



Study Abroad Application Instructions:

Please read all application instructions completely. Reading and understanding these instructions will maximize the chances of you accurately completing your study abroad application easily and efficiently.

Student Information Sheet- Each study abroad applicant must complete this form. This form includes the student's personal information for contact purposes as well as the intended study abroad location. It is imperative that the personal information be correct and complete. For example, if you live **on campus** your P.O. Box is your local address. If you live **off campus**, your local street address is your local address. If you **commute**, write your complete address in both the local **and** permanent address sections. For Program Information, indicate the program and location you are applying for. For the Academic Information section, log on to your *GaelXpress* account under **Academic Evaluation** to determine how many courses you have completed and an exact GPA. Do not guess. Print out a copy of your **Academic Evaluation**, which you can also find on *GaelXpress*. This form is **not** complete unless you sign and date the form.

Study Abroad Application Essay- The Study Abroad Application Essay provides students the opportunity to explain how study abroad can benefit their personal and academic goals. In a typed, double-spaced, and minimum of 500 words, follow the guidelines on the form marked **Study Abroad Application Essay**. Your essay will be due by the application deadline.

Financial Aid Clearance Form-This form must be completed by your financial aid advisor. Each student who receives financial aid has been assigned a financial aid advisor. If you do not receive ANY aid, write NOT APPLICABLE across the form. Go to the Financial Aid Office located on the Ground Floor of Brother Jerome West to schedule an appointment with your advisor. Bring your Financial Aid Clearance Form to the meeting for your advisor to complete and sign. Your application will not be complete without this form. The **Financial Aid Clearance Form** insures that you are aware of your financial obligations in order to study abroad.

Transfer Credit Approval Form-This form should be completed by you and your academic advisor. The name of your academic advisor is listed each semester on your academic evaluation form, which can be found on *GaelXpress*. Each study abroad applicant chooses four/five or more classes. Sometimes a class is not available or is cancelled once on site. If you already have an alternate class(es) approved prior to your departure, you do not need to get approval while abroad, Students must obtain written approval of the appropriate department chairpersons for using **upper division courses** taken at other colleges in fulfillment of their major, minor, seminar, January Term, or Religious Studies courses. This form must be complete and submitted by the application deadline.

Note: The courses you are being approved for will be the courses that will transfer to Saint Mary's College. If you change these courses while abroad, they must be approved before the credit will transfer.

Academic Recommendations #1 & 2 - Academic Recommendations must be completed by two (2) different references. A reference is someone who knows you well enough to comment honestly on your academic capabilities. One (1) of the recommendations must be given by a Faculty member; the other can be from either Faculty or Staff person. Many times recommenders will offer to submit the recommendation to the Center for International Programs themselves. This is allowed, however, it is the student's responsibility to follow up with each recommender to insure the recommendation is submitted by the application deadline.

Program applications- SMC study abroad programs to Cape Town, Rome, and SMC Exchange programs to Tokyo and Northern Ireland have a Program application that is required as well. There is no additional application for Cuernavaca or Barcelona. Please submit your SMC and program application at the same time (paper copies of the applications for Rome, Sydney, Tokyo, Northern Ireland are available at the CIP office. Cape Town application is online at www.ciee.org)

Spring 2010 study abroad applications are due by October 23rd (October 15th for Cape Town) to the Center for International Programs.

Application for Study Abroad Program

Saint Mary's College of California – International Programs Coordinating Committee

Personal Information

Please print clearly.

Name: _____ SMC ID #: _____
Last First Middle

Date of Birth: _____ E-mail: _____
MM / DD / YYYY

Local Address: _____ Local Phone _____
Street Address Area code

City _____ State _____ Zip _____ Cell Phone _____
Area code

Local address valid until: _____ Citizenship: _____

Parent (or guardian's) name: _____ I have a valid passport: Yes / No

Home Address: _____ Passport Number: _____
Street Address

City _____ State _____ Zip _____ Home Phone: _____
Area code

SMC, Exchange or Lasallian study abroad program

Date you are applying to study abroad: Fall _____ only Spring _____ only Academic Year ____ / ____ only
Year Year

Program location: _____
City Country

Complete if you are applying to a Non-SMC study abroad program (\$150 administrative fee required at the time of application*)

Please pay your administrative fee to the SMC Business Office and attach a receipt to SMC study abroad application.

