Whitman College
Off-Campus Studies

Summer Study Abroad Transfer Credit Application

Instructions to the student:

Application Deadline – 3 weeks prior to your program's deadline.

This application is to be used for all non-Whitman summer courses taught outside the United States for which a student wishes to transfer credit toward their Whitman degree. Applications are reviewed by the Off-Campus Studies staff, and in some cases, the faculty Off-Campus Studies Committee. Summer study abroad transfer credit approval must be received **prior to a student's participation** in the program if you wish to transfer any of the credit to your Whitman degree. Once your application is complete and submitted to the Off-Campus Studies Office (Mem 204), please allow up to **three weeks for processing.** The OCS Director is able to sign off on your program's home campus approval form, if any, only after you have been approved for summer study abroad transfer credit by Whitman.

PERSONAL INFORMATION

Name: _____ WID#: _____

Campus Address: _____ E-mail: _____

Cell Phone #: _____ Campus Phone #: _____

Permanent Address: _____

Permanent Phone #: _____ Class Standing: _____

Nationality: _____ Passport #: _____ Expiration Date: _____

Major(s): _____ Minor(s): _____

Major Adviser(s): _____

PROGRAM INFORMATION

Program Application Deadline: _____

Full Program Name: (including track, if any): _____

City: _____ Country: _____

EMERGENCY CONTACT INFORMATION

Relationship to you _____

Name(s)_____ Home Tel _____

Street_____ Business or Cell _____

City_____ State/Zip _____ E-mail _____

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☐ **Summer Study Abroad Course Approval:**

The attached ***Summer Study Abroad Course Approval Form*** must be completed by you and your adviser. If you are only taking foreign language courses and you are not a major in that language, you should obtain the signature of a faculty member in the relevant language rather than your adviser's signature.

☐ **Academic Evaluation:**

Complete and submit the ***Transcript Release Form*** (page 4 of this document) to the Whitman Registrar's Office, (Memorial 209).

☐ **Essay:**

Attach a brief essay (1-2 paragraphs in length) that explains why you want to attend this particular study abroad program.

☐ **1 Current ID Photo:**

We'll be attaching your photo from the Whitman College online directory to your OCS application file. This will be for OCS office reference only. If you do not have a photo posted on the directory, please provide an ID style photo when submitting your OCS application.

☐ **Program Information:**

If the program to which you are applying is not on Whitman's *Approved Summer Study Abroad Programs* list, you must supply supporting documents about the program and courses for the OCS Committee to review. This may be in the form of a program brochure or print out from the program's web page. Please be sure to submit the following information:

- contact information including URL, address, telephone, and e-mail
- sponsor name of this program, is it accredited and who issues the transcript?
- course descriptions and/or course syllabi of the courses you intend to take
- qualifications of the faculty and description of the on-site staff
- information about who attends this program (for example: undergraduates, graduates, anyone over 18, U.S. students only, students from many countries)
- basic information about the goals of the program and how it is structured, including the housing arrangements
- list of former participants and their contact information (if available)

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SUMMER STUDY ABROAD COURSE APPROVAL **Today's Date:** _____

Student's Name _____ **WID#** _____ **Major Adviser** _____

Full Program or University Name:_____ **Major** _____

STUDENT: List all courses you intend to take during your period off campus, including alternates. Please review the *Credit Conversion Chart* posted at www.whitman.edu/content/ocs/applying/credits to determine the relationship between your off-campus study program and Whitman's credit system. Ask your adviser to complete the sections about the transferability of OCS credit below. If you are approved to study off campus, this form will be used by the Whitman Registrar to determine how your credits will apply toward your Whitman degree.

MAJOR ADVISER: Please fill in your recommendation for course transfer credit for each OCS course listed below including Alternate Courses. Major Advisers/Departments determine whether or not OCS courses can apply to the Major. Major Advisers may also make Distribution and Elective Degree Credit recommendations. The Registrar will review recommendations for consistency.

MINOR DEPARTMENT CHAIR: Please indicate Minor Credit approval for relevant courses. (Note: Minors are declared at the beginning of the senior year through the Registrar.)

CREDIT LIMITS: At least 2/3 of Major Credits and **3/5 of Minor Credits** must be earned in residence at Whitman, and some departments are more restrictive. Check the ***Whitman Catalog*** for details.

Term One of 20_____:

Student – Fill in Below			Major Adviser – Fill in Below				
Program Course # & Department:	Program Course Title	# of Equiv. Whitman Credits	Major(*)	Distribution (**)	Minor (***)	Other Degree Credit (✓)	No Credit (✓)
	Alternate						
	Alternate						

Term Two of 20____:

Student – Fill in Below			Major Adviser – Fill in Below				
Program Course # & Department:	Program Course Title	# of Equiv. Whitman Credits	Major(*)	Distribution (**)	Minor (***)	Other Degree Credit (✓)	No Credit (✓)
	Alternate						
	Alternate						

(*) Major - Specify either Whitman equivalent course number (eg. Bio 111) or elective major credit. Indicate upper or lower division if relevant.

(**) Distribution - Specify area (i.e. Fine Arts, Alt Voices, Soc Sci, etc.)

(***) Minor - Specify either Whitman equivalent course number (eg. Span 305) or elective minor credit.

Additional comments from major adviser or OCS adviser about transferability of credit: _____

_____

_____
Major Adviser Signature - Approving Transfer Credit as Specified Above

_____
Minor Department Signature (only required if minor credit is requested)

_____
2nd Major Adviser Signature - Approving Transfer Credit as Specified Above

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Please note: In order for the Registrar's Office to release your transcript for OCS, you must have declared a major.

TRANSCRIPT RELEASE FORM

The OCS Staff will process this form on your behalf. Please complete *all* of the following information:

I give my permission to the Whitman College Registrar's Office to release my transcript to my partner program, or for my records.

I also give permission to Off-Campus Studies at Whitman to access my academic evaluation and transcript for the purposes of reviewing my OCS Application.

❒ *Process Request Now* ❒ *Process Request once current semester grades are posted*

Student Name: _____ WID#: _____

Major: _____

Signature: _____ Date: _____

Method of Delivery:

❒ Email me a copy of my transcript so that I can upload it to my partner program online.

My email address is: _____

❒ Hold for pick-up. I will collect my transcript from the Registrar's Office.

❒ Mail a copy of my transcript directly to my partner program at the following address:

Name of Partner Program (or University): _____

Address: _____

_____

City, State, Zip: _____

Country: _____

Program Telephone #: _____

Submit this form with your OCS application to Memorial 204.