

Off-Campus Studies
SUMMER STUDY ABROAD TRANSFER CREDIT APPLICATION

Instructions to the student:

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 his/her Whitman degree. Applications are reviewed by the Off-Campus Studies (OCS) staff the faculty Off-Campus Studies (OCS) 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 (OCS) Office (Mem 205), please allow up to **three weeks for processing**.

For more information visit <https://www.whitman.edu/off-campus-studies/programs>

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

PERSONAL INFORMATION

Name: _____ Nickname: _____

WID#: _____ E-mail: _____ Cell Phone #: _____

Permanent Address: _____

Permanent Phone #: _____ 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): _____

PROGRAM INFORMATION - The OCS Committee will be reviewing your program information to determine if the credits can be transferred to Whitman:

Full Study Abroad Program Name: _____

City: _____ Country: _____ Application Deadline: _____

Program **Start** and **End** date: _____

Program Website: _____

Name of the accredited US or foreign university that issues the transcript: _____

Are courses graded? Yes [] No [] (Note: Transfer credit is not available for courses taken pass/fail.)

Attach descriptions or syllabi of courses you wish to enroll in

EMERGENCY CONTACT INFORMATION

Relationship to you: _____

Name(s): _____

Home Tel: _____

Street: _____

Business or Cell: _____

City: _____ State/Zip: _____

E-mail: _____

□ **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.

□ **Essay:**

Attach a brief paragraph that explains why you want to attend this particular study abroad program.

□ **Academic Record Release:**

Complete and submit the ***Transcript Release Form*** (page 4 of this document) to the OCS office along with your OCS application (Memorial 205). This releases your Whitman *Academic Evaluation*, your academic record, to the OCS Office for review with this application. In addition, this form will release a transcript to your program provider as you designate.

SUMMER STUDY ABROAD COURSE APPROVAL

Student Name: _____ WID: _____ Major Adviser(s) or Pre-major adviser if undeclared: _____

Major(s): _____ Full Study Abroad Program Name: _____ Today's Date: _____

STUDENT	List all courses you intend to take during your period off campus, including alternates. 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.
FACULTY ADVISERS	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.
MINOR DEPT CHAIRS	Please indicate Minor Credit approval for relevant courses.
CREDIT LIMITS	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 Whitman College Catalog for details.

[] Term One [] Term Two 20 ____

Student – Fill in Below			Faculty Adviser(s) Fill in Below	Minor Dept. Chair(s) Fill in Below	Faculty Adviser(s) and/or OCS Adviser 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.	Distribution Credit: Specify Area	General Degree Credit (✓)	No Credit (✓)
	Alternate						
	Alternate						

Additional comments from advisers about transferability of credit: _____

Major Adviser Signature or Pre-major Adviser if major is undeclared - 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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For the applicant:

1. I understand that the OCS Application review process involves review of my records with the Dean of Students at Whitman College, including **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.
2. 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.
3. 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 OCS and during OCS.
4. 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)

Please check one of the following:

- My program has a home campus approval form* that is
- o Attached with this application
 - or
 - o Electronic
- My program does not have a home campus approval form

 Student's Signature

 Date signed

*This is a form completed by the Off-Campus Studies to attest to Whitman's approval of your participation on the program. Many programs require this as a prerequisite for admission to the program.

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 purpose of reviewing my Summer Study Abroad Transfer Credit 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.getmytranscript.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)

Off-Campus Studies

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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 and Mail Official Transcript
CYA	2 or 3	E-transcript delivery to ifo@cyathens.org or Mail Official Transcript
DIS	1	Email Unofficial Transcript to dis@umn.edu
Frontiers Abroad	1	Upload an Unofficial Transcript
Hebrew University (RIS)	2 or 3	E-transcript delivery to apply@hebrewu.com or Mail Official Transcript
ICCS Rome	2 or 3	E-transcript delivery to gloaled@duke.edu or Mail Official Transcript
IES Abroad	1 and 2	Upload an Unofficial Transcript and E-transcript delivery to admissions@IESabroad.org
IFSA-Butler	2 or 3	E-transcript delivery to forms@ifsa-butler.org or Mail Official Transcript
Middlebury	2 or 3	E-transcript delivery to internationalprograms@middlebury.edu or Mail Official Transcript
NTI	2 or 3	E-transcript delivery to Admissions@NationalTheaterInstitute.org or Mail Official Transcript
SEA Semester	3	Mail Official Transcript
SFS	2 or 3	E-transcript delivery to admissions@fieldstudies.org 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 and Mail Official Transcript
University of Otago	1 and 3	Upload an Unofficial Transcript and Mail Official Transcript
University of St Andrews	2 or 3	E-transcript delivery to studyabroad@st-andrews.ac.uk or Mail Official Transcript
Year of Study in Munich	3	Mail Official Transcript