

**Application Instructions**

Any student who wishes to apply credit from study outside the U.S. (study abroad) or study on a U.S.-based Partner Program must obtain Off-Campus Studies (OCS) approval from Whitman prior to studying away. Whitman does not grant transfer credit retroactively for off-campus studies if OCS approval has not been obtained prior to participation in the OCS program.

Students may apply to only one program per semester unless authorized by their OCS adviser.

**Academic Eligibility**

The Off-Campus Studies Committee (OCSC) encourages applications from students who have a strong academic record, display social and emotional maturity, and who can demonstrate how their off-campus studies are integral to their academic focus at Whitman. At a minimum, students must demonstrate the following:

- **A minimum cumulative GPA of 2.800** or higher at the time of application, unless there are compelling reasons or extenuating circumstances.
- **A minimum major GPA of 2.800** or higher at the time of application, unless there are compelling reasons or extenuating circumstances.
- Applicants must have **completed at least four semesters of full-time college work** (58 credits) prior to when they plan to begin their foreign studies or at least three semesters of full-time college work prior to beginning U.S. Partner Programs. In addition, transfer students must have at least one semester of graded courses at Whitman before applying for OCS.
- Applicants must **show sufficient progress in their major** and demonstrate how their off-campus studies will be an **integral part of their major, minor, or language studies, or their career plans.**
- Applicants must show how they will be able to **complete their Whitman degree on time** if they study off campus including their major requirements, distribution requirements, and the 124 credits necessary to graduate.
- Applicants must demonstrate their **suitability for the particular program** to which they have applied, including completion of program prerequisites and the maturity and flexibility required for the rigors of study in a foreign setting or major U.S. metropolitan area.

**Additional Eligibility Requirements**

- **OCS Adviser Meeting.** At least one advising appointment is required with an adviser in Off-Campus Studies (OCS).
- **Dean of Students Clearance.** Approval for OCS includes review of the student's disciplinary record at Whitman by the Dean of Students' Office. Students who have a disciplinary record may, in some instances, not be granted approval for OCS.
- **Business Office Clearance.** Whitman expects that a student participating on an OCS program will be current with their student account. The college reserves the right to withdraw approval for OCS if a student has a significant outstanding balance on his/her account.

- **Senior Year.** Students applying for OCS during their senior year must demonstrate why it is an appropriate time to study away and submit written support from their major adviser. Please refer to the instructions in the "Personal Essays" section.
- **Two Different Programs** (one fall and one spring). Students wishing to apply to attend two different off-campus programs during one academic year must demonstrate extremely compelling academic reasons for wishing to attend both programs. Please refer to instructions in the "Personal Essays" section.

APPLICATION DEADLINES		
Term(s)	Programs	Deadline
<i>Please note that some Off-Campus Studies (OCS) programs have rolling deadlines and an early application is recommended. Consult with your OCS Adviser for further information.</i>		
Spring 2019	Study Abroad Programs Nat'l Theatre Institute SEA Semester	September 11, 2018
	Washington Semester The Philadelphia Center	October 11, 2018
Academic Year 2019-20	Study Abroad Programs	February 5, 2019
Fall 2019	Study Abroad Programs Nat'l Theater Institute SEA Semester & AKP	February 5, 2019
	Washington Semester The Philadelphia Center	April 4, 2019
EARLY DEADLINES		
Term(s)	Programs	Deadline
Fall 2019	Associated Kyoto Program (AKP)	November 30, 2018
Academic Year 2019-20		
Academic Year 2019-20	Oxford University England	November 30, 2018
Spring 2020		
Spring 2019	DIS (required) SIT, SFS, SEA Semester, BSM, AIT & Frontiers Abroad (recommended)	June 1, 2018

### Deadline Instructions

- **Late applications will not be accepted.** All application material must be received no later than 4:00 pm of the deadline day. (See page 1 for dates.)
- Note that some Off-Campus Studies (OCS) programs have rolling deadlines and an early application is recommended. Please consult with your OCS Adviser for further information.
- Students who wish to spend the academic year on Off-Campus Studies (either on the same program or attending two different programs) **must** apply for both semesters off-campus by Whitman's February deadline.

### Application Review Process

- Applications for OCS approval are reviewed by the Off-Campus Studies staff and, in some cases, also by the Off-Campus Studies (OCS) Committee. The OCS Committee is comprised of faculty members from all three academic divisions, and members from the Registrar, the Provost's Office, and the OCS Office.
- In reviewing applications for approval, the OCS Committee considers a student's suitability, including academic qualifications, for the program they have selected.
- Whitman approval for Off-Campus Study is **not** guaranteed and will be based on the criteria listed in the Eligibility section.