Reminder: When studying on a non-SMC program, any scholarships you may have will not travel with you and your courses will transfer back .9 to one instead of one to one).

Non-SMC program provider and location: _____

Date you are applying to study abroad: Fall _____ only Spring _____ only Academic Year ____ / ____
Provider City Country
Year Year

*Make check payable to Saint Mary's College of California

Academic Information- ATTACH ACADEMIC EVALUATION FROM GAELXPRESS!

Courses completed to date: _____ Cumulative GPA: _____ Major GPA: _____

Declared major(s): _____ Declared minor(s): _____

Recommendation #1 Name: _____ Recommendation #2 Name: _____

Check current year: Freshman _____ Sophomore _____ Junior _____ Senior _____

Authorization Agreement

I hereby authorize the release of information from my student record upon the request of the Center for International Programs. I further authorize the release of information by Center for International Programs to its cooperating or affiliated foreign institutions. I certify that the information on this application is true and complete to the best of my knowledge.

Signature of Student: _____ Date: _____

SAINT MARY'S COLLEGE OF CALIFORNIA
International Programs Coordinating Committee
STUDY ABROAD APPLICATION ESSAY

Student Name: _____ ID#: _____

The International Programs Coordinating Committee requires all study abroad applicants to write an essay in support of their application. Besides serving as an evaluation tool for study abroad success, the essay gives the applicant the valuable opportunity to examine her or his own reasons for desiring to pursue studies abroad, to quantify the benefits that the students hopes to gain from the experience (both in terms of personal and intellectual growth), and to consider the possible impact upon career opportunities. In addition, the writing of the essay allows the applicant to record expectations of what it will be like to live and study abroad.

Your typed, double-spaced, essay must be no less than 500 words in length, and is due with your completed application by the appropriate study abroad application deadline. As with any formal work, the essay is expected to be free of errors, and constructed and written in an appropriate manner. Please include your name and student ID number in the top left corner of the essay.

At a minimum, your essay should present the following:

- An introductory statement that identifies the roots or source of your interest in pursuing studies abroad.
- A paragraph that explains your beliefs regarding the general importance of significance of study abroad.
- How study abroad will contribute and enrich your major, lifetime and career goals.
- Anything you have done that will make you a good candidate.

Bring your essay towards conclusion with a paragraph that summarizes the above issues, and then conclude with a succinct statement of why you should be accepted into the study abroad program.

HOW DID YOU FIND OUT ABOUT YOUR STUDY ABROAD PROGRAM?

SMC STUDY ABROAD FAIR	_____
CLASSROOM VISIT	_____
STUDENT OUTREACH	_____
VISIT TO THE CTR. FOR INTL. PROGRAMS	_____
INTERNET	_____
FACULTY	_____
FRIEND OR FAMILY	_____
REQUIRED FOR MY MAJOR	_____
OTHER	_____

COMMENTS: _____

SAINT MARY'S COLLEGE OF CALIFORNIA
International Programs Coordinating Committee
FINANCIAL AID CLEARANCE

Student Name: _____ ID#: _____

Application for (Program): _____

(Location): _____

Applying for:

Academic Year 20__ only

Fall Term 20__ only

Spring Term 20__ only

Approximate costs: \$ _____ Tuition and Fees

_____ Room and Board

_____ Travel

_____ Books

_____ Personal Expenses

I have spoken to the above student regarding financial aid for the program as listed above.

Financial Aid Officer: _____ Date: _____

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NOTE FOR NON-SMC PROGRAMS:

IN ORDER TO HAVE YOUR FINANCIAL AID FORM SIGNED OFF, YOU MUST BRING CONTACT INFORMATION REGARDING THE PROGRAM YOU WILL BE ATTENDING.

Signed and approved programs of study must be completed prior to undertaking studies abroad.

