

IMPORTANT: Please type or print information all sections of the application, legibly in black ink.

Students studying abroad must submit the original of this application to the Center for International Education by the deadlines noted on the insert. Students studying in the U.S. should submit the original to the Office of the University Registrar prior to leaving campus for their study. All students should keep a copy of the completed application for their own records.

(1) W&L ID # _____ Student Name: _____ W&L Class: _____

Applying for: **FULL YEAR 20** _____ **FALL 20** _____ **WINTER 20** _____ **WINTER & SPRING 20** _____ **SUMMER 20** _____

Program and/or university applying to: _____ Program Dates: _____

Country (if not U.S.) and city/place of study: _____

Program contact: _____ E-mail: _____ Phone: _____

Your W&L Major(s): _____ Cumulative GPA: _____ Most Recent Term GPA: _____

W&L Address: _____ E-mail: _____ Phone: _____

Permanent Address: _____ E-mail: _____ Phone: _____

Your citizenship: _____ Passport #: _____ Exp. date: _____

Primary language(s) of instruction on program: _____

Your language background (course levels attained): _____

(2) Have you ever been subject to disciplinary action or placed on academic probation while at W&L?
NO _____ YES _____ (If so, please **attach** an explanation with dates)

(3) **IMPORTANT: Statement of Purpose.** Please **attach** a brief statement explaining your objectives in pursuing this proposed off-campus study and the primary focus of your study on this program. Why are you requesting approval for this particular program or institution?

(4) I understand the policies governing off-campus study and accept the responsibilities. If studying abroad, I have read and will adhere to the Agreement of Responsible Travel. I understand that I am required to be enrolled **full time** in a pre-approved W&L course of study while abroad.

Student Signature: _____ Date: _____

Academic Adviser's Approval: By enrolling in and successfully completing the courses described here, the student will make appropriate progress toward meeting W&L degree requirements in a timely manner.

Faculty Adviser (**print name**): _____ Initials: _____ Date: _____

For Students Studying within the U.S.: This is an approved course of study at an accredited institution.

Signature of Academic Dean: _____ Date: _____

For Students Studying Abroad: This student has been advised of the rules and procedures governing study abroad.

Director of International Education: _____ Date: _____

(5) COURSE SELECTION AND DESCRIPTION FOR CREDIT TRANSFER EVALUATION

Until a course has been approved by the appropriate W&L department head, no credit has been authorized.

COURSE 1: Off-campus course title and number: _____ Language of instruction: _____
Number of contact hours per week: _____ Number of weeks of instruction: _____ Number of credits offered: _____
Brief Course Description (include information on format of instruction, instructor name and employer, etc., if known): _____

W&L crediting department	Equivalent W&L course number	or	Non-equivalent W&L elective course designation (Courses and Degrees petition required for GE or FDR)			W&L credit anticipated
			Dept	Level (100, 200, etc.)	Used for major? (NOT from summer school)	

Signature of W&L department head: _____ Date: _____

COURSE 2: Off-campus course title and number: _____ Language of instruction: _____
Number of contact hours per week: _____ Number of weeks of instruction: _____ Number of credits offered: _____
Brief Course Description (include information on format of instruction, instructor name and employer, etc., if known): _____

W&L crediting department	Equivalent W&L course number	or	Non-equivalent W&L elective course designation (Courses and Degrees petition required for GE or FDR)			W&L credit anticipated
			Dept	Level (100, 200, etc.)	Used for major? (NOT from summer school)	

Signature of W&L department head: _____ Date: _____

COURSE 3: Off-campus course title and number: _____ Language of instruction: _____
Number of contact hours per week: _____ Number of weeks of instruction: _____ Number of credits offered: _____
Brief Course Description (include information on format of instruction, instructor name and employer, etc., if known): _____

W&L crediting department	Equivalent W&L course number	or	Non-equivalent W&L elective course designation (Courses and Degrees petition required for GE or FDR)			W&L credit anticipated
			Dept	Level (100, 200, etc.)	Used for major? (NOT from summer school)	

Signature of W&L department head: _____ Date: _____

COURSE 4: Off-campus course title and number: _____ Language of instruction: _____
Number of contact hours per week: _____ Number of weeks of instruction: _____ Number of credits offered: _____
Brief Course Description (include information on format of instruction, instructor name and employer, etc., if known): _____

W&L crediting department	Equivalent W&L course number	or	Non-equivalent W&L elective course designation (Courses and Degrees petition required for GE or FDR)			W&L credit anticipated
			Dept	Level (100, 200, etc.)	Used for major? (NOT from summer school)	

Signature of W&L department head: _____ Date: _____

COURSE SELECTION AND DESCRIPTION FOR CREDIT TRANSFER EVALUATION

Until a course has been approved by the appropriate W&L department head, no credit has been authorized.

