



## Domestic Program Application

**SKIDMORE COLLEGE**  
Off-Campus Study & Exchanges  
815 North Broadway, Starbuck 202  
Saratoga Springs, NY 12866  
Tel: (518) 580-5355  
Fax: (518) 580-5359  
ocse@skidmore.edu

Washington Semester (*apply by November 1 for spring or April 1 for fall*)  
Skidmore-Spelman Exchange Program (*apply by February 15<sup>th</sup> for fall or spring*)  
Semester in Environmental Science (**fall semester only**) (*apply by March 1*)

### **ELIGIBILITY REQUIREMENTS:**

Before you submit your application to 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. ***All students must declare their major before submitting an application.***

### **INSTRUCTIONS:**

#### **1) DECLARE YOUR MAJOR**

#### **2) COMPLETE the Domestic Programs Application materials:**

- Domestic Programs Application form**
- Proposed Course of Study form**
  - **Spelman Exchange** applicants: If the schedule of classes is not available for your intended term off campus, use the schedule from the previous year. You may have to revise your Proposed Course of Study Form after the finalized schedule of classes becomes available.
- Course descriptions:** Attach a course description for each course included on your Proposed Course of Study Form. Check with your program provider or OCSE for information on obtaining course descriptions.
- Two letters of Recommendation:** preferably one from your faculty advisor and one from another faculty member.
  - **Semester in Environmental Science (SES)** applicants should use the recommendation forms found in the SES application at [http://ecosystems.mbl.edu/2011\\_ses\\_app.doc](http://ecosystems.mbl.edu/2011_ses_app.doc).
  - National Student Exchange (NSE) students applying to a campus in Puerto Rico or the Université de Sherbrooke in Québec, Canada are only required to submit 1 letter of recommendation from their faculty advisor and a language assessment.
- Updated Degree Audit**, printed from Office of the Registrar's Website at <http://www.skidmore.edu/registrar/regoff.html>
- Statement of purpose** (see instructions on page 9)
- Official Transcript**
  - An official transcript must be submitted with the application. Go to the Skidmore's Registrar webpage select "Transcripts", then select "Transcript Request Form Online." Login to the system. Complete the form. For "Institution" you must enter your off-campus study university, for purpose enter "Fall/Spring Off-Campus Study" and under "Send When" select "Now." Make sure it says **\*\*Pick up at Registrars Office\*\*** under recipient. Complete order and once the transcript is ready an email will be sent to your school account. Please forward this email to [adean2@skidmore.edu](mailto:adean2@skidmore.edu) and OCSE will pick up the transcript.
- Copy of your passport:** A copy of your passport is only required for students applying to a Washington Semester program with a study abroad component.
- GPA Petition or Non-Junior Letter of Intent:** (*if applicable*) Applicants whose GPA is less than 3.0 or who will not be a college junior during the program must submit a petition with this 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 or Non-Junior Letter(s) of Support:** (*if applicable*) Please see guidelines at the Web site referenced above for number of letters required.

#### **2) COMPLETE Program Provider Application forms:** Required only for students applying to Washington Semester and Semester in Environmental Science.

- Semester in Environmental Science - go to [http://ecosystems.mbl.edu/SES/2012\\_ses\\_app.doc](http://ecosystems.mbl.edu/SES/2012_ses_app.doc) to access forms
- Washington Semester - go to <https://applyws.american.edu/applications/> to access online application.

**3) Submit all parts of the Domestic Program Application to OFF-CAMPUS STUDY & EXCHANGES (OCSE) in Starbuck Center 202.**

**Financial Aid:** All Skidmore recipients of financial aid are eligible to use some or all of their aid for approved domestic programs. You are urged to meet with a Financial Aid representative to understand the financial implications based on your application to study off-campus. The consultation should take place as soon as you have made your program choice. If you are a highly aided student, we recommend that this consultation take place earlier to assist you in the program selection process.

