

## SEMESTER/AY STUDY ABROAD APPLICATION INSTRUCTIONS

### ELIGIBILITY

These instructions pertain to students from any WU College or School applying to study abroad in programs offered by the College of Arts and Sciences at Washington University. General qualifications include a sound academic purpose relevant to the program of choice, appropriate academic preparation, minimum B (3.0) average for college level academic work, and no behavioral concerns. In addition, many programs have their own special requirements. Details are available on our website (see below).

### DEADLINES\*

**February 1\*\***

**Fall/Academic Year Programs**

**May 1\*\***

**Spring Programs**

\*Early application is strongly recommended for all programs.

\*\*Applicants to SIT programs are strongly encouraged to submit applications to Overseas Programs by Jan 15 for fall and April 1 for spring programs due to the competitive nature of SIT programs.

### APPLICATION CHECKLIST

#### A COMPLETE APPLICATION MUST INCLUDE:

##### WU FORMS

- Data Sheet
- Study Plan
- Short Essay Questions
- Academic Record

##### TWO REFERENCES FROM WU FACULTY MEMBERS (Give min. 3 weeks notice)

Please use program-specific forms when available.

If no form is provided, please use the WU Faculty Reference form.

##### PROGRAM-SPECIFIC FORMS AND SUPPLEMENTAL MATERIALS

**Please make sure that every page of the application has your name, program, and term for which you are applying to study abroad.**

#### Submit all application materials to:

Office of International and Area Studies  
Campus Box 1088  
One Brookings Drive  
Washington University  
St. Louis, MO 63130

Tel.: 314-935-5958

Fax: 314-935-7642

Website: <http://www.artsci.wustl.edu/~overseas/>

McMillan Hall 138

**IMPORTANT: Register for Study Abroad 101:** Please register for the Study Abroad pre-departure course, Study Abroad 101 (L99 101) and the appropriate subsection in the semester prior to studying abroad. The course will begin in September for spring participants and mid-February for fall and academic year participants. More information is available on our website at <http://www.artsci.wustl.edu/~overseas/predeparture.html>

Washington University - College of Arts and Sciences Overseas Programs  
Study Abroad Application for WU Approved Programs

## DATA SHEET

**Please print in ink.**

Period of intended study abroad: Year(s): _____		
___ Fall	___ Spring	___ Academic Year ___ Summer
_____ Country	_____ Foreign Institution or Program Name	_____ Primary Subject to be Studied Abroad

<b>Personal Data:</b>			
Last Name: _____		First Name: _____	
		Middle Initial: _____	
___ Female	___ Male	WU Student No. (SSN for non-WU): _____	Birth date (mm/dd/yr): ___/___/___
US citizen? ___ Yes ___ No Place of birth (US city, state or foreign city, country): _____			
If not US citizen, nationality: _____ and residency/visa status: _____			
Cell phone number: _____ and "edu" e-mail: _____@_____.wustl.edu			
(cannot be aol, hotmail, yahoo, etc.)			
WU Students Only: After confirming WebSTAC includes your current local address and telephone number, check here ___			
Permanent (home) address: _____			
Street			
_____	_____	_____	_____
City	State	Zip	Country

<b>Parents:</b>	<b>Mother</b>	<b>Father</b>
Name:	_____	_____
Complete Address:	___ same as permanent address	___ same as permanent address
(List full address of both if different)	_____	_____
	_____	_____
Telephone:	home: _____	home: _____
	work: _____	work: _____
E-mail:	_____	_____

<b>Educational Information:</b> WU College or School: ___ A&S ___ Arch. ___ Art ___ Bus. ___ Engn.
If not a WU student, name of your college or university: _____
Major(s) for which you intend to receive credit for coursework abroad: _____
_____
Minors(s) for which you intend to receive credit: _____
Class standing (at time of study abroad): ___ Fr ___ So ___ Jr ___ Sr ___ Just Graduated ___ Grad
Overall GPA: _____
<b>On-campus activities:</b> Please list the organizations, teams, or clubs in which you are actively involved:
_____
_____

<b>References:</b> Name	Department	E-mail Address
1. _____	_____	_____
2. _____	_____	_____