COURSE 5: Off-campus course title and number: _____ Language of instruction: _____
 Number of contact hours per week: _____ Number of weeks of instruction: _____ Number of credits offered: _____
 Brief Course Description (include information on format of instruction, instructor name and employer, etc., if known): _____

W&L crediting department	Equivalent W&L course number	or	Non-equivalent W&L elective course designation (Courses and Degrees petition required for GE or FDR)			W&L credit anticipated
			Dept	Level (100, 200, etc.)	Used for major? (NOT from summer school)	

Signature of W&L department head: _____ Date: _____

COURSE 6: Off-campus course title and number: _____ Language of instruction: _____
 Number of contact hours per week: _____ Number of weeks of instruction: _____ Number of credits offered: _____
 Brief Course Description (include information on format of instruction, instructor name and employer, etc., if known): _____

W&L crediting department	Equivalent W&L course number	or	Non-equivalent W&L elective course designation (Courses and Degrees petition required for GE or FDR)			W&L credit anticipated
			Dept	Level (100, 200, etc.)	Used for major? (NOT from summer school)	

Signature of W&L department head: _____ Date: _____

COURSE 7: Off-campus course title and number: _____ Language of instruction: _____
 Number of contact hours per week: _____ Number of weeks of instruction: _____ Number of credits offered: _____
 Brief Course Description (include information on format of instruction, instructor name and employer, etc., if known): _____

W&L crediting department	Equivalent W&L course number	or	Non-equivalent W&L elective course designation (Courses and Degrees petition required for GE or FDR)			W&L credit anticipated
			Dept	Level (100, 200, etc.)	Used for major? (NOT from summer school)	

Signature of W&L department head: _____ Date: _____

COURSE 8: Off-campus course title and number: _____ Language of instruction: _____
 Number of contact hours per week: _____ Number of weeks of instruction: _____ Number of credits offered: _____
 Brief Course Description (include information on format of instruction, instructor name and employer, etc., if known): _____

W&L crediting department	Equivalent W&L course number	or	Non-equivalent W&L elective course designation (Courses and Degrees petition required for GE or FDR)			W&L credit anticipated
			Dept	Level (100, 200, etc.)	Used for major? (NOT from summer school)	

Signature of W&L department head: _____ Date: _____

**(6) Agreement of Responsible Travel
Required for all students studying abroad**

1. Traveling overseas incurs a certain level of risk. These risks are minimized by the exercise of reasonable care, which includes a knowledge of and adherence to all appropriate health and safety guidelines for the countries you are visiting, being aware of travel advisories issued by the U.S. State Department for the country or region in which you are traveling, and familiarizing yourself with other local conditions which may impact your travel. While studying abroad, you assume responsibility for your own health, safety, and academic performance. By asking W&L to grant credit for academic work performed abroad, you are agreeing to travel and to study responsibly. While studying overseas you also agree to represent W&L well in both your personal and academic conduct, to adhere to our Honor System, to obey the local laws and to be sensitive to the social customs of your host country. We ask that you share this written agreement with your parent(s) or guardian(s). _____ **(Student initials here)**

2. *Acknowledgment of Risk and Statement of Responsibility:* My participation in this study abroad program is voluntary. I acknowledge that there are risks inherent in traveling and living abroad and I agree to assume and accept all risks and responsibility for my health, safety, and property while participating in this program. Without reservation, and on behalf of myself, my heir, and my estate, I release Washington and Lee University (“the University”), its officers, trustees, agents, and employees, from any claim or liability of whatever nature arising out of, or in any way related to my participation in this program, including , but not limited to, injury, loss, damage, delay, medical or other expense from any cause whatsoever (including, but not limited to, sickness, accident, weather, war, quarantine, government restrictions, act or omission of a common carrier, hotel, restaurant or other agency). I understand that the University reserves the right to award or deny me academic credit for any study undertaken while abroad based on my academic performance and my adherence to the policies and guidelines established by the University for such study overseas. _____ **(Student initials here)**

3. I acknowledge that it is my responsibility to obtain and carry at all times a valid passport and any other travel documents deemed necessary by the program director or the institution in which I intend to enroll. I will comply with the University’s policies and standards for student conduct, the host institution’s or program’s rules and guidelines, and the laws of the host country(ies) while participating in this program. I understand and agree that if I violate any of these, or otherwise demonstrate behavior which is detrimental to the group or the program, I may be dismissed from the program and sent home at my own expense and that, in this case, may forfeit any rights to academic credit from the University for study performed while abroad. I understand that the University may require certain conditions to be met before transferring credit for academic work performed while abroad including, but not limited to, my participation in the pre-departure and returning students orientation programs and my written evaluation of my study abroad program and experience upon my return to W&L. _____ **(Student initials here)**

