



## **Off-Campus Study Application Checklist & Guidelines**

We endeavor to support students through the study abroad experience from pre-departure planning through re-entry. Please review the information we have online to learn more about our application process and make an appointment to discuss your plans and options. **The application deadline for fall 2021 and spring 2022 is March 1, 2021.**

While W&J strives to make study abroad available to as many students as we can, please note that there may be limitations on spaces available for some study abroad programs and that not all applicants may be approved to study off-campus. Each student's application will be carefully reviewed. In the case of limits on program space, a committee will consider the following factors: quality of short answers to prompts on the off-campus study application, cumulative GPA, class standing, disciplinary record and prior study abroad when issuing approval decisions. We encourage students to select multiple backup options in addition to a first choice program. In the event that you meet the eligibility requirements for a program but are not accepted or are limited by enrollment capacity, you may be offered a place on a waitlist. The Office of Study Abroad may also be able to work with you to determine other alternatives. We may open an additional application cycle if space and resources allow.

### **Study Abroad and COVID-19:**

The College recognizes study abroad as an important academic offering and hopes to make this opportunity available to students. However, conditions surrounding travel, logistics, flight availability, health considerations, medical systems, border regulations, passport processing, quarantine measures, testing procedures, vaccine availability and advice from government entities are subject to change. It is possible that study abroad will not be feasible in all locations, and that options and/or capacity will be limited. We advise all students hoping to partake in off-campus study to have a backup plan in mind to study through courses offered by W&J, and to avoid investing funds until advised to do so. Students should stay in close contact with their families, their academic advisors and our office. We will share updates as they are available and regret that the pandemic has created such uncertainty.

### **Start Planning (ideally at least about a semester and a half before you wish to go abroad)**

- Talk with your academic advisor(s)! Make sure you understand your academic goals and progress
- [Schedule an Initial Advising Appointment](#) with the Office of Study Abroad – required to apply
- Research [approved program](#) options
- Visit our [scholarships](#) page
- If you do not have a [passport](#), please let us know. If you have a passport, make sure it would be valid for at least six months beyond the end date of your program; if not, please let us know that as well. *Note: passport issuance processing times vary and may take longer due to COVID-19. Please check [travel.state.gov](http://travel.state.gov) for updates.*



**Step 1: W&J Application** – apply to W&J for permission to study off campus. **Complete this step by March 1.** A complete application must include all of these components:

- ❑ [W&J Application for Approval to Study Off-Campus](#)
- ❑ **The above application will ask you for short essay responses.** Note that attention to grammar, organization and overall quality will also be considered. Please do your best work as your responses are considered as part of our evaluation process. We suggest you write and reflect in advance and then paste your work in when you are ready. Please adhere to a 200 word maximum per prompt.  
**Prompts:**
  - What is your rationale for selecting your specific program and location? What makes your program the best fit for you, and vice versa?
  - What goals do you have for this experience? Address academic and personal outcomes.
  - How will this experience tie into your career and/or graduate study aspirations?
  - Any reasons for pursuing off-campus study at this particular point in time, if applicable. (optional)
  - How do you hope to integrate your off-campus study experiences into your academic and extracurricular life once you return to W&J?
- ❑ **Faculty Advisor Approval(s).**
  - **Your academic advisor must submit an approval for you.** If you have multiple advisors, they must all submit an approval for you.
  - *How do I get this? See page 3*
- ❑ **Two Faculty Recommendations** from W&J faculty who have taught you in any class
  - *How do I get these? See page 4*

## **Step 2: Apply to Your Study Abroad Program**

- ❑ **After March 1**, you will be advised on how to apply to your program. Wait for this guidance to apply, unless we contact you and advise applying earlier. Each program has its own set of application materials and procedure. Most applications are online. If anything needs to be mailed to your program, the Office of Study Abroad will mail it for you.
  - **Please note that students hoping to go abroad in the fall vs. the spring may receive guidance at different times.**
- ❑ Deadlines for step 2: Typically March 15 for fall or full year abroad ; October 15 for spring or calendar year abroad, unless otherwise noted for you by the Office of Study Abroad. Due to program requirements or other considerations, sometimes we need to set a different deadline.
- ❑ **Transcript**— This is a common requirement for programs. 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.
- ❑ **Faculty recommendations.** If these are needed for your program, the Office of Study Abroad can usually forward the recommendations submitted with your W&J application to your program, saving you from obtaining additional recommendations.



## Obtaining Advisor Approvals and Recommendations

It is your responsibility to request your advisor approval(s) and recommendations to support your [W&J Application for Approval to Study Off-Campus](#).

### Remember:

- ✓ **Request these items by email in a timely manner.** Faculty members are busy. It is polite to allow at least a week for completion before the deadline. If they need extra time, they can contact our office and we'll be happy to work with them.
- ✓ **Send the right link.** Advisor approvals and faculty recommendation forms are accessible by a specific webpage, which requires faculty to log in to access. Once they do, they will complete your approval or recommendation.
  - Here is the link: <http://wiki.washjeff.edu/display/GE/For+Faculty>
  - *Note: students cannot log in. The above page is not broken – don't worry.*
- ✓ Keep in mind that faculty may request further information or a meeting with you - so be sure to **plan ahead!**
- ✓ **Be polite and respectful** when making these requests. Below are templates of how to ask for these items. We suggest you copy and paste from here, adding your personal details where indicated.
- ✓ Your advisor(s) can also submit recommendations for you, as long as they have taught you in class.

### Template E-mail for Advisor Approval:

"Dear Professor **NAME**:

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 to discuss my plans. If you need more information about the form or study abroad, please email [StudyAbroad@washjeff.edu](mailto:StudyAbroad@washjeff.edu). The deadline is March 1. You can let the Office of Study Abroad know if you need more time.

### (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:

Third Choice Program & Country:

Thank you for your help and consideration."



### Template E-mail for Faculty Member Recommendations:

"Dear Professor NAME:

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 March 1. You can let the Office of Study Abroad know if you need more time. I hereby freely and voluntarily waive my rights to any information contained in these faculty recommendations and agree that the information shall remain confidential.

#### **(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:

Third Choice Program & Country:

Thank you for your help and consideration."

Note: Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records, which, in this case would include your recommendations. 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 do waive their rights.

### **Nuts & Bolts:**

#### **Make sure you are eligible!**

- ✓ Cumulative GPA of at least 2.5 required at the time of application; note that some programs require up to a 3.0.
- ✓ Is the timing right? Students may study off campus as early as their first semester of sophomore year and as late as their first semester of senior year. Students may not study abroad for a semester as a first year student or in their final semester at W&J.
- ✓ Students on academic or disciplinary probation or suspension, or with other serious disciplinary records, are not eligible.

**What if the program I want to attend is not on the [approved list](#)?** 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 deadline. Please email [StudyAbroad@washjeff.edu](mailto:StudyAbroad@washjeff.edu) for instructions and guidance well in advance.

**We're here to help! Make an [appointment](#) to learn more or email us at [studyabroad@washjeff.edu](mailto:studyabroad@washjeff.edu).**