



SKIDMORE IN LONDON **Application Instructions**

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
815 N. Broadway
Saratoga Springs, NY 12866
Tel: 518-580-5355 Fax: 518 580-5359
Email: ocse@skidmore.edu

Application Deadline:

Off-Campus Study & Exchanges (OCSE) recommends that you submit your application as early as possible. Incomplete applications will NOT be considered.

ALL SCHOOLS IN LONDON: September 22

Please make yourself aware of the application deadline for your chosen program. OCSE 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.

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 OCSE Web site at www.skidmore.edu/ocse.

You must also meet the requirements and program prerequisites established specifically for the Skidmore in London program. Visit the Skidmore in London Web site for details: <http://cms.skidmore.edu/ocse/programs/london/requirements.cfm>.

Instructions:

1) Complete Skidmore in London Application materials:

- Skidmore Application for Study Abroad.**
- Academic Recommendations:** These should be completed by two different faculty members. We suggest that at least one of the recommendations be from a member of the faculty in your major. For those who apply for King's College London, please ask two professors who teach in the subjects you want to apply to study at King's to write the references.
- Transcript:** An official transcript must be submitted with the application. Please refer to the London checklist for instructions on how to do this.
- University Application:** Be sure to complete all sections of the application for the University of Westminster, University College London, or King's College London.
- Internship Application:** University of Westminster students who are interested in an internship should complete the separate internship application with a resume, essay and necessary photos.
- Housing Application:** Westminster students should include the completed housing application and attach necessary photos. UCL and King's students will apply for housing once you have been accepted by the university.
- Photos:** Attach the appropriate number of photos to your application form. The photos must be COLOR ORIGINALS ONLY. Copies of photos, black and white photos, scanned photos, and cut-outs from other photos WILL NOT be accepted. Photos must be passport-sized and quality (2x2 inches). **Please print your name on the back of each photo.**
 - University of Westminster: **4 photos**
 - University College London: **4 photos**
 - King's College London: **4 photos**
- Copy of your passport:** It should be a clear, legible copy of the first two pages of your passport that provides the number, etc. If you do not yet have a passport, or if your passport will become invalid within six months of the end of this program, please apply for one immediately.
- Skidmore Return Housing Preference Form** (one page).
- Updated Degree Audit:** See Office of the Registrar's Web site - .
- GPA or Non-Junior Petition Statement:** (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.

(OVER)

- **GPA or Non-Junior Letter(s) of Support:** (if applicable) Please see guidelines at the Web site referenced above to know if you must submit one or two letters of support with your petition.
- **Application Fee:** Include payment for \$25 with cash, check or money order. Checks and money orders must be made payable to "Skidmore College". Please include "Skidmore in London – Application Fee" in the memo line of the check/money order. The fee is non-refundable.

2) Submit your application materials to Off-Campus Study & Exchanges, 202 Starbuck Center.

3) Collect Program Provider Application Materials: The Office of Off-Campus Study & Exchanges recommends that you collect all requested application materials while you are preparing your Skidmore Approved Program Application.

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.

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.

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

Students accepted to this program are **REQUIRED to attend a MANDATORY pre-departure orientation** in order to participate in this program. The pre-departure orientation will be held during the fall semester prior to the program.



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Application Deadline: ALL SCHOOLS IN LONDON -- September 22

NOTE: Incomplete applications will NOT be considered.

*Please TYPE or PRINT all information in **BLACK OR BLUE INK** only.*

British institution to which you are applying: King's Univ. College London Westminster

Year for which you are applying: 20_____

PERSONAL INFORMATION

Full Name: _____ Nickname (if applicable): _____

E-mail: _____ Alternate e-mail: _____

School 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.

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

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: _____ Date of Issue: _____ Expiration: _____

ACADEMIC INFORMATION

Academic Advisor(s): _____

Major: _____ Second Major: _____

Minor: _____ GPA: _____

College ID#: _____

Current Class Level: FY SO JR SR Anticipated graduation date Month/Year: _____

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 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., 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. 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 it is your responsibility to consult with OCSE to determine the deadlines by which you must submit written, current, and professionally documented information.

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
- GPA petition statement, if applicable.



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APPLICANT BACKGROUND QUESTIONS

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.
2. What subjects are you most interested in pursuing while on the program? How will courses in these subjects assist you in completing your requirements at Skidmore?
3. 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 you while you are overseas and ensure that we can identify necessary resources abroad.
 - ✓ 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?

ESSAY

On a separate sheet of paper, please answer the following question. Limit your responses to one sheet of paper per question. **Students applying to UCL or Westminster should answer the essay question on the university application instead of this question.** If applying to UCL, essay should address why you are applying to UCL and why you are applying to a particular department. Your reply should be between 300-500 words.

1. Why do you want to study at this British Institution and how will this experience enhance your academic experience at Skidmore College?

Name: _____ Term Abroad: 20____ King's UCL Westminster

PROPOSED COURSE OF STUDY FORM

- Fill in course information about the classes you hope to take while studying overseas in the section entitled "To be completed by student." **Please note that course availability overseas may be limited, so be sure to include alternate course selections.**
- Discuss your potential course selections with your faculty advisor. **Be sure that you understand how your course selection affects your progress toward graduation.** Obtain your advisor's signature.
- If you hope to receive credit toward your major or minor, please have your department chair complete the section entitled "To be completed by Department Chair". If you want a course to count toward a graduation requirement, please have the chair of the appropriate Department complete the section entitled, "To be completed by the Department Chair." For example if you would like a selected course to count toward the all college arts requirement, you will need to obtain course approval from the Chair of the Art Department.
- **Course descriptions MUST be turned in with this application.**

TO BE COMPLETED BY STUDENT	TO BE COMPLETED BY DEPARTMENT CHAIRS <i>if credit for any graduation requirement is sought.</i>		
Course title and number	Skidmore equivalent course number	Does course count for 300-level maturity credit ?	Chair's Signature

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 the Skidmore in London study abroad program.
- I recommend the applicant with respect to character and maturity for admission to this Skidmore in London study abroad program.

Comments: _____

 Faculty Advisor's Signature

 Date



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ACADEMIC RECOMMENDATION FORM (I)

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Term Abroad: 20_____ King's UCL Westminster Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

II. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

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

How would you feel if this applicant were to be a member of a study abroad group for which you were the director?

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

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

Please return to Off-Campus Study & Exchanges at Skidmore College by:

SEPTEMBER 22



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ACADEMIC RECOMMENDATION FORM (II)

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Term Abroad: 20_____ King's UCL Westminster Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

II. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

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

How would you feel if this applicant were to be a member of a study abroad group for which you were the director?

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

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

Please return to Off-Campus Study & Exchanges at Skidmore College by:

SEPTEMBER 22

**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.