



Skidmore Approved Program **Application Instructions**

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
Starbuck Center 202
Tel: (518) 580-5355 Fax: (518) 580-5359
Email: ocse@skidmore.edu

APPLICATION DEADLINES:

Off-Campus Study & Exchanges recommends that you submit your application as early as possible. Students are not permitted to apply to more than one program at a time.

- **Two weeks** prior to your chosen program's application deadline **BUT NO LATER THAN:**
 - **October 15** for spring semester programs.
 - **March 15** for fall and academic year programs.
- **IES Programs:** The application deadline for IES programs is **two weeks prior** to the IES published deadline or 'IES Direct Admission deadline' if applicable for the program you are applying to **BUT NO LATER THAN:**
 - **October 15** for spring semester programs.
 - **March 15** for fall and academic year programs.

Please make yourself aware of the application deadline for your chosen program. Off-Campus Study & Exchanges is not responsible for students filing applications after the program provider deadline. You may be denied acceptance to a program if your application is late. **Students applying to programs in Italy or the School for International Training (SIT)** are highly recommended to apply **early** as programs do fill quickly.

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 may find them on the Off-Campus Study & Exchanges website at www.skidmore.edu/ocse.

You must also meet any requirements or program pre-requisites set by the program to which you are applying.

INSTRUCTIONS:

1) Complete Skidmore Approved Program Application Materials:

- Approved Program Application
- Proposed Course of Study While Abroad
- Course descriptions
- Updated Degree Audit, printed from Office of the Registrar's Web site, <http://www.skidmore.edu/registrar/regoff.html>
- IES Application for Admission sections 1 through 4 (if applicable – see next page for details)
- Official transcript (if applying to an IES program – see next page for details)
- GPA Petition statement, Non-Junior study abroad statement or **Petition for Homestay Exemption (if applicable) *** Note – Submission of a petition does not guarantee approval *****
- Skidmore Housing Preference Form sent to the Office of Residential Life (one page)
- Copy of your passport:** It should be a clear, legible copy of the identification page of your passport that includes your photo. If you do not yet have a passport, or if your passport will become invalid within six months of the end of your program, please apply for one or renew **immediately**.

2) Submit your Skidmore Approved Program Application materials to: **Off-Campus Study & Exchanges** 202 Starbuck Center

3) Collect Program Provider Application Materials: Off-Campus Study & Exchanges recommends that you collect all requested application materials while you are preparing your Skidmore Approved Program Application. Note: Students applying to an Approved Program must request an official transcript from the Registrar's Office to be sent directly to the program provider.

- 4) Once your approved program application has been approved by the Committee on Academic Standing, **Submit your program provider application materials directly to the program provider.** You are responsible for all application materials including faculty recommendations and official transcripts. You should submit your application as early as possible.

Instructions for applicants to IES Programs:

- Your original **IES Application for Admission** sections 1 through 4, as appropriate, must be submitted **with** your Skidmore Approved Program Application to Off-Campus Study & Exchanges. You are responsible for collecting all application materials **except the IES Application Fee.**
- Note that some IES programs require additional application materials. Please carefully review the application process for your IES program in the IES program literature to be sure that your application is complete. **You do not need to submit the IES application fee.**
- **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 abroad university, for purpose enter "Fall/Spring Study Abroad" 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 and OCSE will pickup the transcript.
- **Do NOT** submit parts of the application to IES in Chicago. Be sure your faculty references are aware that they need to send their letters to Skidmore's Off-Campus Study & Exchanges, or offer to pick them up. Let us know if any part of the application goes directly to Chicago in error, so that we can then bring the "missing piece" to the attention of the Chicago office.

- 5) **Financial Aid:** All Skidmore recipients of financial aid are eligible to use some or all of their aid on an approved program. You are urged to meet with a Student Aid Representative to understand the implications based on your chosen program. This 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.

Many programs also offer small merit based scholarships. Skidmore recommends that you apply for any scholarships available to you. Should you need assistance with the scholarship application forms, please see a Student Aid Representative in the Office of Student Aid and Family Finance.

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

NOTE: If approved to study abroad you are required to attend a pre-departure Orientation.



Skidmore Approved Program Application

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Email: ocse@skidmore.edu

Application Deadlines:

- At least **two weeks** prior to your chosen program's application deadline;
- **Or October 15** for spring semester programs; **March 15** for fall and academic year programs, whichever is **earlier**.
- **IES programs:** two weeks prior to the IES published deadline or 'IES Direct Admission deadline' if applicable for the program to which you are applying.

