



## Application for Off-Campus Study Information and Instructions

**Please print or save this document for your reference and read all pages carefully.**

Congratulations on your decision to embark on the journey of a lifetime! International education is an academic experience that will be challenging, rewarding, and an opportunity for personal growth. It is also a chance to travel, to make connections across the map, and to learn in a global context. Further, study abroad can make you more marketable for jobs or future education after graduation.

Along with these benefits, study abroad requires maturity, planning and responsibility, and these are qualities that come into play right from the beginning. Applying to study off-campus is a two-step process: you must be given approval by W&J to study off-campus, and you must also apply and be accepted by your program of choice. This instruction sheet is intended to lay out the needed pieces for a complete application, and you are encouraged to contact the Office of Study Abroad with questions or concerns, and to be supported along the way.

### Before Applying:

- Speak with your academic advisor about how you plan to complete major and graduation requirements.
- Schedule a meeting with the Office of Study Abroad by email: [StudyAbroad@washjeff.edu](mailto:StudyAbroad@washjeff.edu) . Include your programs of interest, your major(s), minor(s) and your availability for a meeting. **Meeting with the Director of Study Abroad is mandatory.**
- If you do not have a passport, begin the application process immediately. If you have a passport, make sure it is valid for at least six months beyond the end date of your program; if not, begin the renewal process immediately.
- If you receive financial aid, meet with a W&J financial aid counselor to discuss the implications of studying off-campus. W&J aid may be applied to any approved programs; be sure to learn the financial logistics involved.
- Begin investigating how to fund your semester off campus. While financial aid applies to approved programs, a semester abroad typically costs more than a semester at W&J.
- Visit our Scholarships page! <http://wiki.washjeff.edu/display/GE/Study-Abroad+Scholarships>

### Eligibility:

- You must have a minimum cumulative GPA of 2.5 in order to be eligible for off-campus study. Some individual programs require a higher GPA (up to 3.0).
- Students may study off campus during their sophomore, or junior years, or the first semester of their senior year. You may not be abroad during your final semester.
- Students on academic or disciplinary probation or suspension, or with other serious disciplinary records, are not eligible.

### W&J Deadlines:

**March 1** for fall or full-year off-campus study

**October 1** for spring or calendar year off-campus study

You are encouraged to plan ahead! A few programs have earlier deadlines than ours. Ideally students should begin the advising process at least two semesters before their intended program would begin. **Note:** There is a formal petition process for applying for a program not already on our list of approved programs. Petitions are due **one month prior** to our normal deadlines of October 1 and March 1. Petitions are due by September 1 (for spring or calendar year abroad) or February 1 (for fall or academic year abroad). Please email [StudyAbroad@washjeff.edu](mailto:StudyAbroad@washjeff.edu) for instructions and guidance.

## How to Apply

**Step 1: W&J Application Forms:** A complete application includes all the items listed below:

- **W&J Application for Approval to Study Off Campus**
  - The link can be accessed from: <http://wiki.washjeff.edu/display/GE/Application+Process>

**Note:** The application will ask you to submit a Statement of Purpose (250-500 words). We suggest writing your statement in advance, then copying & pasting it in. Be sure to save it for future reference!

- **Statement of Purpose Prompt:** What are your academic interests, and how do you plan to pursue them while off campus? Why are you interested in studying on this particular program, in this particular location? Discuss what you hope to gain from this experience personally and how you hope to integrate your off-campus study experience into your academic and extracurricular life once you return to W&J.

- **Two Faculty Recommendations:** Please request recommendations from faculty members who have taught you in an academic course for a minimum of one semester (or intersession). Please ask the faculty members who will recommend you to access the recommendation form from this page: <http://wiki.washjeff.edu/display/GE/For+Faculty>

We recommend that you first have a conversation with the faculty members that you hope will recommend you concerning your plans. We then suggest that you request the recommendations by email so that the links can be easily accessed. When you email them, please include the following information and message (we suggest you copy and paste it from the electronic version of this form, found on our wiki):

"Dear Professor,

I am applying to study abroad. Would you please be so kind as to complete the Study Abroad Faculty Recommendation Form for me? It is a necessary piece of my application. For your reference, please find the pertinent information below, and you can access the form from this page: <http://wiki.washjeff.edu/display/GE/For+Faculty> . Please let me know if you would like to meet with me. If you need more information about the form or study abroad, please email [StudyAbroad@washjeff.edu](mailto:StudyAbroad@washjeff.edu). The deadline is October 1 for spring and March 1 for fall. Thank you for your help and consideration.