ID#: _____ STUDENT NAME: _____

STUDENT'S MAJOR(S): _____ MINOR(S): _____

I request to transfer the following courses to be taken at :

Program/College Name: _____

Country _____ Campus Location: _____

I will be abroad for: Academic Year 20__ Fall Term 20__ only Spring Term 20__ only

Credit will be recorded in ____ semester ____ quarter units

Dept & Course # at Study Abroad loc.	Course Title	Units or Credit Hours	Major, Minor, area req. elective	SMC Credit (Do not fill in)	SMC Course	Department Approval (If required)

- List your first four/five top choice classes, however, you can have more than 4/5 courses approved if you change your mind. One year 9 course credits at SMC is equivalent to approximately 30 semester units or 45 quarter units. Fall = 4 courses (13 sem/20 qrt); Jan/Spring = 5 courses (17 sem/25 qrt) for non-SMC programs.
- NOTE:** The courses you are being approved for will be the courses that will transfer to Saint Mary's College. If you change these courses while abroad, they **MUST** be approved before the credit will transfer.
- For SMC sponsored programs please refer to the following link for preapproved courses. These courses do not require a signature. <http://www.stmarys-ca.edu/academics/undergraduate-degree-programs/registrar/transferrable-courses.html>
- For Non-SMC Programs:** Catalog course descriptions and schedules may be required before approval can be given. Once approved please bring form to be signed by Craig Means to check credit conversion and/or upper and lower division course levels. Please note that your courses will not convert back exactly one to one so you may be slightly short on units. Craig Means will be able to advise you on this prior to your departure.
- Students must secure the written approval of the appropriate department chairpersons for using upper division courses taken at other colleges in fulfillment of their major, minor, seminar, January Term, or Religious Studies requirement at Saint Mary's.

TO BE COMPLETED BY ACADEMIC ADVISOR: I have spoken to the student on the effects of this program on his/her completion of graduation requirements.

Advisor Name: _____ Signature: _____ Date _____

See Craig Means, Director of Articulation and Transfer, Enrollment Services – Ground Floor, Filippi Hall regarding questions related to transferring credits, units, semester hours, etc.

SAINT MARY'S COLLEGE OF CALIFORNIA
International Programs Coordinating Committee

ACADEMIC RECOMMENDATION #1

Student Name: _____ ID#: _____

Academic Year 20__ **Fall Term 20__ only** **Spring Term 20__ only**

A recommendation writer should be aware that public Law 93-380 permits the student to inspect recommendations unless he/she has signed the waiver below. The undersigned student hereby waives his/her right to inspect this form under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Student Signature _____

SMC or Lasallian Program in _____

Non-Saint Mary's College Program (name, country) _____

The student above is applying to study abroad. Indicate how long you have known the student and in what capacity _____

Using the following number rating scale, please rate the applicant on the following attributes:

5-Excellent 4-Very Good 3-Above Average 2-Average 1-Below Average

Leave blank if you don't know.

Intellectual Potential

5 4 3 2 1

Dependability

5 4 3 2 1

Maturity

5 4 3 2 1

Ability to get along with others

5 4 3 2 1

Independence

5 4 3 2 1

Ability to work alone

5 4 3 2 1

Adaptability

5 4 3 2 1

Ability to make decisions

5 4 3 2 1

Cooperation

5 4 3 2 1

Initiative

5 4 3 2 1

Comments: _____

Note: You can attach your own letter.

Name (Print) _____ Signature: _____ Date _____

SAINT MARY'S COLLEGE OF CALIFORNIA
International Programs Coordinating Committee

ACADEMIC RECOMMENDATION #2

Student Name: _____ ID#: _____

Academic Year 20__ **Fall Term 20__ only** **Spring Term 20__ only**

A recommendation writer should be aware that public Law 93-380 permits the student to inspect recommendations unless he/she has signed the waiver below. The undersigned student hereby waives his/her right to inspect this form under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Student Signature _____

SMC or Lasallian Program in _____

Non-Saint Mary's College Program (name, country) _____

The student above is applying to study abroad. Indicate how long you have known the student and in what capacity _____

Using the following number rating scale, please rate the applicant on the following attributes:

5-Excellent 4-Very Good 3-Above Average 2-Average 1-Below Average

Leave blank if you don't know.

Intellectual Potential

5 4 3 2 1

Dependability

5 4 3 2 1

Maturity

5 4 3 2 1

Ability to get along with others

5 4 3 2 1

Independence

5 4 3 2 1

Ability to work alone

5 4 3 2 1

Adaptability

5 4 3 2 1

Ability to make decisions

5 4 3 2 1

Cooperation

5 4 3 2 1

Initiative

5 4 3 2 1

Comments: _____

Note: You can attach your own letter.

Name (Print) _____ Signature: _____ Date _____

Please return to the Center for International Programs - Brother Jerome West, Ground Floor x4107