Off-Campus Study & Exchanges is not responsible for students filing applications after the program provider deadline. Make sure you know your program provider's application deadline. You may be denied acceptance to a program if your application is late. **It is highly recommended that students applying to programs in Italy or School for International Training (SIT) programs apply early.**

PLEASE TYPE OR PRINT 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: _____

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 information 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 Month/Year: _____

DEMOGRAPHIC INFORMATION

Date of Birth (MM/DD/YYYY): _____ Gender: Female Male

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

Passport Number: _____ Place/Date of Issue: _____

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 address: _____

E-mail address: _____

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 abroad.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent while you are abroad, **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., notetakers, 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 abroad 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 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 study abroad program, I agree to adhere to all the rules and regulations of both Skidmore College and the host 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

SUPPORTING MATERIALS OR OTHER REQUIREMENTS

- Degree Audit
- IES application materials if applicable
- GPA petition statement or Senior or Sophomore statement if applicable.

**SKIDMORE COLLEGE
OFFICE OF RESIDENTIAL LIFE
HOUSING PREFERENCE FORM**

Name _____ Class _____ Date _____

Leave Location _____

Cell Phone and Skidmore Email Address _____

Home Address _____

I am returning _____
Semester Year

PLEASE NOTE: To be eligible to participate in the room selection process (this includes the Off Campus Drawing), you must pay your Returning Student Deposit.

I prefer (list at least 3 residence hall choices):

_____ Single _____ Double

Residence Halls _____

_____ Apartments _____

_____ Off Campus (Off campus living is available for a limited number of students.)

I am a smoker _____ Yes _____ No

I prefer: _____ Women's Floor _____ Gender Neutral

Fall returners, please complete the following to aid us in room selection for the next academic year:

_____ I have arranged for a friend to draw for me _____
Name

_____ I would like Residential Life to draw for me.

All residence halls (not apartments) are substance free. All residence halls and apartments are smoke free.

If we are unable to house you in a single room, you will be placed in a double room. Please list any information which should be considered in this placement.

Residential Life will attempt to house you in one of the residence halls you have indicated. However, it cannot be guaranteed that your preference will be accommodated.

This form must be returned to the Office of Residential Life when your leave is approved.



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 right away.**

FIRST-TIME APPLICATIONS

Passport applications are available at most U.S. Post Offices, although the applications are processed through the U.S. Department of State. Please contact your local Post Office to see if it is a passport agent. Instructions for first-time applicants are available online at http://travel.state.gov/passport/passport_1738.html. You can also find a link to an application at http://travel.state.gov/passport/get_first_apply.html.

If you are applying for a passport for the first time, you will need:

1. Passport application (Skidmore students can go to the Washington Street Post Office or the Office of Off-Campus Study & Exchanges for applications, or download an application from the Internet.)
2. Original (raised seal) birth certificate or other proof of citizenship.
3. Two (2) identical passport photos (must be official passport photos – no hats or headgear – confirm information online regarding digitized photo requirements.)
4. Photo ID (driver's license) with issue date, expiration date, and ID number.
5. Checks for passport fees (Confirm with Post Office or web for exact amounts.)

TO RENEW A U.S. PASSPORT

Passports can be renewed by mail. Instructions for renewing a U.S. passport are available online at http://travel.state.gov/passport/passport_1738.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/get/renew/renew_833.html.

To renew your passport, you will need:

1. A "Passport Renewal Form" from a passport agency. (Skidmore students can go to the Washington Street Post Office or the Office of Off-Campus Study & Exchanges for applications for applications or download an application from the web.)
2. Two (2) identical passport photos (must be official passport photos, no hats or headgear– confirm information online regarding digitized photo requirements.)
3. Your old passport.
4. Checks for passport fees (Confirm with Post Office or the web for exact amounts.)

Send in your old passport, payment, new passport photos, and completed application form. Confirm with the issuing agent to ensure you are following all necessary instructions. Mailing instructions can be found on the web.

NOTE: The processing time for US passports is approximately 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://www.travel.state.gov/passport/get/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 more quickly, you can pay an extra fee to expedite the process. Please confirm with the passport issuing agent regarding exact fees.

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