



SHAKESPEARE PROGRAMME **Application Instructions**

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

Application Deadline: March 15

NOTE: Incomplete applications will NOT be considered.

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 Skidmore College Off-Campus Study & Exchanges website at <http://cms.skidmore.edu/ocse/policies/index.cfm>.

You must also meet any requirements or program pre-requisites for the Shakespeare Programme, which can be found online at <http://cms.skidmore.edu/ocse/programs/shakespeare/requirements.cfm>.

INSTRUCTIONS:

1) Complete Skidmore Approved Program Application Materials:

- Declare your major.** Only for Skidmore students who are currently second-semester sophomores.
- Application for Study Abroad:** Complete application and sign as needed. Obtain your academic advisor's and departmental chair's signatures.
- Academic Recommendations:** These should be completed by two different professors. We suggest that at least one of the recommendations be from a member of the faculty in your major. If you are a theatre major, you may opt to substitute one letter from a theatre professional familiar with your work.
- Degree Audit:** Skidmore students must complete and attach an updated Degree Audit. Degree Audits can be completed through the Registrar's Office Web site at: <http://www.skidmore.edu/registrar/regoff.html>
- Transcript:** OCSE will obtain transcripts for all Skidmore students. Non-Skidmore students should send an official transcript with their application.
- Personal Statement:** Approximately 1 page in length.
- Theatre students:** You must provide a one-page résumé of theatre activities to-date.
- The Shakespeare Programme selection of courses form.**
- Photos:** Please attach six (6) photos to your application form. They should be **passport-sized** (2" x 2"), color and of passport-quality. The photos may NOT be copies, black and white, scanned, cut out from other photos, etc. Please print your name on the back of each photo.
- Copy of your passport:** It should be a clear, legible copy of the first two pages of your passport that give the document number, etc. 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 immediately.
- Application Fee:** Include a check, money order or cash payment of \$25.00 to OCSE. Checks and money orders must be made payable to "Skidmore College". Please include "Shakespeare Programme – Deposit" in the memo line of the check and make sure your name is included, also. The fee is non-refundable.

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

3) Financial Aid: Non-Skidmore students should check with the financial aid office at their home campus for information. All Skidmore College 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 possible. If you are a highly aided student, we recommend that this consultation take place immediately to assist you in the program selection process.

4) Further advice: If you need further advice on approved programs and/or the application process, please consult with a staff member in Off-Campus Study & Exchanges.

-- PLEASE TURN OVER --

NOTE: Skidmore students are **REQUIRED to attend a MANDATORY pre-departure orientation meeting** in order to participate in this program. Non-Skidmore students are invited and welcome to attend if they are able, but are not required to attend. In lieu of attending, however, non-Skidmore students will have a required telephone meeting to discuss details with OCSE. Please contact OCSE for the date, time and location of your pre-departure orientation.



SHAKESPEARE PROGRAMME

Application

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March 15

Term Abroad: Fall 20_____

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Note: Incomplete applications will NOT be considered. PLEASE TYPE OR PRINT ALL INFORMATION IN INK.

Please TYPE or PRINT all information in BLUE or BLACK INK only. Do NOT use pencil.

PERSONAL INFORMATION:

Name: _____

E-mail: _____

Alternate e-mail: _____

Campus 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.

DEMOGRAPHIC INFORMATION

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: _____ Place/Date of Issue: _____

ACADEMIC INFORMATION:

Skidmore 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 Office of 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 Office of Off-Campus Study & Exchanges to release information to the contacts I have indicated above.

Student 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 BADA 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 BADA.

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



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APPLICANT'S BACKGROUND

Please answer the following questions on separate sheets of paper. Be sure to number your responses and attach the extra sheets to your application form.

1. List all the courses not on your transcript that you will have completed before the beginning of the program.
2. What course work or additional academic work (outside of a formal class) have you done that would serve as background for the program?
3. 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 your home campus?
4. Have you ever traveled or lived outside of the United States? If so, please describe your experience and how you will incorporate it into your preparations for your experience abroad. If you have not traveled outside of the United States, explain how you plan to prepare for the experience.
5. 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 QUESTION

On a separate sheet of paper, please answer the following questions in essay format. Your response should each be between 250-500 words.