### How to Apply

All students applying for OCS must complete two applications: the Whitman OCS Application and the Program Admission Application for your particular program.

### Step 1 - Planning

- Declare your major at least one month before the Whitman OCS deadline and discuss your OCS plans with your Major Adviser. (Major Declaration forms are located on the wall outside of the Registrar's Office.)
- Meet with an OCS Adviser to discuss your program choices. (At least one advising appointment is required.)
- Carefully review the application instructions and the *OCS Application Form* in its entirety.

### Step 2 – Program Admission Application

- Submit your Program Application either online or paper application **directly** to your desired program(s) by the Whitman deadline or your program's admission deadline, whichever is **sooner**.

### Step 3 – Whitman OCS Application

Collect your Whitman OCS Application materials and submit to OCS, Mem. 205, by the Whitman OCS deadline (see page 1). A complete Whitman application contains the following items:

- Whitman Personal Data Form**
- Whitman Academic Information**
- Whitman Off-Campus Study Course Approval**
- Whitman Post-OCS Semesters**
- Whitman Agreements & Signatures**
- Whitman Personal Essays**
- Whitman Transcript Release Form**

### Letter(s) of Recommendation\*

- One letter of recommendation is required for the Whitman OCS Application **only** if one or more of the following is true:
  - Your cumulative GPA is below a 3.0.
  - Your major GPA and/or previous semester GPA is below a 2.8.
  - You wish to attend two different programs in one year (one in the fall semester and one in the spring semester).
- A **Cover Form for Whitman's OCS Letter of Recommendation** is required and online for you to complete and give to your recommender.

\*Your Program Admission Application may require one or more letters of recommendation. These are different from the Whitman letter of recommendation requirement and should be submitted directly to the program.

### Home Campus Approval

- In order to get accepted to a study abroad or U.S.-based Partner Program, most programs require that you submit a Home Campus Approval form signed by a Whitman OCS Adviser indicating the College's approval of your plan to study off-campus. In most instances this will be an electronic "form" and the student needs only to indicate his/her Whitman OCS adviser on the online application. An OCS Adviser can only sign this form after receiving your completed Whitman OCS Application and approving it. **Allow 3 weeks for approval processing.**

**PERSONAL DATA FORM**

**Student Information - Please complete all sections of this application (blue or black ink only). Incomplete applications will not be accepted.**

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

WID#: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Passport Information – Do you have a passport?  Yes  No Expiration Date\*: \_\_\_\_\_

Countries of Citizenship: \_\_\_\_\_

**\*Note: Passport must be valid for 6 months beyond the date the student plans to return to the U.S. after program ends.**

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Major Adviser(s): \_\_\_\_\_ OCS Adviser: \_\_\_\_\_

**Cumulative GPA\*:** \_\_\_\_\_ **Major GPA\*:** \_\_\_\_\_ \*If GPA is below 3.0 (cumulative) or below 2.8 (major) a letter of recommendation is required. See instructions on previous page under **Letter(s) of Recommendation**.

**Program Information**

Full OCS Program Name: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Semester(s) off campus:  Spring 2019  Full Year 2019-20  Fall 2019

**Parent Information – (If parents live separately, give addresses for both. Indicate e-mail address for each parent)**

Do we have permission to send OCS parent pre-departure information and program fees to your parent(s)?

Yes  No  -if Yes, who should we send the information to: Parent 1  Parent 2  Both Parents

**Whom should we notify in case of emergency?** Parent 1  Parent 2  Other Emergency Contact

**Name of Parent #1** \_\_\_\_\_

**Name of Parent #2** \_\_\_\_\_

Street \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

E-Mail \_\_\_\_\_

**Other Emergency Contact:**

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Street \_\_\_\_\_

Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-Mail \_\_\_\_\_



# OFF-CAMPUS STUDIES COURSE APPROVAL | Updated June 2018

Student Name: \_\_\_\_\_ WID: \_\_\_\_\_ Major Adviser(s): \_\_\_\_\_ Today's Date: \_\_\_\_\_