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### STUDY PLAN

This form should be filled out in consultation with the Study Abroad Advisor(s) (SAA) in the department(s) in which you wish to receive study abroad credit. For a list of SAAs, please refer to <http://www.artsci.wustl.edu/~overseas/advisors/saadirectory.html>

**Student:** Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Period of intended study abroad: Year(s): \_\_\_\_\_ \_\_\_ Fall \_\_\_ Spring \_\_\_ Academic Year

\_\_\_\_\_ Country

\_\_\_\_\_ Foreign Institution or Program Name

\_\_\_\_\_ Primary Subject to be Studied Abroad

I acknowledge that the advisor's signature does not guarantee the amount of credit to be awarded for study abroad or the ultimate acceptability of proposed courses or subjects for satisfying specific degree requirements, both of which depend upon a review of academic performance and course work after completion of the program.

Student's Signature: \_\_\_\_\_

**Departmental/College/School SAA:**

Please review the following with the student before completing the chart below:

- Available course titles and descriptions to identify appropriate courses or subjects for satisfying major/minor, distribution and elective requirements within the student's degree plan.
- Portfolio requirements where applicable and policies for earning academic credit:
  - up to 3 credits per semester may count for unclustered NS/LA/TH/SS distribution
  - a C- or better is required depending on the department
  - it is NOT possible to receive WI/QA/SD/CD credit for courses taken abroad

**To be completed by the SAA**

Courses or subjects for which student wishes to receive major or minor credit.	WU course number	# of WU credits	SAA initials Preliminary approval for coursework
1.			
2.			
3.			
4.			
5.			

**Brief description of portfolio required by the department:** (Minimum is copies of course descriptions, reading lists, papers)

\_\_\_\_\_

\_\_\_\_\_

Courses or subjects proposed for other WU degree requirements	Distribution Credit: NS/LA/SS/TH only 1 course/semester Leave blank if distribution credit is not needed
1.	1.
2.	2. (AY students only)
3.	N/A

**Amount of credit likely to count towards major or minor:**

\_\_\_\_\_ units      \_\_\_\_\_ major/minor subject      \_\_\_\_\_ units      \_\_\_\_\_ major/minor subject

Approved by: \_\_\_\_\_

Relevant Dept. SAA Signature	Printed Last Name	Department	Date
_____	_____	_____	_____
Secondary SAA Signature	Printed Last Name	Department	Date
_____	_____	_____	_____

## SHORT ESSAY QUESTIONS

**Please answer on a separate sheet of paper. Your typed response should be 2 pages total, double-spaced with 1 inch margins using 12pt. font. Make sure to include your name, ID and the program you will participate in.**

**If your program-specific application requires an essay, you only need to write 1 essay. If your program-specific application does not require an essay, please address the points below.**

I. Academic goals:

- Describe your academic goals for your time abroad and how you plan to achieve them.
- Describe how your proposed course of study abroad complements your WU academic endeavors and your plans for completing your degree (list courses, distribution you will still need, language, etc.)
- What is your academic preparation for this experience?
- What academic differences do you anticipate abroad?

II. Personal goals:

- Describe your personal goals for your time abroad and how you plan to achieve them.
- Have you lived or traveled outside the U.S. before? If so, where and for how long?
- Study abroad requires you to tolerate ambiguity, show respect for differing opinions and values, and demonstrate independence. Please describe specific experiences that show your skills in each of these areas.
- Describe an important cross-cultural experience you have had and its impact on your preparation to study abroad.

### ACADEMIC RECORD FORM

**This form will be used to obtain your official WU transcript which will be evaluated as part of the application process. WU students do NOT need to order a transcript. Overseas Programs will use this form to order the transcript and send it to your program.**

**Student:** Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Period of intended study abroad: Year(s): \_\_\_\_\_ \_\_\_Fall \_\_\_Spring \_\_\_Academic Year \_\_\_Summer

\_\_\_\_\_ Country \_\_\_\_\_ Foreign Institution or Program Name \_\_\_\_\_ Primary Subject to be Studied Abroad

**WU Student:** Please sign below to authorize the Office of International and Area Studies to request, receive, and distribute official WU transcripts of your academic record on your behalf in support of your application for study abroad.

\_\_\_\_\_ Student's Signature \_\_\_\_\_ WU Student Number \_\_\_\_\_ Date

\*Note: If you transferred to WU from another college or university, an official transcript from that institution may be required as well. Please clarify the requirement with the Office of International and Area Studies.

