

Office of International Programs
Canwyll House, Bryn Mawr College
Bryn Mawr, PA 19101-2899
Tel: 610-526-7390
Fax: 610-526-6551
E-mail: oiip@brynmawr.edu

Welcome!

To the Study Abroad Application Process

Dear Student,

Welcome to the Office of International Programs (OIP). We are very pleased that you are considering studying abroad. This is the application packet, which contains all the forms and information you need to begin the process of applying to overseas programs. In this packet, you will find:

- **List of Deadlines:** There are many steps to complete before you are able to study abroad and it can be difficult to keep track of all of them. Use this list to help stay on top of the process.
- **Tips for Completing the Application:** This is a summary of all the instructions for filling out the application. Use this a quick reference on how to complete the different sections of the application
- **Application Instructions:** This is the complete version of all the instructions for the successful completion of the application. Be sure to read these carefully to prevent any confusion or delays regarding the application.
- **Application Checklist:** There are many parts of the application and some of them require the approval of other people, such as a dean or major advisor. This checklist keeps track of all the different sections required. Be sure to turn this list in to the OIP along with the application.
- **The Application:** These are all the forms needed to begin Bryn Mawr's study abroad application process. Make sure that all sections are completed, signed and returned to the OIP by the deadline printed at the top of the application.

For more information about studying abroad and a list of Bryn Mawr's approved programs, please also consult the Study Abroad Guide, which can be downloaded from the OIP website (www.brynmawr.edu/oiip/).

Living and studying in another country can be one of the most exciting and also one of the most daunting endeavors you may undertake during your time at Bryn Mawr. We are here to help you make the most of this experience and it is our hope that you will come to us with any questions or concerns. Contact us at any time.

Best of Luck with the Process!

Dean Theresa Cann

APPLICATION DEADLINES

- December 1, 2009** Deadline for applying to the Foreign Studies Committee via the Office of International Programs for permission to study at Oxford, Cambridge or London School of Economics for Academic Year 2010-2011. Begin these applications early!
- December 10, 2009** Deadline for applying to the Foreign Studies Committee via the Office of International Programs for permission to study at a non-approved program for Fall 2010 and/or Spring 2011.
- February 8, 2010** Deadline for applying to the Foreign Studies Committee via the Office of International Programs for permission to study at one of Bryn Mawr's *Study Abroad Approved Programs* for Fall 2010, Spring 2011 or Academic Year 2010-2011.
- Feb. 15- March 31, 2010** Application Deadlines for most overseas programs for Fall 2010.
- Oct. 2- Nov. 16, 2010** Application Deadlines for most overseas programs for Spring 2011.

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TIPS FOR COMPLETING YOUR BRYN MAWR COLLEGE STUDY ABROAD APPLICATION

- **Part A. Personal Information:** You are expected to have declared a major before submitting your application. If you have not declared a major, please list an “intended major”. Include all other required personal information.
- **Part B. Program Choices:** Indicate which semester would be your first choice for studying abroad, though every effort will be made to accommodate your choice of semester. You may not be granted your first choice.
- **Part C. Student Certification:** Your signature indicates that you have read the instructions and the Study Abroad Guide. Unsigned applications will not be processed.
- **Part D. Dean Certification:** You must plan on completing college-wide requirements prior to the start of senior year. You must also obtain your dean’s signature as approval for your study abroad plan.
- **Part E. Foreign Language Certification:** If you are applying to participate in a program in which the primary language of instruction is not English, please go to the Language Department and ask the Major Advisor to make sure that you have adequate preparation.
- **Part F. Essay:** Submit a typewritten essay stating the academic reasons behind your first and second-choice overseas programs.
- **Part G. Major Work Plans:** Provide 2 Major Work Plans with your application. Include classes you plan to take while abroad.
- **Part H. Transcript:** Provide a copy of your unofficial transcript with your application.
- **Part I. Major Advisor Evaluation:** Your major advisor must complete Section 2 of your application.
- **Part J. Dean/Major Advisor Recommendation for Study Abroad in a Specific Semester:** Your Dean or Major Advisor must complete this form if you must study abroad during a specific semester.