Major(s): \_\_\_\_\_ Full OCS Program Name: \_\_\_\_\_

<b>STUDENT</b>	List all courses you intend to take during your period off campus, including alternates. To determine the number of credits awarded at Whitman, look under " <i>Credits</i> " on the program information section of the OCS website. Ask your major adviser to complete the sections about the transferability of OCS credit below. If appropriate, ask the chair of the department of your intended minor to complete the section about transferability of OCS credit (Note: Minors are declared at the beginning of the senior year through the Registrar.). 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. There is no guarantee for courses/credit not pre-approved on this form. If your OCS courses change, you must contact OCS to obtain approval.
<b>MAJOR ADVISERS</b>	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 General Degree Credit recommendations. The Registrar will review recommendations for consistency.
<b>MINOR DEPT CHAIRS</b>	Please indicate Minor Credit approval for relevant courses.
<b>CREDIT LIMITS</b>	At least <u>2/3 of Major Credits</u> and <u>3/5 of Minor Credits</u> must be earned in residence at Whitman, and some departments are more restrictive. Check the <a href="#">Whitman College Catalog</a> for details.

	Fall Semester	Spring Semester 20 _____						
Student - Fill in Below				<u>Major Adviser(s)</u> Fill in Below	<u>Minor Dept. Chair(s)</u> Fill in Below	<u>Major Adviser(s) and/or OCS Adviser</u> Fill in Below		
OCS Program Dept & Course #: ex: HS 301	OCS Program Course Title: ex: Cities of Delhi		Number of Credits Awarded at Whitman	Major Credit OR Course Equivalency: ex: SPAN 320, lower-level Politics, Biology elective, etc.	Minor Credit: ex: SPAN 320, lower-level Politics, Biology elective, etc.	General Studies Distribution Credit: Specify Area	General Degree Credit (✓)	No Credit (✓)

\*Additional comments from advisers about transferability of credit: \_\_\_\_\_

Major Adviser Signature Required (approving course selection and transfer credit as specified above)

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

2nd Major Adviser Signature Required (approving course selection and transfer credit as specified above)

**ACADEMIC INFORMATION**

**POST-OCS SEMESTERS** - List all courses you intend to take each semester at Whitman (or elsewhere including summer terms) after completing your off-campus studies. If you plan to enroll at another institution, please list the name of the institution. **Be sure to include in this section major requirements and distribution requirements that are not accounted for during your OCS semester(s).**

Student Name \_\_\_\_\_

<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER	YEAR [ ]	Institution _____	
Dept. & Course #:	Course Name:	Credits:	Dept. & Course #:	Course Name:	Credits:

<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER	YEAR [ ]	Institution _____	
Dept. & Course #:	Course Name:	Credits:	Dept. & Course #:	Course Name:	Credits:

<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER	YEAR [ ]	Institution _____	
Dept. & Course #:	Course Name:	Credits:	Dept. & Course #:	Course Name:	Credits:

**MINIMUM TOTAL CREDITS TOWARD GRADUATION:**

Total credits completed to date (on your Academic Evaluation under "Combined Credits") \_\_\_\_\_

Total credits from *Courses in the Semester Prior to OCS* + \_\_\_\_\_

Total credits from *Off-Campus Study Course Approval* page + \_\_\_\_\_

Total credits from *Post-OCS Semesters* (above) + \_\_\_\_\_

**TOTAL CREDITS ACCOUNTED FOR ON THIS WORKSHEET (must be at least 124)** \_\_\_\_\_

**AGREEMENTS & SIGNATURES**

**For the applicant:**

1. I have reviewed the proposed term(s) of off-campus study with my academic adviser and have examined with him/her the implications that such a proposed program has on my completion of Whitman's **requirements for graduation**. The program outlined above meets with the approval of my major adviser(s) and would, if completed as outlined, satisfy all Whitman College requirements for graduation.
2. I understand that the OCS Application review process involves review of my records with the Dean of Students at Whitman College, including my **disciplinary record**, and I grant permission to the Dean of Students to release that information to the Off-Campus Studies Office at Whitman and to the specific off-campus studies program(s) to which I am applying.
3. I understand that before enrolling in **off-campus courses** different from those approved on this form that I should contact the OCS Office to confirm whether or not the courses can be applied to my Whitman degree.
4. I understand that Whitman will communicate with me about important matters via my **Whitman e-mail and OCS CLEo account** and it is my responsibility to check it on a regular basis prior to and during my off-campus studies.
5. I understand that it is my responsibility to submit a Program Admission Application in a timely manner.

**Please check one of the following:**

- I have already submitted my program application on \_\_\_\_\_.
- I am intending to submit my program application by \_\_\_\_\_.
- My program does NOT require a separate admission application (i.e. DIS program).

