear in-person to apply for a visa, you will not be able to utilize the services of a visa agency.

Photos

Photos are required throughout the acceptance and pre-departure process. Please consider having at least 4-6 passport photos taken (the local UPS store, Walgreens, and RiteAid take passport photos). Official passport size photos cost around \$11 for 2 photos.

Examples of photo requirements:

- Passport Application (2)
- Visa Applications (2 or more)
- Host institution applications (1-2)
- ISIC (1) (Optional)

Housing

All students will have their housing arrangements confirmed before departure. Student housing options are dependent on the program in which they are participating. Options include:

- On-campus residence halls (dormitories) or student apartments
- Off-campus apartments (flats)
- Host family or boarding house

Living on-campus (if an option) is strongly encouraged. Universities located in metropolitan areas often do not offer on-campus housing, so students are housed in apartment buildings located within convenient commuting distance to campus. Universities offering homestay opportunities to students are responsible for the screening of the host family. A request for a change in housing arrangements may be made should a student be placed in a housing or homestay situation they find to be unacceptable.

Documents

The following documents must be completed and returned to the OIP *before the student leaves WC* at the end of the semester:

1. Fees and Expense sheet, signed
2. Course Information Sheet (MS Word), signed by Department Chairs and Advisor
3. Photocopy of your passport and visa (if attached to your passport)
4. Copy of ISIC (International Student Identification Card) (Optional)

The following documents must be returned to the Office of International Programs before the student departs for their study abroad program:

1. Any of the documents listed above not handed in before the end of the semester

Arrival Information

Your host institution will supply details of arrival procedures. Please make sure to carefully review the information sent to you by your host university.

Washington College
Study Abroad Application

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Date of Application: _____ WC ID# _____ Mailbox # _____

Name of program to which you are applying: 1st Choice: _____ 2nd Choice: _____

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

Date of program: Fall Semester _____ Spring Semester _____ Entire Year _____

Faculty Advisor Approval: _____
Printed Name _____ Signature _____

Applicant Profile:

Name of applicant: _____
Last First Middle (complete) Jr., etc.

Date of birth _____ / _____ / _____ Citizen of _____
mm dd yy

College Address: _____

Tel: _____ E-mail: _____

Emergency Contact: Name: _____
Address: _____

Tel: _____ Fax: _____ E-mail: _____

Current Academic Class: Freshman _____ Sophomore _____ Junior _____ Senior _____

Major(s): _____ Minor(s): _____ Current GPA _____

Will you have sufficient funds for personal expenses and any anticipated independent travel?

_____ Yes _____ Probably _____ No

Have you ever visited the host country before? No _____ Yes _____ If, yes, when _____

Do you have a passport that is valid for at least 6 months after your proposed return date? _____ Yes _____ No

What other travel experience have you had? _____

Complete this section only if the program to which you are applying requires knowledge of a foreign language.

Years you have studied the required foreign language at the undergraduate level: _____ 1 _____ 2 _____ 3 _____ 4

How would you rate your level of competence in the foreign language:

_____ Elementary _____ Intermediate _____ Advanced

Disciplinary Disclosure

Have you ever been disciplined by the authorities of Washington College or another academic institution or government agency for an infraction of rules, regulations, or laws? (Do not include minor traffic violations)

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

If Yes to either, please explain the situation in detail: _____

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.

I understand that such charges, proven or not, may be grounds for my exclusion from the course.

Personal Data (please answer all items listed below)

1. Do you have any special dietary needs (specify): _____

2. Do you smoke? _____ Would you mind living with someone who smokes? _____

3. Are you a morning person or a night person (specify): _____

4. Do you prefer to study in quiet, some noise, or lots of noise (specify): _____

5. How important is keeping your room neat and orderly (specify): _____

General Information

Please list your interests and extracurricular activities :

Which of these activities are you hoping to pursue while abroad?

Please list any other special needs that we should know about (e.g., health needs, strong religious preferences, etc.)

Washington College
INTERNATIONAL PROGRAMS
Application Release

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. I grant permission for access to medical, disciplinary, and counseling files that have bearing on my 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 all statements made in this Study Abroad Application in its entirety are true and accurate.