For further information and instructions, please consult the Bryn Mawr College Study Abroad Application and the Study Abroad Guide, available at the OIP web site:
<http://www.brynmawr.edu/oiip/>

BRYN MAWR COLLEGE STUDY ABROAD APPLICATION

For Fall 2010 and Spring 2011

APPLICATION DEADLINES:
TUESDAY, DECEMBER 1st 2009, 5 P.M.
Oxford, Cambridge, LSE applications only
THURSDAY DECEMBER 10th, 2009, 5 P.M
Non-Approved Programs application only
MONDAY, FEBRUARY 8th 2010, 5 P.M.
Approved programs for Fall 2010 and Spring 2011

Please first read the Study Abroad Guide, which explains Bryn Mawr study abroad policies and procedures in details. Carefully follow the application instructions before completing the information. All forms must be completed and returned to the Office of International Programs in Canwyll House West by the deadline date. Any student on probation or with an outstanding account balance is not eligible for consideration.

INSTRUCTIONS

Part A. Personal Information

You are expected to declare a major before submitting this application. Students without a major will be given lower priority in the Foreign Studies Committee approval process. If you have not yet declared a major, please list an "intended major."

Part B. Program Choices

Only foreign language majors or students eligible to study with programs for which one semester is not an option may study abroad for the full academic year. The Foreign Studies Committee will consider requests for exceptions to this policy from students who present a compelling academic plan that requires a full year of study outside the United States.

You are required to indicate which semester would be your first choice for studying abroad. Every effort will be made to accommodate your choice of semester. However, as the College must achieve a balance between the numbers of students who are abroad in the fall and who are abroad in the spring, some students may not be granted their first choice.

A student may not be required to indicate her semester preference if her Dean and/or her Major Advisor believes that, for academic reasons, she should study abroad in a particular semester. In this case, the Foreign Studies Committee requires a written explanation from the Dean and/or the Major Advisor (see Part J). If the Committee agrees that there is a substantive academic impediment to your study abroad in a particular semester, you will not be required to have a second-choice option. Generally the Committee will consider the following reasons (1) inability to complete the major; (2) inability to take courses following the study abroad semester in the appropriate sequence; (3) inability to complete the prerequisites for the study abroad program until the semester indicated.

The Committee understands that you may prefer a particular semester for non-academic reasons and will take your preference into consideration. Be sure to explain the reasons for your preferred semester in your essay (see Part F). However, please note that academic considerations and the necessity of balancing the numbers of students abroad in each semester are always given higher priorities.

Part C. Student Certification

Your signature indicates that you have read the application instructions and the Study Abroad Guide. You have also discussed your study abroad plans with your Dean and your Major Advisor. In addition, you authorize the Office of International Programs to release information from your records which are relevant to your study abroad application.

Part D. Dean Certification

You must discuss with your Dean how to complete the college-wide requirements if you go abroad. A student is required to complete college-wide requirements prior to the start of her senior year. These include:

- 1 unit of College Seminar
- 1 unit of Quantitative Skills
- The Foreign Language Requirement
- 2 units of Division I: Social Sciences
- 2 units of Division II: Natural Sciences and Mathematics (including a lab course)
- 2 units of Division III: Humanities
- 8 credits in Physical Education (including the swim test)

Students should have completed a minimum of 4 PE credits by the time of the application. It is not realistic to expect to satisfy the Q or Division II requirements while abroad or, in most cases, to study a language other than the native language of the country for which you apply.

If you are planning to study abroad for the full academic year, normally you will have completed all your requirements, including PE, by the end of the sophomore year. With prior approval from the Director of Athletics and Physical Education and appropriate documentation, it is possible to earn a maximum of 2 PE credits while abroad. If you are planning to study abroad for one semester, you should have made good progress towards completing these requirements by the end of the sophomore year and present a viable plan to complete them all by the end of the junior year.

Students failing to meet these standards or failing to present a viable plan will receive lower priority in the Foreign Studies Committee approval process.

Part E. Foreign Language Certification

If you are applying to a program in which the primary language of instruction is not English, please go to the Language Department and ask the Major Advisor to make sure that you have adequate preparation. Most non-English speaking programs expect you to complete at least intermediate language courses before matriculation, and some require more advanced preparation. Even after you have met Bryn Mawr's foreign language requirement through proficiency testing or advanced placement credit, you should continue building your foreign language skills in upper-level courses.

Part F. Essay

Submit a typewritten essay stating the academic reasons behind your first and second-choice overseas programs. The Foreign Studies Committee will carefully consider your essay, along with your academic record, the intellectual coherence between your study abroad proposal and your academic program, and the Dean's and Major Advisor's recommendations, in determining which students are granted their program and semester choices.