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

\_\_\_\_\_  
 Date signed

**For the major adviser(s):**

As the above named student's major adviser, I endorse his/her plans to study off campus and affirm that the program outlined above meets my approval and would, if completed as outlined, satisfy all Whitman College requirements for graduation. I understand that if I have questions or concerns about this student's plan that I should contact the OCS Office or the Chair of the Off-Campus Studies Committee.

\_\_\_\_\_  
 Major Adviser's Signature

\_\_\_\_\_  
 Date signed

\_\_\_\_\_  
 Second Major Adviser's Signature  
 (Required for Combination Majors & Double Majors)

\_\_\_\_\_  
 Date signed

## PERSONAL ESSAYS

Please type your responses on a separate page(s) to the following questions. Responses to each question should be roughly one half to one full page in length, double spaced.

1. Please describe the relationship between your proposed off-campus study program and your academic program at Whitman. How does this particular off-campus study program and the courses you will take relate to your major(s), minor(s) language learning goals, and/or career goals? How have you prepared academically for your studies away?
2. We wish to ensure that all students going abroad or studying on a U.S. Partner Program are prepared for the emotional and social challenges of living in a foreign culture or in a major U.S. city. Please describe what aspect(s) of the living conditions or lifestyle in your destination that you expect to find most challenging, and what experiences you may have had to date that you think may help you with those challenges.

If the following questions pertain to you, please answer as directed.

3. **If your g.p.a. is below 3.0**, please tell us about the particular challenges you have faced with academics at Whitman and discuss why you feel you will be successful in your studies off-campus. (Response should be approximately one half to one full page in length.)
4. **If you are applying to an off-campus study program during your senior year**, you must write a brief essay explaining why you are studying off-campus in your last year, why you believe it is an appropriate time to study away, and how you plan to complete exam/thesis requirements in your major. You must also ask your major adviser to send an email to [offcampusstudies@whitman.edu](mailto:offcampusstudies@whitman.edu) indicating their approval for your plans to study off campus in your senior year and indicating whether or not he/she believes you can complete the exam/thesis requirements in your major if you do so.
5. **If your program has an Independent Study/Research component (e.g. SIT)**, you must submit a copy of your proposal outlining your plans for the independent project and have it reviewed and signed by your major adviser.
6. **If you are applying to attend two different programs (one fall and one spring)**, please be aware that permission to study in two different off-campus locations during one academic year will be granted by the OCS Committee only in exceptional cases as justified by extremely compelling academic goals. Please explain your reasons for requesting to participate in two distinct programs in one academic year. (Response should be approximately one full page in length.)
7. **If you do not have any graded courses in your major yet (including ES majors who do not yet have any graded courses in their subject specialization)**, please write a brief essay explaining why you believe the major you have declared is a good fit for you and the reason(s) you do not want to postpone study abroad. As a general rule, Whitman students who wish to be approved for OCS are expected to have at least one or two graded courses in their major on their academic record when they apply for OCS. You must also ask your **major adviser to send an email to [offcampusstudies@whitman.edu](mailto:offcampusstudies@whitman.edu)** indicating that they endorse your OCS plans even through you do not yet have any graded courses in your major.



## TRANSCRIPT RELEASE FORM

Complete all sections of this form and submit to the OCS office along with your Whitman OCS application.

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 unofficial transcript for the purposes of reviewing my OCS Application.

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

Student Name: \_\_\_\_\_ WID#: \_\_\_\_\_

Major: \_\_\_\_\_ (MAJOR MUST BE DECLARED PRIOR TO PROCESSING)

Full OCS Program Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Method of Delivery (See reverse side of this page for preferred delivery methods by program.)

- 1. **Unofficial Transcript Upload** - The Whitman Registrar will email the student a copy of an unofficial transcript so that the student can email or upload it to their partner program online. (no fee)  
  
My email address is: \_\_\_\_\_
- 2. **Official Electronic Transcript** - The student will use National Student Clearinghouse to send an official electronic transcript to their OCS program. The student may order their transcript through the link below and will receive directions on how to create an account: [www.getmystranscript.com](http://www.getmystranscript.com) (\$4.00 fee)
- 3. **Mailed Official Transcript** - The Whitman Registrar will mail a copy of an official transcript directly to the student's OCS program at the address provided below by the OCS staff. (no fee)

OCS Program Address: (OCS Staff Complete Only)