**Further advice:** If you need further advice on domestic programs and/or the application process, please consult first with Off-Campus Study & Exchanges. For specific questions about a particular program, you can contact the program provider directly.

**NOTE:** All students approved to study off-campus will be **required** to meet with an OCSE staff member for essential **pre-departure** advising. 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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**PLEASE TYPE OR PRINT LEGIBLY IN INK ALL INFORMATION**

Program Applying to: \_\_\_\_\_ Semester(s) applying for:  Fall  Spring 20\_\_\_\_\_

Program Provider: \_\_\_\_\_ Location (city, country): \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Alternate email: \_\_\_\_\_

Campus/Saratoga Springs Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On-campus Mailbox #: \_\_\_\_\_

Campus Phone: (\_\_\_\_\_) \_\_\_\_\_ Permanent Address Phone: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

OCSE will distribute my name, address, email address, and telephone number to other program participants. If I do not wish to have my name 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 Mon/Year: \_\_\_\_\_

**DEMOGRAPHIC INFORMATION**

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Sex: \_\_\_\_\_

Are you currently living in on-campus housing?  Yes  No

Are you a New York state resident?  Yes  No

Country of Citizenship:  United States  Canada  Other \_\_\_\_\_

Non-resident alien — If non-resident alien, visa type \_\_\_\_\_  Lawful permanent resident

**RECOMMENDATIONS/REFERENCES**

List the individuals who are writing references for you. Submit reference forms to your faculty advisor and at least one other faculty member.

\_\_\_\_\_  
advisor department/office phone e-mail

\_\_\_\_\_  
faculty department/office phone e-mail

**Washington Semester Program Choices** (if applicable) Please list your choice of programs 1 through 3:

- |   |   |
|---|---|
| <input type="checkbox"/> American Politics                          | <input type="checkbox"/> International Law and Organizations* |
| <input type="checkbox"/> Islam and World Affairs*                   | <input type="checkbox"/> Journalism                           |
| <input type="checkbox"/> Foreign Policy                             | <input type="checkbox"/> Justice and Law                      |
| <input type="checkbox"/> Global Economics and Business*             | <input type="checkbox"/> Peace and Conflict Resolution*       |
| <input type="checkbox"/> International Environment and Development* | <input type="checkbox"/> Transforming Communities             |

\* These programs include a study abroad component. Interested applicants must submit a petition statement, one faculty letter of support, and a copy of a valid passport with this application. Contact OCSE for details as soon as possible.

**PARENT/GUARDIAN INFORMATION**

Please provide contact information for the person(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: \_\_\_\_\_

2.) Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(city) (state) (zip)

\_\_\_\_\_  
(city) (state) (zip)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

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, billing statements and other financial information, and information regarding your whereabouts while you are on exchange.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent before, during, or after your exchange experience, **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 off campus 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 or environment 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 off-campus study program, I agree to adhere to all the rules and regulations of both Skidmore College and the off-campus study program. Failure to do so may result in the cancellation of my exchange.

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



Name: \_\_\_\_\_ Program: \_\_\_\_\_

**Off-Campus Proposed Course of Study Form**

Please report your intended off-campus course enrollment on this form. You must obtain approvals for all courses except those you expect to use as general electives. Please fill in the two (2) "To Be Completed By Student" columns of the **Course Approvals** chart below; 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:**

- Fulfill major requirement(s).....
- Fulfill minor requirement(s).....
- Fulfill breadth requirement(s).....
- Fulfill Maturity-level requirement(s).....
- Enroll in any foreign language course(s) (i.e. grammar, literature)...
- Enroll in general elective course(s).....
- Submit this form to OCSE.....

