

APPLICATION PROCEDURE

The Bryn Mawr application is due in the Office of International Programs by the required deadline. All study abroad applications are carefully reviewed by the Foreign Studies Committee. Usually applicants will receive written notification granting, denying, or giving conditions for permission to study abroad within 4-6 weeks of the application deadline. For programs on the approved list a student may begin to apply to the programs simultaneously as she is compiling her Bryn Mawr study abroad application materials. If she wants to apply to a program that is not on the list, she must obtain prior approval of her plans from the Foreign Studies Committee. This process requires significant additional planning.

Bryn Mawr Study Abroad Application Procedure

The Bryn Mawr study abroad application, which is available at <http://www.brynmawr.edu/oip> or in the Office of International Programs, includes:

Biographical Information

A student's biographical information is required for a complete application.

Semester Preferences and Program Choices

Only students who are majoring in a foreign language or are interesting in studying at LSE, Oxford or Cambridge may apply to study abroad for a full year. All others are required to indicate which semester would be their first choice for study abroad. Every effort will be made to accommodate your choice of semester. However, as the College must achieve a balance between the students who are abroad in the fall and those who are abroad in the spring, some students may not be granted their first choice.

If your dean or major adviser believes that, for academic reasons, you should not study abroad in a particular semester, he or she should send the Foreign Studies Committee a written explanation (see the Semester Specific Certification.) 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. However, please note that academic considerations and the necessity of balancing the numbers of students abroad in each semester are always given higher priorities.

Student Certification

Your signature indicates that you have read the application instructions and this Guide, and also discussed your study abroad plans with your dean and 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.

Essay

The study abroad essay is an opportunity to personalize your BMC study abroad application. Your essay should not be more than four pages long and it should address the following areas:

1. What initially inspired you to study abroad and the reasons why you decided to study abroad in the particular country or the particular programs you have chosen.
2. How you have prepared for study abroad: academically, socially and personally; how you have also prepared to handle any challenges you anticipate while studying abroad.
3. The impact that your study abroad program will have on your academic goals: enhance your language skills, pursue courses for your major/minor, take electives to broaden your academic perspectives and/or learn a new language.
4. The impact that your study abroad program will have on your professional goals. Will you learn skills or conduct research that will be necessary and/or support your overall future career or preparation for graduate school?

5. Semester Specific study abroad. If you can only study abroad in a particular semester, add a separate section in your essay with the headings: "Semester Specific for study abroad" In this section, discuss the reasons for your semester preference. 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 whether to grant you your semester choice.

Major Work Plans

You need to provide two completed Major Work Plans incorporating the courses you plan to take while you are studying 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.

Transcript: You can generate and submit an unofficial transcript using Virtual Registrar

Dean Certification

All students must complete college-wide requirements prior to the start of their senior year. You must discuss with your dean how to complete the college-wide requirements if you go abroad.

Foreign Language Certification

If you are applying to a program in which the primary language of instruction is not English, you need to go to the language department and ask the Major Advisor (lower case) to make sure that you have adequate preparation. Most non-English speaking programs expect students to complete at least intermediate language courses before matriculation, and some require more advanced preparation. Even after a student has met Bryn Mawr's foreign language requirement through course work, proficiency testing or advance placement credit, she should continue building her foreign language skills in upper-level courses.

Major Advisor Evaluation: You must discuss your study abroad plans in detail with your major advisor, and your major advisor must complete Section 2 of the evaluation form.

Semester Specific Certification:

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

Requesting Permission to Study on a Non-Approved Program

You may request permission to participate in a program that does not appear on the approved list, if you feel that this program will provide particular academic benefits that none of the approved programs offer. For example, if your research in your major focuses on a country in which no programs are listed, you may have adequate reason to request a non-approved program. However, if you want to study in a country for which several programs already appear on the approved list, consider all the approved programs carefully, for permission will rarely be granted to attend another program in that country.

Do bear in mind that obtaining permission for a non-approved program requires significantly more time and effort than applying to an approved program. Thus you should begin the process as early as possible. You should consult with your dean, major advisor, and the Director of International Programs multiple times as you gather information about the program you are requesting to be sure that it will fulfill Bryn Mawr's academic requirements.

To request permission to study on a non-approved program, you must submit the following documents to the Office of International Programs by the required deadline.

1. Bryn Mawr Study Abroad Application Form
2. An additional statement by your major advisor recommending your choice as an important academic alternative to the approved programs
3. An additional essay explaining why you want to attend this program. You should list specifically:
 - 1) What courses you intend to take;

- 2) How these courses will enhance your work in the major;
- 3) Any courses you intend to pursue outside your major.
4. A copy of the program description, including a list of courses and support services offered, and program dates, examination procedures, and costs.
5. A contact person for the program.

The Foreign Studies Committee will assess the overall academic quality of the program and its relevance to your plan of study in comparison with programs on the approved list. You will be notified of the Committee's decision regarding your request before the application deadline for study in an approved program.

Confirming Your Study Abroad Approval

If you are approved to study abroad, you will be notified in writing. Please submit the acceptance form to the Office of International Programs within seven days of receiving your approval notice.

The Foreign Studies Committee reserves the right to withdraw the approval of a student who fails to return the Study Abroad Confirmation Form within the required 7 days.