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## Requesting an Electronic Transcript for OCS Programs

- 1) Go to the National Student Clearinghouse website at: [www.getmytranscript.com](http://www.getmytranscript.com)
  - 2) Select the school that you wish to order your transcript copy from using the drop-down menu and click "submit".
  - 3) Review the school's transcript order welcome page message, then click "start" to go to the school's order form.
  - 4) Complete the transcript order form as thoroughly and accurately as possible, then click "next". You might get an error message that says "We're sorry, but we are having trouble locating your transcript data..." just click "Next".
  - 5) Complete the Additional Information page and click "Next".
  - 6) In the Select Recipient Type you will select "Educational Organization". Under FERPA Compliance it will ask "Who is the intended recipient of your transcript?" In the drop-down menu, select "Other" then click "Next"
  - 7) In the Educational Organization Recipient section it will ask for Organization Name, scroll all the way down to "Not In The List" this will then generate a place for you to Enter an Organization (IES Abroad, SIT, SFS, etc)
  - 8) In the Transcript Type and Purpose section you will select "Other" as the Transcript Purpose.
  - 9) In the Delivery Options section, select "Electronic PDF" for the Delivery Method. Read the text and confirm by checking the box. In the Recipient Email is where you will put the email address for the program. **That information you can find on the back of these instructions.** Complete form and click "Next".
  - 10) Review your transcript order.
  - 11) Enter your credit card information.
  - 12) Select "Paperless Signature"
  - 13) Your transcript will usually be sent to the email address you provide within 24 hours.
  - 14) If you have any questions, please feel free to call the OCS office or the Registrar's office.
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**PREFERRED DELIVERY METHODS BY PROGRAM**

PROGRAM	METHOD	DELIVERY PROCEDURE
AIT	3	Mail Official Transcript
AUSM (MSN)	1	Upload an Unofficial Transcript
AKP	3	Mail Official Transcript
AU Washington Semester	1	Upload an Unofficial Transcript
BADA	3	Mail Official Transcript
BSM	3	Mail Official Transcript
CIEE	1 and 3	Upload an Unofficial Transcript <u>and</u> Mail Official Transcript
CYA	2 or 3	E-transcript delivery to <a href="mailto:ifo@cyathens.org">ifo@cyathens.org</a> or Mail Official Transcript
DIS	1	Email Unofficial Transcript to <a href="mailto:dis@umn.edu">dis@umn.edu</a>
Frontiers Abroad	1	Upload an Unofficial Transcript
Hebrew University (RIS)	2 or 3	E-transcript delivery to <a href="mailto:apply@hebrewu.com">apply@hebrewu.com</a> or Mail Official Transcript
ICCS Rome	2 or 3	E-transcript delivery to <a href="mailto:gloaled@duke.edu">gloaled@duke.edu</a> or Mail Official Transcript
IES Abroad	1 and 2	Upload an Unofficial Transcript <u>and</u> E-transcript delivery to <a href="mailto:admissions@IESabroad.org">admissions@IESabroad.org</a>
IFSA-Butler	2 or 3	E-transcript delivery to <a href="mailto:forms@ifsa-butler.org">forms@ifsa-butler.org</a> or Mail Official Transcript
Middlebury	2 or 3	E-transcript delivery to <a href="mailto:internationalprograms@middlebury.edu">internationalprograms@middlebury.edu</a> or Mail Official Transcript
NTI	2 or 3	E-transcript delivery to <a href="mailto:Admissions@NationalTheaterInstitute.org">Admissions@NationalTheaterInstitute.org</a> or Mail Official Transcript
SEA Semester	3	Mail Official Transcript
SFS	2 or 3	E-transcript delivery to <a href="mailto:admissions@fieldstudies.org">admissions@fieldstudies.org</a> or Mail Official Transcript
SIT	2 or 3	E-transcript delivery (listed as School for International Training–SIT) or Mail Official Transcript
Syracuse University	1	Upload an Unofficial Transcript
TPC	1	Upload an Unofficial Transcript
University of East Anglia	1 and 3	Upload an Unofficial Transcript <u>and</u> Mail Official Transcript
University of Otago	1 and 3	Upload an Unofficial Transcript <u>and</u> Mail Official Transcript
University of St Andrews	2 or 3	E-transcript delivery to <a href="mailto:studyabroad@st-andrews.ac.uk">studyabroad@st-andrews.ac.uk</a> or Mail Official Transcript
Year of Study in Munich	3	Mail Official Transcript