

## Checklist For Application to O.C. and International Studies Program (Rev. 4/04)

### **Application for Off-Campus (HC)**

- Notify Off Campus Director of desire to study off campus and pick up HC application
- Visit academic advisor to discuss impact on graduation requirements (get signature on App.).
- Talk to Registrar to determine transferability of coursework (get signature on App.).
- Talk with the Financial Aid Office about options (get signature on App.)
- Visit the Business Office—bring copy of program application, program cost, and name of contact person (signature).
- Get Dean's signature

*You should set up appointments with each office, and you must have all for other signatures on application before the Dean will sign the application that you will send directly to the program that you want to apply to..*

### **Application to specific Program—general guidelines**

- Signed by Registrar
- Signed by Academic Dean

Provide References as required for the application:

- Academic Advisor (if required)
- A Member of Student Development: Dean of Students, RD, or RA (if required)
- Personal reference: pastor, resident assistant, or faculty (if required)
- Other Required \_\_\_\_\_
- Other Required \_\_\_\_\_

*Provide a stamped, addressed envelope if the references will not accompany your application.*

- An Official Transcript
- Required Application Fee
- Mail complete application

### **Upon Acceptance**

*If you choose not to study off campus, let the Off Campus Studies office know as soon as possible, so someone on the waiting list can be notified of an opening.*

- Notify the Director of Residence Life that you will be studying off campus
- Notify the mail room of your forwarding address for the semester.
- Notify the Off-Campus and International Programs Office of your semester address as soon as you know it.
- Take (or use campus mail) a copy of your acceptance letter to:
  - Off-Campus and International Programs Office (Loew-Brenn 298 or 286)
  - Financial Aid Office
  - Business Office
- Register for Off-Campus Study
- Secure a Passport & International Student ID (if needed) *Ask Off-Campus programs office if you need assistance*
- Attain Immunizations:

You need to be up to date on regular vaccinations (measles, polio, tetanus, diphtheria, etc.)

Receive recommended country-specific immunizations

Hepatitis A is required for most countries. Cholera, typhoid, or malaria may be required.

\*check out the Centers for Disease Control web site for more information on recommended immunizations.

<http://www.cdc.gov/travel/>