Student's Signature

Date

Student's Name Printed

HEALTH & WELLNESS INFORMATION

Washington College Office of International Programs

300 Washington Avenue, Chestertown, MD 21620

Tel: 410.778.7762 Fax: 410.810.7451 E-mail: kmccleary2@washcoll.edu

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.

If you have any concerns about health conditions you may have while abroad, contact the OIP Director and your healthcare provider as soon as possible. OIP will direct you to more specific sources of information about support services you can reasonably expect to find on site. 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 you in case of an emergency may be compromised.

OIP participants are not required to have a physical exam before going abroad. However, it may be required for certain countries/visas. OIP strongly recommends that you have a physical exam, consult with your healthcare provider about immunizations, and have a dental check-up before departure.

Name _____ **Birth date** _____ **Gender** _____
Month/Date/Year

Program _____ **Term** _____

- Yes _____ No _____ 1. Have you ever been or are you currently being treated for a physical health condition? (If yes, please explain.)
- Yes _____ No _____ 2. Have you ever been or are you currently being treated for a mental health condition (psychological or emotional)? (If yes, please explain.)
- Yes _____ No _____ 3. Do you have any allergies? (If yes, please explain.)
- Yes _____ No _____ 4. Are you taking any medications? (If yes, please explain.)
- Yes _____ No _____ 5. Have you had any major injuries, diseases or ailments in the past five years? (If yes, please explain.)
- Yes _____ No _____ 6. Are you on a special diet (vegan, diabetic, vegetarian, etc.)? (If yes, please explain.)
- Yes _____ No _____ 7. Is there any additional information that would be helpful for the program to be aware of during your study abroad experience? (If yes, please explain.)

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

Signature of Participant _____ Date _____, 200__



PROFESSOR'S RECOMMENDATION FOR STUDY ABROAD

Part One

This section of the Professor's Recommendation form should be completed by the study abroad applicants prior to presenting the form to the evaluator. Please type or print clearly in ink.

Name of applicant: _____
Last First Middle (complete) Sex

Program Name and Location _____

Term: Fall Semester _____ Spring Semester _____ Year _____

(Circle one) I agree/I do not agree to waive my right to have access to the information given on this form.

 Signature of applicant

 Date

After completing Part One of this form, give it to a professor with whom you have taken a class. The professor will supply the information below and send it directly to The Office of International Programs (OIP), or return the form to you in a sealed envelope for inclusion with your application. The application to Washington College Study Abroad programs requires the support of two Professor Recommendations. It is the applicant's responsibility to verify that all forms have been received by OIP by the deadline date. The Office of International Programs cannot consider applications not supported by at least two Professor's Recommendations.

Part Two

This portion of the Professor's Recommendation form is to be completed by the evaluating professor.

Professor: *The applicant named above is applying for admission to a Study Abroad Program sponsored by Washington College. You are asked to supply the following information, sign and return the completed form to the applicant in a sealed envelope or send it directly to OIP. Your prompt submission of this form will ensure that the applicant is considered for admission to the program.*

How long have you known the student and in what context? _____

The Applicant has been a student in which of your courses? _____

Compared to other college or university students whom you have taught, check how you would rate the applicant in terms of categories listed in the table below.

*One of the
top few I've
encountered*

	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Fair</i>	<i>Poor</i>	<i>No Basis</i>
Academic Motivation						
Ability to do independent study						
Reliability						
Level of Maturity						
Interpersonal Skills						
Adaptability						
Suitability for study abroad						

Professor: Please use the space provided below to indicate additional evaluative information you feel should be considered in determining the admissibility of this student into the designated study abroad program.
If this recommendation is for a language program, please comment on the student's language ability: written, verbal, and overall comprehension.

Professor: Please feel free to attach additional pages to this sheet.

Signature of Evaluating Professor: _____

Printed Name of Evaluating Professor : _____

Title: _____

Institution (if other than Washington College): _____

Telephone: _____ Email: _____

Professor: By promptly returning this Professor Evaluation form in a sealed envelope, to either OIP or the student, you will guarantee that the applicant whom you have evaluated will be considered as a candidate for admission to the Washington College Study Abroad Program. Thank you for your cooperation and if you have any questions about this form or our procedures, please do not hesitate to contact:

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