1. Why do you want to participate in the Shakespeare Programme? How will this program assist you in achieving your academic objectives and personal goals?

Name: _____

Term Abroad: Fall 20_____

SHAKESPEARE PROGRAMME

Course Selection

Instructions

- Discuss your potential course selections with your academic advisor. **Be sure that you understand how your course selection affects your progress toward graduation.** Obtain your advisor's signature.
- **All** students must take English 346 and Theatre 334.
- Students will also select either Theatre 234 **OR** English 345.
- Please finalize course selections by indicating which course you prefer by placing a "1" next to that choice. Please use a "2" to indicate alternate choices.
- **All Courses are 3 credits each.** Students must take a minimum of 12 credits and no more than 18 credits for the semester.
- For Theatre 231, 303, and 304, students are required to have previous undergraduate actor training.

SECTION I: Courses to be taken by all students.

JSEN 346 - Shakespeare: The Tragedies

JSTH 334 Special Studies: Dramatic Criticism

SECTION II: Please select one course from the following choices.

JSTH 234 Theatre and Culture: Modern Theatre History

JSEN 345 Shakespeare: Comedies & Histories

SECTION III: Please choose two or three courses from the following options. Please use the number "1" to indicate your first choices and the number "2" to indicate alternate choices.

_____ JSTH 231 Directing for the Theatre*

_____ JSTH 303 Acting Styles-Comedy

_____ JSTH 304 Special Studies in Acting: Shakespeare

_____ JSTH 325 Playwriting

_____ JSTH 234 Theatre and Culture
(If not taken in Core)

_____ JSEN 343 Shakespeare's Contemporaries*

_____ JSEN 345 Comedies, Histories and Romances
(If not taken in Core)

_____ JSEN 316 Nineteenth-Century Novel*

* These courses will be offered based upon enrollment

To be completed by applicant's Academic 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 benefit from participating in the Shakespeare study abroad program.
- I recommend the applicant with respect to character and maturity for admission to the Shakespeare study abroad program.

Academic Advisor's Name – Please Print

Academic Advisor's Signature

Date



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STUDY ABROAD APPROVAL FORM FOR NON-SKIDMORE STUDENTS

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Term Abroad: Academic Year Fall Spring 20 Phone: (_____) _____

Home Institution: _____

II. TO BE COMPLETED BY DEAN OR DIRECTOR OF INTERNATIONAL PROGRAMS AT HOME INSTITUTION

Please check all that apply:

- The applicant is in good academic and social standing at his/her home institution.
- I recommend the applicant with respect to scholarship, character, and personality for admission to the Skidmore in Paris Program.
- I have reviewed and approve the applicant's plan of study and consider the work creditable toward his/her degree.
- I will consider the work for credit upon the student's successful completion of the program and return to the home institution.

Comments or concerns regarding the applicant:

Please indicate office name and address to which **official transcript** should be mailed:

Please indicate to whom **program invoice** should be sent: Student Home institution

If "Home Institution", please indicate office name and address:

Name (please print): _____ Title: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

**Please return to Skidmore College's Office of Off-Campus Study & Exchanges by:
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ACADEMIC RECOMMENDATION FORM

I. TO BE COMPLETED BY THE APPLICANT

Applicant's Name: _____

Term Abroad: _____ Phone: _____

Evaluator's Name: _____

Course 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? _____

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

Please use a separate sheet of paper to comment on the applicant's general intellectual ability and motivation for studying abroad, as well as 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: _____

Office Name: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

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Name of Evaluator (please print): _____

Title: _____ Institution: _____

Office Name: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

**Please return to Skidmore College's Office of Off-Campus Study & Exchanges by:
March 15**

**OFF-CAMPUS 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 have arranged for a friend to draw for me _____
Name

_____ I would like Residential Life to draw for me.

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: ___ Multiculture (if available) ___ Women's Floor ___ Honor Floor ___ Gender Orientation

Beginning in the academic year 2006-2007, all residence halls (not apartments) will be substance 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.