**Obtain Approval From:**

- Major Department Chair or Program Director
- Minor Department Chair or Program Director
- Dept. Chair or Prog. Director in same discipline or Registrar
- Department Chair or Program Director in same discipline
- Chair of Dept. of Foreign Languages & Literatures
- (signature not required)
- Your faculty advisor

**COURSE APPROVALS**

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

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY DEPARTMENT CHAIRS / PROGRAM DIRECTORS			
Off-campus course title and number <i>(attach all course descriptions or syllabi)</i>	Credits <i>(per course description)</i>	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	

**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: \_\_\_\_\_





## Domestic Programs Statement of Purpose

### SKIDMORE COLLEGE

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## PERSONAL STATEMENT QUESTIONS

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Please answer the following questions on a **separate sheet of paper**. Be sure to include your name, the program name and semester for which you are applying. Please number your responses accordingly and answer in complete sentences.

1. List all the courses not on your transcript that you will have completed before the beginning of the program (such as your current enrollment and/or upcoming summer courses).
2. Why do you want to participate in the program you are applying to? How will this program assist you in achieving your academic objectives and personal goals?
3. What subjects are you most interested to pursue while on the program? How will courses in these subjects assist you in completing your graduation requirements?
4. How do you plan to incorporate the experience and knowledge you gain while abroad into your studies at your home institution?
5. Please describe any personal experiences or previous academic work that you feel has prepared you to study off campus.
6. **Washington Semester Program only:** If you are applying to a program with an international travel component, list the countries you will visit and how you feel this travel will add to the overall program experience
7. Do you have any special needs about which we should be informed? **Please note:** This information will be kept confidential and is NOT considered as part of the selection process. By informing us of special needs now, you will allow us to make arrangements that will best serve as a participant on this program and ensure that we can identify necessary the resources in advance.
  - ✓ Are you currently under medical treatment for any reason?
  - ✓ Are you currently being treated by a psychologist/physician for an emotional, nervous or mental condition?
  - ✓ Do you have any physical or learning disabilities for which you will need special arrangements?





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## **ACADEMIC RECOMMENDATION FORM**

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### **I. TO BE COMPLETED BY THE STUDENT**

Student Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Domestic Program: \_\_\_\_\_ Term Off-Campus: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Course(s) taken with Evaluator: \_\_\_\_\_

### **II. TO BE COMPLETED BY FACULTY MEMBER**

For how long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

In which course(s) have you taught this student? \_\_\_\_\_

Comments or concerns regarding the applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying off-campus. Please include references to his/her emotional maturity and stability, ability to relate to others, and ability to work independently.

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Name of Evaluator (please print): \_\_\_\_\_

Department: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Please Return to Off-Campus Study & Exchanges by:**

Washington Semester – **November 1** (spring semester) and **April 1** (fall semester)

Semester in Environmental Science – **March 1** (fall semester only)

Skidmore-Spelman College Exchange – **February 15** (for fall and/or spring semesters)





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Student Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Domestic Program: \_\_\_\_\_ Term Off-Campus: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Course(s) taken with Evaluator: \_\_\_\_\_

#### **II. TO BE COMPLETED BY FACULTY MEMBER**

For how long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

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Comments or concerns regarding the applicant: \_\_\_\_\_

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Department: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

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## **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](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](http://travel.state.gov/passport/get/first/first_830.html).

- Passport application (Skidmore students can go to the Washington Street Post Office or Off-Campus Study & Exchanges for applications, or download an application at [http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html).)
- Certified copy (includes raised seal) of your birth certificate or other proof of citizenship.
- Two (2) identical ID photos (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Government-issued ID (i.e. driver's license).
- Checks, money orders, or credit card for passport fees (confirm fees and payment options online at [http://travel.state.gov/passport/fees/fees\\_837.html](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](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](http://travel.state.gov/passport/forms/forms_847.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/renew/renew\\_833.html](http://travel.state.gov/passport/renew/renew_833.html).

- Passport renewal application (Skidmore students can go to the Washington Street Post Office or Off-Campus Study & Exchanges for applications, or download an application at [http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html).)
- Two (2) identical ID photos (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Your old passport (it will be returned to you along with the new passport).
- Checks, money orders, or credit card for passport fees (confirm fees and payment options online at [http://travel.state.gov/passport/fees/fees\\_837.html](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](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.