WU Sponsored Programs – Study Abroad Application

LEARNING CONTENT, items B-D

B. Application Review Process

- Applications are not reviewed for approval/denial until after the deadline.
- Late applications are NOT considered.
  - You are responsible for ensuring that all the materials are "Received" by the deadline.
  - When you have completed everything you are responsible for, use the "Submit Application" button to signify you are done with your application.
  - Track your application status regularly so you can follow up on any problems and to track recommendation status.

Summer programs ONLY: A summer program may be reopened or canceled if it does not sufficiently fill.

- Applications are reviewed by the Off-Campus Studies Committee (OCSC) comprised of five to seven faculty, the Director of International Education, and up to two students who previously studied abroad. Programs can be competitive according to kind of program, number of applicants, budgets, and spaces available.
- Preference is given to applicants as follows:
  o SEMESTER/YEAR- Those who will have junior standing or above at the time of the program.
  o SUMMER- Programs are open to all class levels.
- Notification will be sent out no later than March 7, 2017 unless otherwise announced. Notice of acceptance or denial for off-campus study on a Willamette Program is done electronically via the portal. You will receive an email prompting you to access the portal. Official notifications are released for all programs at the same time.
- Review of each application is confidential and all decisions are final.
- Appeals (of any kind): Directions for submitting an appeal for denied applications will be included with the denial. Appeals will be considered only in the case of demonstrated administrative error, an extenuating change in circumstances normally beyond the student's control, or there is new information that would justify review of the case. An appeal must be RECEIVED IN ITS ENTIRETY within three weeks of the date of your notification letter.
- Deposit payment in the amount of $300 will be due if your application is approved. Deposit instructions will be outlined at the time of acceptance notification. Be prepared to pay the deposit by CASH or CHECK only. The deposit policy is posted here: http://willamette.edu/dept/oie/abroad/accepted/index.html.
- Denials/Decline:
  - If your application is not approved (denied) or you decline placement, you may re-apply during the following year's application cycle or take a leave from Willamette to pursue study abroad.
  - Decline: If you decline your placement, you are agreeing that you understand you are no longer eligible for programs in that academic year.
  Whether you are denied or you decline, there are many catalogs and brochures available in the OIE lobby for non-Willamette programs. Credit earned on leave for a non-WU programs is limited. Meet with the WU University Registrar for details.

C. Policies for Study Abroad : Willamette Policies for Study Abroad

Studying abroad is a privilege that is earned, not a right. Our programs are based on ongoing relationships with our international partners. Student participants are representatives of Willamette University and play a large role in the mutually beneficial relationship that the Willamette community enjoys. The following policies apply to study abroad at Willamette. It is important to read and understand these policies BEFORE you commit to applying for study abroad. CONTINUED.....
• **Full-time enrollment**: A student must be enrolled full-time (at least 3.0 credits) at Willamette University during the semester prior to study abroad.

• **Enrollment in language class**: In order to participate in a language-based program, a student must be enrolled in the appropriate language class the semester prior to study abroad. This class cannot be taken on an "audit" basis.

• **Year-long study abroad**: Studying abroad for a year is possible however, one of the two semesters must be an exchange program. Exchange programs are indicated on the list of sponsored programs.

• **Travel before program begins**: In the three to four month PRIOR to the start date of their program(s), students should severely limit or avoid international travel. Many programs require students to apply for a visa prior to departure, which often includes submission of the original passport for several weeks while the visa application is being processed. If you cannot avoid travel in the months prior to study abroad, discuss the situation with an OIE Advisor. This policy usually does not prevent students from traveling for a short period (7-10 days) prior to their program start date with the appropriate advance planning.

### D. Recommendations - who can do it and how to get it done

**FOR ALL ITEMS IN THE RECOMMENDATIONS SECTION:**

1. **Be courteous**. Please have a conversation with each person BEFORE you ask them to complete a recommendation for you. Find out whether they agree to do this for you, give them any information they want to know about your plans, and make sure they know the online recommendation process involves an email from OIE that will give them instructions on how to complete the online process.

2. **Allow your references AT LEAST three weeks** to complete the online recommendation process.

3. Each item below this section describes who is an appropriate recommender. Questions are designed to address the specific kind of relationship the recommender has with you.

4. If your **recommender cannot complete the process** online AND does not make alternate arrangements with OIE, you will have an incomplete application and it will not be considered. They should contact OIE at <oieadvising@willamette.edu>

5. **IF REFERENCES have questions** about the form, process, or deadline they should contact OIE at <oieadvising@willamette.edu>

6. **IF YOU have questions about WHO should or can complete one of these items for you**, contact the OIE <oieadvising@willamette.edu>. All questions should be posed well before the deadline.

