

APPLICATION TO STUDY ABROAD -- DIRECTIONS

Application must be typed or neatly printed.

DEADLINES: For the Spring semester – October 1st of the previous Fall semester
For the Fall semester and summer sessions – March 15th of the previous Spring semester

**All students wishing to study abroad must have a cumulative grade point average of 2.50 or higher.
See the Foreign Language section of the *Catalog* for other grade point average requirements.**

1. Provide all the information requested on the Application to Study Abroad form, including the information regarding the specific courses you wish to take at the host institution. **You must provide course descriptions. If the program is a non-affiliate, you must also provide a description of the grading and credit system.** All courses to be used for the major and/or minor also require the signature of the appropriate department chair. You need written approval from the Lycoming College Registrar for **all** courses you wish to complete at other institutions. This applies even when you are abroad and must change a course. Once a course is approved, both the credit and the grade for the course will transfer to Lycoming and be calculated in your grade point average, including “D”s, “F”s, or “W”s, unapproved courses will NOT transfer.
2. The Catalog states that a student must complete their last eight unit courses (32 semester hours) at Lycoming. Requests for waivers of this residency requirement must be made to the Committee on Academic Standards.
3. Secure the required signatures listed on the form, including approval from the Dean of Student Affairs. You must have a record of good citizenship while enrolled at Lycoming to be eligible to study abroad.
4. Obtain two recommendation forms from the Coordinator for Study Abroad. One recommendation must be from a faculty member in your major department, and the other must be from a faculty member outside your department or an administrator. Students applying to language intensive programs must have a third recommendation from their most recent language instructor. The completed forms are to be returned by the faculty member to the Coordinator for Study Abroad.
5. Write a Statement of Purpose answering the following questions and submit it with your application (a maximum of two typed pages):
 - a. How does this program integrate with your academic and personal goals both in structure and specific course content?
 - b. How have you prepared academically for off-campus study?
 - c. How would you hope to integrate your off-campus experience with your academic and extracurricular life upon your return to Lycoming?
6. Bring the completed and signed application to the Office of the Registrar. Final evaluation and approval of the program you have requested will be sent to you in writing from the Registrar.
7. Students studying abroad during the **Fall and/or Spring semesters** must notify the Office of the Registrar in writing by completing a “Not Returning” card; leave a signed pre-registration request form with the Registrar for the semester you will be away; check with the Treasurer’s Office to be sure your account is current so that you will be allowed to preregister for classes while you are away; and complete a mail room change of address form.
8. Students studying abroad at **Lycoming affiliate programs during the summer sessions** must complete and process a Special Sessions registration form available in the Office of the Registrar.
9. Notify the Office of the Registrar of your address, telephone number, and fax or e-mail address at your host institution.
10. You must have official transcripts from the host institution sent directly to the Lycoming College Registrar. Affiliate programs are exempt since the transcript is automatically sent to Lycoming. Credit will not be posted to your academic records until the official transcripts are received.