### Disciplinary Record

Have you ever been before a university disciplinary officer, including but not limited to the Judicial Administrator, Residence Life, Greek Life, Athletics, or a Dean's Office? \_\_\_Yes \_\_\_No

If yes, please attach a separate sheet of paper with a brief description of the circumstances.

### Non-WU Students Only

Please arrange for official transcript(s) covering your college level academic work to be mailed directly to: **Office of International and Area Studies, Campus Box 1088, One Brookings Drive, Washington University, St. Louis, MO 63130.** Please wait for the grades for recent or current courses to be posted (i.e., include grades for fall semester if applying for next summer, fall semester, or academic year abroad; include grades for spring semester if applying for next spring semester abroad). Please list other courses, if any, to be taken prior to participation in the program.

Course Title	Credits	College or University
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## ACADEMIC REFERENCE FORM

**Note:** Please use this form as a cover sheet along with program-specific reference forms when available.

**Student (please print):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

E-mail address: \_\_\_\_\_@\_\_\_\_\_.wustl.edu Phone: \_\_\_\_\_

Period of intended study abroad: Year(s): \_\_\_\_\_ \_\_\_Fall \_\_\_Spring \_\_\_Academic Year \_\_\_Summer

Program student is applying to:

Country	Foreign Institution or Program Name	Primary subject to be studied abroad
_____	_____	_____

**Name of Reference:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date this form was given to Reference:** \_\_\_\_\_

**Due date:** \_\_\_Jan 8 \_\_\_Feb 1 \_\_\_Feb 15 \_\_\_Apr 1 \_\_\_May 1 \_\_\_Other \_\_\_\_\_

**Statement:** I hereby \_\_\_waive \_\_\_do not waive my ability to view this letter.

\_\_\_\_\_  
Student's Signature

\* This recommendation should come from a professor, instructor, or advisor who is familiar with your academic work. Preferably, this person should be familiar with the subject area(s) you intend to study while abroad. For a foreign language program, at least one of your references should be familiar with your language proficiency. Be sure to discuss your study abroad goals and expectations before requesting the letter of reference.

**Faculty Member or Advisor:**

- **Please do NOT send any materials directly to the program.**
- If a program-specific reference form is included, please complete and return it via Campus Mail to **Overseas Programs, Campus Box 1088**, with this form. **Do NOT send the reference letter directly to the program.** You do not need to write a separate letter and may disregard the instructions below.
- If no program-specific form is provided, please prepare a letter evaluating this student with respect to:
  - a. Academic ability and preparation for participation in the study abroad program(s) listed above.
  - b. Personal suitability for study abroad, including adaptability, maturity, and motivation.
- Please write your recommendation letter "To Whom It May Concern" on letterhead stationery.
- Please send this form and the signed and dated letter (or completed program-specific form, if any) directly to:

**Office of International and Area Studies**  
**Campus Box 1088**  
One Brookings Drive  
Washington University  
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Tel. 314-935-5958  
Fax 314-935-7642  
e-mail: [overseas@wustl.edu](mailto:overseas@wustl.edu)

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**Student (please print):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

E-mail address: \_\_\_\_\_@\_\_\_\_\_.wustl.edu Phone: \_\_\_\_\_

Period of intended study abroad: Year(s): \_\_\_\_\_ \_\_\_Fall \_\_\_Spring \_\_\_Academic Year \_\_\_Summer

Program student is applying to:

Country	Foreign Institution or Program Name	Primary subject to be studied abroad
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**Name of Reference:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date this form was given to Reference:** \_\_\_\_\_

**Due date:** \_\_\_Jan 8 \_\_\_Feb 1 \_\_\_Feb 15 \_\_\_Apr 1 \_\_\_May 1 \_\_\_Other \_\_\_\_\_

**Statement:** I hereby waive \_\_\_\_\_ do not waive \_\_\_\_\_ my ability to view this letter.

\_\_\_\_\_  
Student's Signature

\* This recommendation should come from a professor, instructor, or advisor who is familiar with your academic work. Preferably, this person should be familiar with the subject area(s) you intend to study while abroad. For a foreign language program, at least one of your references should be familiar with your language proficiency. Be sure to discuss your study abroad goals and expectations before requesting the letter of reference.

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