

SPRINGFIELD COLLEGE

INTERNATIONAL CENTER

STUDY ABROAD APPLICATION CHECKLIST

Keep copies of all forms and signed documents for your files.

- Application: Complete all sections and sign.
- Statement of Purpose: One-page typed response to “Why I wish to study abroad.”
- Recommendation Forms: Two forms to submit. 1. General: must be completed by a faculty member or advisor. Make sure your name is clearly stated on the form. 2. Dean of students: must be completed by dean of students or appointed designee. (Spain Program: An additional recommendation is needed from most recent Spanish-language professor.)
- Acknowledgement Form: Complete all sections and sign.
- Participation and Indemnification Agreement: Complete all sections and sign.
- Course Selection and Pre-Approval (page three of Application Form.): Meet with your academic advisor and select seven courses and their course descriptions (ten for University of Limerick) to be signed by your advisor and transferred back from the host institution. Meet with the Academic Advising Office. Present the courses for pre-approval. Reminder: Both steps must be completed. **NOTE: When selecting courses, be aware of any pre-requisites. Also, be sure you have chosen 100-or-200 level courses for the correct semester.**
- Official Transcript: One must be requested at the Office of the Registrar and sent to the International Center for your file. Remember, you must have a cumulative GPA of 3.0 or higher to be accepted into any study abroad program.
- International Student ID Card (ISIC): All participants are required to purchase an ISIC card and submit a copy of the card to the International Center. www.myISIC.com
- Copy of Insurance Card: If your health insurance provider/company covers international travel health insurance, submit a copy of your card (front and back) with your application letter. If your health insurance provider/company does not cover international travel health insurance, contact the International Center. Note: Some of our programs require that you purchase additional health insurance coverage for the duration of your studies.
- Contact your health insurance provider to verify that you will be covered while traveling overseas, and to clarify how you are to pay for health services abroad.
- Signed copy of Health Information Form and Medical-Self Assessment Form.
- Request a copy of your immunization record from the Health Center.

- ❑ Financial Aid: Schedule an appointment with the Financial Aid Office.
- ❑ Residence Life: Schedule an appointment with the Department of Residence Life regarding housing for the semester you return.
- ❑ Host Institution Specific Application Form: Foreign institutions require their own application form to be completed in addition to the forms you will complete for Springfield College. Forms are available at the respective host institutions' Web site. It must be typed or printed clearly in ink and submitted to the International Center with Springfield College's Study Abroad Application. **NOTE: Host school applications may require additional documents and/or photos. Read carefully.**
- ❑ Citizenship and Immigration Services (CIS) CIS and Academic Programs International (API): Each provider has its own application which must be completed and submitted at the same time as the Springfield College application. These forms can be accessed online and can be found in their respective catalogues located in the International Center.
- ❑ Accommodation Form: Some programs have a housing form that needs to be completed at the same time as the application. Other programs send their accommodation form via e-mail once students have been accepted and students apply on-line.
- ❑ Three Passport-Size Photos.
- ❑ Visas: Some countries require study abroad students to have visas. You apply for your visa after you have been accepted into a program. For some countries, you can apply for your visa online. Others require you to schedule an appointment with a regional Consulate office. The cost varies from country to country and is an additional cost.
- ❑ One copy of your signed passport for the International Center.
- ❑ Non-Refundable Deposit: All participants need to submit a non-refundable \$500 fee to the Business Office by the deadline date. This fee is deductible from final costs. **NOTE: When you submit your application, you must bring a copy of your receipt of payment to the International Center.**
- ❑ Flight Itinerary: All accepted participants are required to submit their flight itinerary to and from the selected destination country.

DEADLINES

October 1 for spring semester programs

April 1 for fall semester programs