Organize your essay in sections with the headings below: (Maximum Length: 4 pages)

1. Fall-semester Program

What is the name of the program? Is it your first choice, second choice, or do you have no preference between the two? Explain your program choice for this semester in terms of its connection to your coursework, your major, concentration/minor, or other areas of interest. Describe how you believe this program will enhance your academic experience at Bryn Mawr. Give examples of specific ways in which you have prepared yourself, both academically and personally, for this experience. Discuss any additional objectives you wish to accomplish which may not be directly related to your coursework at Bryn Mawr (e.g., studying a language or taking courses that are not offered at the Tri-co community, doing an independent study).

Do not discuss semester preference in this section. See "Additional Consideration Regarding Choice of Semester."

If your Dean or Major Advisor is providing a statement indicating that you cannot, for academic reasons, study abroad in the fall semester, write "academic impediment" in this section. (See Part J).

2. Spring-semester Program

Follow the directions given above under Fall-semester Program. If your program is the same in both semesters, write "same as above" in this section.

3. Additional Considerations Regarding Choice of Semester

If you have other reasons for preferring to study abroad in one particular semester, please provide a detailed explanation here. You may cite any reasons, including extra-curricular or personal ones. Please note that while the Foreign Studies Committee will take into account all the reasons for your preference, compelling academic reasons are given higher priority in determining whether you are approved for your first choice.

Part G. Major Work Plans

Please provide two completed Major Work Plans incorporating the courses you plan to take while you study abroad: one for studying abroad in the fall semester and the other for the spring semester. You only need to provide one copy of your Major Work Plan if (1) you are eligible to study abroad for the full academic year, or (2) if your Dean or Major Advisor verifies that for academic reasons, you can only study abroad in one particular semester.

Part H. Transcript

Please provide a copy of your unofficial transcript, including the courses in which you are currently enrolled.

You can generate an unofficial transcript using Virtual Registrar at <http://www.brynmawr.edu/registrar/>. For the overseas program application, you need to obtain the official transcript from Office of the Registrar on the third Floor of Taylor Hall.

Part I. Major Advisor Evaluation

Please complete Section 1 of this form, sign it, and discuss your study abroad plans in detail with your major advisor. Ask your major advisor to complete Section 2 of this form and forward it directly to the Office of International Programs in Canwyll House West.

Part J. Dean/Major Advisor's Recommendation for Study Abroad in a Specific Semester

If for academic reasons you can study abroad only in one particular semester, your Dean or Major Advisor must complete this form. This statement should be submitted as soon as possible.

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Study Abroad Application Checklist

Return just this check list with application

Please attach this check list to your application before submitting to OIP. All documents must be submitted to OIP by the required deadline. Please do not return instructions with your application.

Name: _____ Date _____

Documents Included:	<input checked="" type="checkbox"/>
1. Parts A-E: Personal Information and Certification	
2. Part F: Essay	
3. Part G: Major Work Plans	
4. Part H: Unofficial Transcript	
5. Part I: Major Advisor's Evaluation	
6. Part J: Dean/Major Advisor's Recommendation for Specific Semester Abroad (<i>only if applicable</i>)	

BRYN MAWR COLLEGE STUDY ABROAD APPLICATION

For Fall 2010 and spring 2011

Deadline: Tuesday, December 1st 2009, 5 P.M./ Thursday December 10th, 2009/Monday, February 8th 2010, 5 P.M.

Part A. Personal Information (Please complete on a computer.)

Name _____ Bryn Mawr ID # _____
Last First Middle Initial

Date of Birth _____ Bryn Mawr E-Mail _____

Citizenship _____ If not U.S. citizen, please list your visa status _____

Class _____ Campus mailing Address _____ Campus or cell phone # _____

Mailing information for parents or guardians:

Name(s) _____ Phone # _____

Address _____
Street City State Zip

E-mail of Parents or guardians _____

Major _____ Advisor _____ GPA _____

Minor/Concentration _____ Advisor _____ GPA _____

Are You Receiving a Bryn Mawr, International, Posse, or Trustee Grant? Yes No

Part B. Program Choices

Fall 2010 * First Choice Second Choice

Program Name _____

Spring 2011 First Choice Second Choice

Program Name** _____

*You are required to indicate your first choice and second choice of semester for study abroad. See application instructions, Part B for details.

