

SAINT MARY'S COLLEGE OF CALIFORNIA
Application Check List for Study Abroad Application

Be sure you have **ALL** the materials submitted with your application.

1. **___SMC Application Cover-Page with a Completed Application to the Foreign University.**
Please copy information regarding number of courses, GPA, major(s) and minor(s) from your degree audit (see below). Check appropriate box on the top left of form to indicate your program of interest.
2. **___Statement of Purpose**
Be sure your statement is typed or written legibly. It should be at least 500 words in length. A poor statement of purpose can lead to rejection by the faculty committee, even if you meet the other requirements. Example: How your study abroad experience will contribute and enrich your major, lifetime, and career goals, if you have traveled or lived abroad before, your interest in other cultures, anything you have done that will make you a good candidate, etc.
3. **___Financial Aid Clearance**
Make an appointment with the Financial Aid Office to discuss the availability of funds. Be sure to include the signed form with your application packet. **Note to non-SMC program applicants:** Your application must be approved by the International Programs Coordinating Committee in order for your financial aid to transfer with you. However, your Saint Mary's College financial aid (scholarships) will not transfer. Please bring the program's catalog or a breakdown of the program's costs to your meeting with your Financial Aid advisor.
4. **___Transfer Credit Approval Form**
Applicants should meet with the coordinator of their program of interest to discuss classes and then complete the form and submit it to their advisor for departmental approval. Please note that students must obtain approval from their department Chairperson for using upper division courses at other institutions for fulfillment of major, minor, Seminar or Religious Studies course requirements. Catalog course descriptions and class schedules may be required before approval can be given. Students should obtain signatures for the courses not taught by SMC faculty. For a list of pre-approved courses, please see the Transferable Courses listed at <http://www.stmarys-ca.edu/academics/undergraduate-degree-programs/registrar/transferable-courses.html> **Note to non-SMC program applicants:** Please note that your courses may not convert back exactly one to one so you may be slightly short on units. Craig Means, Registrar's Office will be able to advise you on this prior to your departure.
5. **___Degree Evaluation:**
Obtain a copy of your Degree Evaluation on GaelXpress and submit it with your application to the Center for International Programs. Be sure to include the necessary information from your degree evaluation on page one of your application. **You must be sign and date this form.**
6. **___Academic Recommendations:**
Two letters of recommendation are required. They can be from instructors, advisor, administrator, or if a transfer student, an instructor/administrator from a previous institution. Ask the instructors to submit the letter directly to the Center for International Programs in a sealed envelope by the due date.
7. **___ Student Health Insurance Enrollment/Waiver Form For Study Abroad:**
Indicate if you will be electing the SMC-sponsored Health Insurance Plan or are petitioning to waive this insurance to utilize your own comparable health insurance (be sure it will travel with you overseas and includes coverage for repatriation). If you elect Option B, please include a copy of your health insurance card from your private carrier.
8. **___ Travel Course Student Contract, Waiver and Release Form, & Health History Form:**
Read and sign Travel Course Student Contract and Waiver and Release Form. Obtain health clearance through your physician, or make an appointment with the SMC Health & Wellness Center (925-631-4254). They will be able to complete this form using the medical records you submitted upon application to Saint Mary's College.
9. **___ Emergency Contact Information:**
Be sure to include accurate and current information. It is your responsibility to update this information prior to your departure for studying abroad.
10. **___ Copy of your current and valid Passport:**
Just copy the first page (one with your name and photo) of your passport.

When your application packet is **complete** bring it to the Center for International Programs located in Brother Jerome West, Ground Floor.

Once you have been accepted, you will be responsible for a \$600 deposit to hold your space due in November.

Spring 2010 application materials must be received by October 23, 2009. (For Cape Town, the Application Deadline is October 15, 2009)