



## *Wells College Off-Campus Study Programs Steps for Studying Off Campus*

- Schedule an advising meeting with the Off-Campus Study Coordinator to review eligibility requirements and to obtain a Wells College Application for Approval for Off-Campus Study packet.
- Meet with your advisor to discuss off-campus study. Submit your Statement of Purpose and the current version of your “MyCourseNeeds” document to your advisor. If your advisor approves of your plans, he/she will sign the Signature Form, and you will bring the Application for Approval for Off-Campus Study packet to the Off-Campus Study Office in Macmillan Hall 211. This office will route the packet to the other appropriate academic and administrative offices to complete the Signature Form. The Off-Campus Study Office will then receive your packet back and inform you and the appropriate faculty and staff if the College has granted you approval to study off campus.
- The deadline for submission of the Application for Approval for Off-Campus Study packet is **March 1. If you want to go abroad either a fall semester or spring semester, you must submit the paperwork by March 1 of the year before.** The Application for Approval for Off-Campus Study packet (with your advisor's signature and all required forms and documents) must be submitted to the Off-Campus Study Coordinator (Macmillan Hall 211) by **noon** on the day of the deadline. *If March 1 falls on a weekend, the Application for Approval for Off-Campus Study packet is due by noon on the following Monday.*
- If you are studying abroad, apply for a passport early, or if you already have a passport verify that it will be valid for at least six months **after** your semester abroad. Consulates will not affix a student visa to a passport that will expire within 6 months after the **return date** of your time abroad.
- If you are approved by Wells College to study off campus, you must also apply to a specific off-campus study program. Each off-campus study program has its own separate application and application deadline: please consult the program’s web pages for the application form, requirements, and deadlines. It is your responsibility to know the application deadline for the specific program to which you are applying, and to fulfill all application requirements by the stated deadline(s).
- If you are studying abroad, you will be required to take two classes: OCS 271 and OCS 272. OCS 271 Cross Cultural Preparation is offered the second 7-week session of the semester before going abroad, and OCS 272 Cross Cultural Reflection is offered the first 7-week session of the semester after being abroad. You must register for these classes at the appropriate times.
- Your final step is to go abroad or off campus, expand your mind, explore, and challenge yourself. Come back with a new view of the world, knowledge of a language and/or culture, and a new understanding of yourself. Of course, we’ll expect you to share that with others when you return! This will include participating in a campus-wide poster session as a part of OCS 272.