



## Study Abroad Application Checklist & Guidelines

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

- Meet 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](#), begin the application process. 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, begin the renewal process immediately.

### Submit Your Application

**Step 1: W&J Application** – apply to W&J for permission to study off campus. 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 a **250-500 word statement of purpose**. Write and proofread it in advance, save it for future reference and be prepared to paste it in.
  - **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.
- **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 2*
- **Two Faculty Recommendations** from W&J faculty who have taught you in any class
  - *How do I get these? See page 3*

*Deadlines for step 1: **March 1** for fall/full year abroad ; **October 1** for spring or calendar year abroad.*

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

- **After October 1 or March 1**, you will be advised on how to apply to your program. Wait for this guidance to apply. 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.
- **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.

*Deadlines for step 2: **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, sometimes we need to set a different deadline.*



## 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 or two for them to complete them **before the March 1 / October 1 deadlines.**
- ✓ **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 October 1 for spring and March 1 for fall.

#### **(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:

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 October 1 for spring and March 1 for fall. 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:

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 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 well in advance.

**We're here to help! Stop by The HUB to learn more or email us at [studyabroad@washjeff.edu](mailto:studyabroad@washjeff.edu).**