** If your program is the same in both semesters, write "same."

Part C. Student Certification

Your signature indicates that you have read the application instructions and the Study Abroad Guide. It also indicates that you have discussed your study abroad plans with your Dean and your Major Advisor. In addition, your signature authorizes the Office of International Programs to release information from your records which are relevant to your study abroad application.

Signature of Student _____ Date _____

Part D. Dean Certification

You must complete the following information before meeting with your Dean to discuss your study abroad plans.

Will you have completed all college-wide requirements before you go abroad? Yes No

If not, list your remaining requirements and explain precisely how and when you will complete them.

Have you ever required an extension beyond the end of the semester or withdrawn from a course? Yes No

If yes, explain the circumstances.

Signature of Dean _____ Date _____

Part E. Foreign Language Certification

If you are applying to a program in which the primary language of instruction is not English, please go to the Language Department and ask the Major Advisor to sign here.

Department _____ Name of the Major Advisor _____

Signature of the Major Advisor _____ Date _____

Part F. Essay

Submit a typewritten essay (see the instructions on how to organize your essay) stating the academic rationale for your proposal to study abroad for your first and second-choice programs. In determining which students are approved for their program and semester choices, the Foreign Studies Committee will carefully consider your essay, along with your academic record, the intellectual coherence of your study abroad proposal with your academic program, and Dean's and Major Advisor's recommendations.

Part G. Major Work Plans

Please provide two completed copies of your Major Work Plan incorporating the courses you plan to take while you study abroad. You should have two Plans: one for studying abroad in the fall semester and the other for the spring semester. You only need to provide one copy of your Major Work Plan if (1) you are eligible to study abroad for the full academic year, or (2) if your Dean or Major Advisor verifies that for academic reasons, you should study abroad in one particular semester only.

Part H. Unofficial Transcript

Please provide a copy of your unofficial transcript, including the courses in which you are currently enrolled. You can generate an unofficial transcript using Virtual Registrar at <http://www.brynmawr.edu/registrar/>.

Please complete Section 1 of this form, sign it, and discuss your study abroad plans in detail with your major adviser. Your major adviser should complete Section 2 of this form and may forward it directly OIP.

Section 1: General Information

Name _____ **Bryn Mawr ID #** _____
Last First Middle Initial

Major _____

I hereby waive my right of access to the information on this form and ask that it be completed and submitted to the Office of International Programs as part of my application for Bryn Mawr College's Study Abroad Program.

Signature: _____ **Date:** _____

Section 2: Major Advisor's Evaluation

1. Have you discussed the study abroad program and specific courses available and applicable to the major with the student? Yes No

2. Please assess how the student's proposed study abroad plan will affect her major:

Essential for the completion of the major

Will significantly enhance the major

Will complement BMC coursework in major

Will count toward the major, but will not significantly change the quality of the major

Will not count toward the major

Other (please specify) _____

Insufficient information available to assess the proposed courses

3. Please comment on the student's ability to work independently, manage her time, and perform on comprehensive exams. In your opinion, would the student be well served by a program requiring much self direction or by a highly structured program?

Name of Major Advisor _____

Signature of Major Advisor _____

Department _____ **Date** _____

Please return to the Office of International Programs in Canwyll House West.

Part J. Dean/Major Advisor's Recommendation for Study Abroad in a Specific Semester

If for academic reasons you can only study abroad in one particular semester, your Dean and/or Major Advisor must complete this form. This form should be submitted as soon as possible.

Name _____ Bryn Mawr ID # _____
Last First Middle Initial

Major _____

The following must be completed by your Dean and/or Major Advisor:

Note to the Dean and/or Major Advisor: A student must apply for a fall-semester and a spring-semester study abroad program unless she is exempt from this requirement. Generally, the Committee will consider the following reasons: (1) inability to complete the major; (2) inability to take courses following the study abroad semester in the appropriate sequence; (3) inability to complete the prerequisites for the study abroad program. Non-academic, extra-curricula, or personal considerations may be included, but they are given lower priority in determining whether the student is approved for her first choice.

This statement should be submitted as soon as possible.

- 1. Is the student making satisfactory progress towards her degree? Yes No
- 2. The student is not able to study abroad in the Fall Spring semester (please check one) because:
 - She cannot complete her major.
 - She cannot take courses following the study abroad semester in the appropriate sequence.
 - She cannot complete the prerequisites for the study abroad program until the semester indicated.
 - Other (Please explain).

Name of Dean or Major Advisor _____

Signature of Dean or Major Advisor _____

Department _____ Date _____