4. I understand that I am giving my permission for discussion and transfer of my academic and disciplinary records and status, including attendance, between W&L offices and between W&L and the host institution or program. I further understand that I must remain enrolled on a full-time basis and must maintain the appropriate cumulative grade-point averages required by both W&L and the host program in order to remain eligible to study abroad. I also give my permission for the host institution or program abroad, the U.S. State Department or any other agency of the United States or other national or local government to release to W&L any information regarding my whereabouts, health, safety or well-being. _____ **(Student initials here)**

5. I represent that I am physically and psychologically able, with or without accommodation, to participate in this program and have obtained or will obtain the required and recommended immunizations and other pre-departure healthcare. I have consulted with my primary care physician and/or mental health provider about my study abroad plans and they agree that there are no contraindications to my participation on this program. If I am currently under medical or mental health treatment or expect to be at the time of my study abroad, I understand that I must disclose this information as a part of this application process and attach a letter explaining my condition and treatment. I give my permission for the University to release confidential health records to the host institution, program or health care providers as necessary to meet my health care needs while I am participating in this program. I understand that it is my responsibility to have health and accident insurance coverage at all times while participating in this program, and to advance all necessary medical expenses. _____ **(Student initials here)**

Name of Physician _____ Phone #: _____ Fax# _____ E-mail: _____

Insurance company: _____ Phone #: _____ Policy #: _____

6. I understand that I am solely responsible for any financial obligations entered into for my study abroad and am responsible for payment of any program or university fees. I agree to report immediately to W&L’s Office of Financial Aid any scholarships or grants awarded to me from any source, and to work with that office in a timely manner as instructed for the transfer of any W&L aid to cover costs associated with my study abroad program. _____ **(Student initials here)**

-- PLEASE READ AND KEEP THIS PAGE --
OFF-CAMPUS STUDY POLICIES AND GUIDELINES

Eligibility for Off-Campus Study Students must have a cumulative GPA of at least 2.500 to apply for off-campus study for W&L credit during the academic year (exchange or study abroad) or 2.500 to apply for study abroad during the summer. Students must consult with their academic adviser(s) to ensure that their proposed course of study will enable them to make normal progress toward completion or major and degree requirements in a timely fashion. Seniors traveling in the winter or spring terms should do so only if their certification for graduation will not be in jeopardy. Requests for exceptions to these or other academic rules must be submitted in advance to the Committee on Courses and Degrees through the Dean of the College. Study within the U.S. also requires the signature of an academic dean; to study abroad you must consult with the Director of International Education.

Credit for Off-Campus Study: Credit for courses taken off campus will be transferred once an official transcript for the work completed has been received by the W&L University Registrar and approval given by the appropriate department(s). Approvals must be obtained and official transcript received by the University Registrar before the conclusion (last day of classes) of the first 12-week term following the study off campus. Late submissions will be charged an initial fee of \$100 and \$50 per term beyond the deadline. Exceptions to this rule may be granted by appealing to the Faculty Executive Committee. For study abroad, W&L's Center for International Education (CIE) must approve the program in advance of any other arrangements being made by the student, and students must attend on-campus orientations and complete an evaluation of their study abroad experience and submit it to the CIE. Credits may be transferred only if a grade of C (2.0) or better is received. Grades are not transferred and do not become a part of your W&L GPA except for students who attend a university with whom W&L has an official exchange agreement.

Award of Credit Hours: The approval of credit hours applied to major requirements and the level at which they are applied (100, 200, etc) will be determined by the appropriate department head or dean at W&L, as recorded on this application. Those credits approved as **equivalent** to a specific W&L course number will meet the same requirements that W&L course does. Those credits approved as **non-equivalent** electives may be applied to major requirements with permission of the department head but will require a separate petition to the Committee on Courses and Degrees, if the student wants them to meet GE or FDR requirements. No strict correlation exists between contact hours in courses taken off campus and credit hours awarded by W&L. Policy on the number of credit hours which will be approved for study abroad may be obtained from the Office of International Education or the Office of the University Registrar. W&L does not award more credit for a program than that awarded by the host institution, as determined by the host's official transcript, regardless of what a department head may approve on this form. For more information on the process of determining how many credit hours may be awarded for study abroad, read carefully the policy on the Web site at <http://internationaleducation.wlu.edu/studyabroad/policies.htm>.

Financial Aid for Study Abroad: Most W&L financial aid may be transferred to help cover the costs of a study abroad program. The level of aid may be adjusted to reflect the actual cost of the study abroad program. Students on financial aid who wish to apply to have this aid available for study abroad **MUST** request the appropriate consortium agreement from the Office of Financial Aid at W&L and assume responsibility for its prompt return. Failure to do so may result in the forfeiture of financial aid for study abroad. Students on financial aid must consult with the W&L Business Office to ensure proper transfer of their financial aid funds to their study abroad program or university.