#### Faculty Recommendation Form

♦ This is someone who knows you in the context of being your instructor/faculty *in a class* (not only as an advisor).

♦ This person does not have to know you very well PERSONALLY. The questions target your demeanor and intellectual curiosity in a classroom setting.

♦ If your recommender cannot complete the online process by the deadline, please have your recommender contact OIE at <oieadvising@willamette.edu> for instructions.

♦ You can COPY this recommendation into other applications. See NOTES at the end for information.

#### Personal Recommendation Form

If you have ANY questions about this kind of recommendation, contact OIE .

♦ Choose an EMPLOYER, member of the CLERGY who knows you well, COACH, PERFORMANCE DIRECTOR, or CLUB ADVISOR. *Do not use other students, Residential Assistants, family friends, family members, or personal acquaintances/friends.*

Recommended: Choose a Willamette person. Instructors/faculty or academic advisors CANNOT complete this for you if they only know you in the context of being your instructor/faculty or academic advisor. Other WU students are not eligible to complete a Personal Recommendation for you.

♦ If there is no one suitable at Willamette, you may use past employers or club leaders or coaches, etc.

♦ FOR OFF-CAMPUS people: confirm you have the correct email address and that they understand your deadline.

♦ If your recommender cannot complete the online process by the deadline, please have your recommender contact OIE at oieadvising@willamette.edu for instructions.

♦ You can COPY this recommendation into other applications. See NOTES at the end for information.
**Academic Advisor Meeting Verification Form** - ONE form for each major OR your currently assigned Academic Advisor if you have not declared a major.

♦ Your assigned Academic Advisor(s) is/are should complete this form.
♦ If your Academic Advisor is on sabbatical, use the alternate Academic Advisor that was assigned to you.
♦ Discuss these items with your academic advisor:

1. Assess your ability to pursue study abroad in a way that enriches your academic experience.
2. Discuss the possibility that there could be a negative academic impact if you do not properly plan for the experience.
3. Discuss what courses you should consider taking prior to and after the study abroad program.

♦ MORE THAN ONE MAJOR: Contact the OIE <oieadvising@willamette.edu> AT LEAST TWO WEEKS prior to the deadline if you need to submit more than one form.
♦ You can COPY this recommendation into other applications. See NOTES at the end for information.

**Language Assessment Form** - ONE form for each different program language you are considering is required.

♦ This person should be the language instructor with whom you most recently had a language class.
♦ If you have not started taking classes in the language (and do not have someone to complete this for you), contact the OIE <oieadvising@willamette.edu> AT LEAST TWO WEEKS prior to the deadline. If you do not do this, your application will not be complete and will not be considered.
♦ If you need to submit more than one Language Assessment, contact the OIE <oieadvising@willamette.edu> AT LEAST TWO WEEKS prior to the deadline.
♦ If your recommender cannot complete the online process by the deadline, please have your recommender contact OIE at <oieadvising@willamette.edu> for instructions.
♦ You can COPY this recommendation into other applications. See NOTES at the end for information.

**NOTES: Starting an Online Recommendation Request**
To initiate the electronic recommendation process:
1. Click on the “Request Electronic Recommendation” item.
2. **Identify the Recommender:**
   - Use “Option 1- Directory Lookup” to pull the email address of the recommender and choose the correct person.
   - For non-Willamette people, use “Option 2- Manual Entry”. **If you aren’t sure**, use the Directory Lookup first.

3. **Want to add any notes for the Recommender?** You will see two boxes where you can include any information or notes that you want to be in the email the Recommender receives. The rest of the email describes how the recommendation processes works, gives your name, and the name of the program you are applying for. The email is from <oieadvising@willamette.edu>.
4. **READ the WAIVER** statement at the bottom of the page. The default is that you agree to waive.
5. **Click SAVE**. An email will go to the Recommender right away.
6. AFTER the Recommender has sent in the completed Recommendation, the Received checkmark will appear on your application page.

**NOTES: Copying a Recommendation to Other Applications**
ALL ITEMS on this page: You have the capability to COPY recommendations into your other applications under certain conditions, if you apply for more than one program.
1. Copying can only be done AFTER the Recommendation has been Received (i.e. completed and submitted by the Recommender).
2. The original Recommendation must have been Received BEFORE the deadline AND you must do the copy step in your application BEFORE the deadline. If you are UNSURE whether it will arrive in time for you to copy into other applications, you could ask that same person to do another one for the other program or ask different faculty to do the recommendation required for your other application(s).