

## 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 15 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

**Personal Data:**

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

**Parents:**

**Mother**

**Father**

Name: \_\_\_\_\_

Complete Address: \_\_\_ same as permanent address \_\_\_\_\_

(List full address of both if different) \_\_\_\_\_

Telephone: home: \_\_\_\_\_

work: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Educational Information:** 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: \_\_\_\_\_

**On-campus activities:** Please list the organizations, teams, or clubs in which you are actively involved:

**References:** 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<br>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<br>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 how the program to which you are applying fits with your academic background and future 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 15 \_\_\_Feb 1 \_\_\_Feb 15 \_\_\_Apr 15 \_\_\_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:

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**Campus Box 1088**  
One Brookings Drive  
Washington University  
St. Louis, MO 63130  
Tel. 314-935-5958  
Fax 314-935-7642  
e-mail: [overseas@wustl.edu](mailto:overseas@wustl.edu)

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

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

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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 15 \_\_\_Feb 1 \_\_\_Feb 15 \_\_\_Apr 15 \_\_\_May 1 \_\_\_Other \_\_\_\_\_

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

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Student's Signature

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