Special Rules for Summer Off-Campus Study: Courses must be taken at an accredited four-year college or university or on an approved study abroad program. A maximum of four courses (14 credits) is allowed toward degree requirements for summer study. Of these, a maximum of two courses may be taken for general education or for cognates in the major. These may not include courses in the major subject or major group, except repeats. A maximum of two courses may be repeated. Even when a course is repeated, the old grade remains on the W&L transcript and in the GPAs. You may not take a course which is a specific prerequisite for a course which has already been taken. Semester credits will be transferred as equivalent from the host institution; quarter credits will be converted by multiplying them by .67 and truncating (not rounding). Official transcripts are due to the University Registrar by December 1 of the year in which summer study is completed. Questions should be directed to the University Registrar's office.

Language Study Requirement: Students studying abroad in a non-English speaking host culture will be required to study the language of that culture at an appropriate level during the period of their enrollment there. Students studying in a host culture whose language is taught at W&L are strongly encouraged to undertake at least one year of study of that language prior to their abroad experience. Language study abroad must be approved in advance by the head of the relevant language department at W&L or if there is no department offering that language, such approval must be sought from the Dean of the College.

Study Abroad Fee: Students studying abroad on a non-W&L program will be assessed a fee for each 12-week term on their W&L bill. This fee will cover necessary study abroad administrative costs assumed by the University.

Instructions for Seeking Credit for Individual Courses from Off-Campus: If you find you need to change courses for which you will be seeking W&L credit after you have arrived at your program or if you were unable to complete the pre-approval process for any course(s) due to lack of information, contact your academic adviser as quickly as possible (by e-mail or fax) and inform him or her of your course choices. Presumably you will have already discussed your interests and options before leaving and these choices should present no surprises. It may be possible for you to get a blanket approval for certain types of courses before you leave (i.e. literature or history or language, within a certain area). Once your adviser has approved the course(s) or change(s), contact the head(s) of the appropriate W&L department(s) as expeditiously as possible for course credit approval. You should include a course description and if possible, a syllabus and/or reading list. Ask the department head to please let you know whether this course is approved for W&L credit (and how much credit) as soon as possible, with a copy to the University Registrar's Office. **Please note:** unless the materials are being sent to a language department or to a faculty member who you know absolutely to be fluent in the language of your host country, all materials sent should be in English (translate or have them translated if necessary). Once the course(s) has been approved by the relevant department here at W&L, please notify the Office of International Education (study abroad only) or the University Registrar that this has been completed. **Remember, while abroad you must maintain a full-time load of courses appropriate to your W&L program.**

Registering from Abroad: Advice from the University Registrar: Take your W&L course catalog with you. Try to get access to a Web browser and e-mail as soon as you get to your host program or school. Students may register for classes for the coming term while they are off campus. The University Registrar's Office will handle PreRegistration for students studying abroad. Class offerings are posted on the W&L Web site about one week before registration begins. Students may then contact their own academic adviser(s) with their class selections before the registration deadline; the academic adviser may submit a registration for the student to the University Registrar's office. If Web browsers are inaccessible or too expensive, communicate with your academic adviser in whatever way is easiest -- e-mail, fax, phone -- and stay in touch regarding course offerings and the registration schedule. (Your adviser or a friend could actually do your registration, if willing.)

Because all of the registration information is sent to your W&L e-mail address, it would be helpful if you could get access to your e-mail while abroad. You can either arrange to check it directly or, once you arrive and know your host institution e-mail address, you may request that your W&L e-mail be forwarded to that address. Instructions for forwarding your e-mail can be found on the Web at <http://helpdesk.wlu.edu>, under "How tos."

Registrations take place on the same general schedule each year.

For winter term: PreRegistration beginning mid-October, Web Registration beginning late October.

For spring term: No PreRegistration, Web Registration beginning late February or early March.

For fall term: PreRegistration beginning early May, Web Registration beginning mid-May.

Important Contact Information

Office of the University Registrar:

Web: <http://registrar.wlu.edu/>
phone: 1.540.458.8455 (no voice mail)
fax: 1.540.458.8045
e-mail: registrar@wlu.edu
mail: University Registrar
Early-Fielding G06
Washington and Lee University
Lexington VA 24450-2116

Center for International Education :

Web: <http://internationaleducation.wlu.edu/>
phone: 1.540.458.8145
fax: 1.540.458.8179
e-mail: wklingel@wlu.edu
mail: Center for International Education
21 University Place
Washington and Lee University
Lexington VA 24450-2116

APPLICATION DEADLINES FOR STUDY ABROAD

For Fall Term and Full Year study, the application deadline is March 20.

For Winter Term study, the application deadline is October 20.

For Spring Term study, the application deadline is February 1.

For Summer Term study, the application deadline is March 1.

Please note: if the deadline falls on a week end, the application is due on the last business day before the deadline.