*(fill in this information before sending the email)*

Name:

Semester(s) intended to be off-campus:

Major(s):

Minor(s):

Emphasis/Concentration:

Graduation Year:

First Choice Program & Country:

Second Choice Program & Country:

I hereby freely and voluntarily waive my rights to any information contained in these faculty recommendations and agree that it shall remain confidential."

Keep in mind that faculty may request further information or a meeting with you - so be sure to plan ahead! Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records. You can choose not to waive your rights, but your professors may not be able to write as freely or openly about you. Most students waive their rights.

- Faculty Advisor Approval Form(s):** This form should be completed by the advisor from the major(s) you have declared, or your First-Year Seminar instructor (if you have not yet declared a major). If you have declared more than one major, **all of your faculty advisors must complete a form for you.**  
<http://wiki.washjeff.edu/display/GE/For+Faculty> .

We recommend that you request the advisor approval(s) by email so that the link can be easily accessed. When you email them, please include the following information and message (we suggest you copy and paste it from here):

"Dear Professor,

I am applying to study abroad. Would you please be so kind as to complete the Study Abroad Academic Advisor Approval Form for me? It is a necessary piece of my application. For your reference, please find the pertinent information below, and you can access the form from this page: <http://wiki.washjeff.edu/display/GE/For+Faculty> Please let me know if you would like to meet with me. If you need more information about the form or study abroad, please email StudyAbroad@washjeff.edu. The deadline is October 1 for spring and March 1 for fall. Thank you for your help and consideration.

*(fill in this information before sending the email)*

Name:

Semester(s) intended to be off-campus:

Major(s):

Minor(s):

Emphasis/Concentration:

Graduation Year:

First Choice Program & Country:

Second Choice Program & Country:"

**Note:** The "For Faculty" page referenced above is accessible only with faculty login credentials, so please do not be alarmed if the page does not load for you. You should still be able to send the link to your recommenders/advisors. Keep in mind that your recommenders and/or advisors may request further information or a meeting with you - so be sure to plan ahead!

- Official transcript:** The Office of Study Abroad will request one transcript on your behalf in order to grant approval for off-campus study and for submission to the program for which you are approved.

**Step 2: Program-Specific Application:** Please see the Office of Study Abroad for program-specific application forms. In general, these will be provided to you automatically after you have completed Step 1, and around March or October 1, though some programs have earlier deadlines. The application requirements for each approved program differ. Please read the program application forms and instructions carefully. They are typically due by October 15 or March 15, but the Office of Study Abroad may indicate a different deadline if necessary to fit partner school or W&J deadlines and calendars.

*Notice: The Office of Study Abroad may forward the faculty recommendations submitted with your W&J application to your off-campus program if they are required; you usually do not need to request additional recommendations, although for a small portion of programs, this may be necessary. You will be informed if you need additional recommendations for your program of choice.*

## *Application Checklist*

**We recommend that you print this page and check off the items as you complete them.**

\*Remember to refer back to the previous pages for more details.\*

**Step 1: W&J Application Forms: A complete application includes all of the items listed below:**

- W&J Application for Approval to Study Off-Campus (online application)**
- Statement of Purpose (250-500 words)** proofread, saved and ready to be pasted into the online application
  - Prompt: What are your academic interests, and how do you plan to pursue them while off-campus? Why are you interested in studying on this particular program, in this particular location? Discuss what you hope to gain from this experience personally and how you hope to integrate your off-campus study experiences into your academic and extracurricular life once you return to W&J.
- Two Faculty Recommendations**
- Faculty Advisor Approval :** If you have multiple advisors, they should each submit an approval for you.
- Official transcript:** *The Office of Study Abroad will request one transcript on your behalf in order to grant approval for off-campus study and for submission to the program for which you are approved.*

**Step 2: Program Application: Please see the Office of Study Abroad for program-specific application forms. In general, these will be emailed to you after you complete Step 1.**

- Complete application forms as required by the off-campus program.** The application requirements for each approved program differ. Please read the program application forms and instructions carefully.
- Faculty recommendations.** *The Office of Study Abroad will forward the recommendations submitted with your W&J application to your off-campus program.*
- Official transcript.** *The Office of Study Abroad will request and send an official transcript on your behalf.*

**\*\*Please submit all application materials to the Office of Study Abroad, The Commons 005\*\***

### *Deadlines*

Semester(s) abroad	W&J application due:	Program-specific application due:
Fall or full academic year (fall & spring)	March 1	March 15*
Spring or full calendar year (spring & fall)	October 1	October 15*

\*Unless otherwise noted for you by the Office of Study Abroad