

STUDY AWAY APPLICATION

Cover Sheet

Name: _____

Adviser: _____

Name of Away Program or Institution: _____

Location: _____

Language of instruction: _____

Website: _____

Program contact person at away institution: _____

Email: _____

Away Program application deadline: _____

STUDENT: I certify that, to the best of my knowledge, this application is complete and accurate. It reflects a reasonable course of study that will allow me to graduate on time.

Student:

ADVISER: I have reviewed the student's plan of study and study away application. It reflects a reasonable course of study that will allow the student to graduate on time.

Adviser:

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Supplemental documentation

Please provide a copy of:

- Unofficial copy of your transcript (Print from the portal: my.olin.edu)
- Declaration of concentration (See email from *Curriculum working group* and Declarathon)

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Essay

Please write an essay of roughly 500 words answering the question: "In what ways do you think you will grow by studying away?" If you are required to submit a similar essay by your away program, you may use that essay for Olin's application.

STUDY AWAY APPLICATION**Proposed Courses for Junior/Senior Year****Conversation table:**

Olin Credits	1 Credit = 3 hours of class/coursework/labs
Away institution	Credit =
Source:	

Sample

JUNIOR FALL					
<i>Olin credits</i>	<i>Host credits</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit type</i>	<i>Notes</i>
6	12	JAP1200	Intro to Japanese Language	AHS credit	AHS Concentration
3	6	HST3000	WWII and Japanese Culture	AHS credit	AHS Concentration
3	6	ENGR3100	Renewable Energy Systems	ENGR credit	Sustainability certificate

JUNIOR FALL					
<i>Olin credits</i>	<i>Host credits</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit type</i>	<i>Notes</i>

JUNIOR SPRING					
<i>Olin credits</i>	<i>Host credits</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit type</i>	<i>Notes</i>

SENIOR FALL					
<i>Olin credits</i>	<i>Host credits</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit type</i>	<i>Notes</i>

SENIOR SPRING					
<i>Olin credits</i>	<i>Host credits</i>	<i>Course #</i>	<i>Course name</i>	<i>Credit type</i>	<i>Notes</i>

Emergency Contacts

In the event of emergency we would like to be able to confirm that you are safe and we would like to be able to provide resources as needed. It is difficult to maintain communication in a crisis so it is important that we have multiple means of communication. Please fill out as many as you can:

Email: _____

Phone/Texting: _____

Facebook IM: _____

Skype ID: _____

WeeChat: _____

WhatsApp: _____

Other: _____

Other: _____

Policies and Procedures

- You are responsible for gathering and submitting all information related to your study away proposal and providing any additional information requested.
- Study away must take place during the junior year and is limited to one semester.
- In order to be considered for study away, and to receive academic credit at Olin you must obtain approval from your adviser and the Study Away Advisor in Student Affairs.
- You must be in good academic standing at Olin, and approval to an away program will be contingent upon your passing all prerequisites for the proposed study away courses.
- It is your responsibility to make sure you will take courses and meet all prerequisites both while away and at Olin to graduate.
- You may apply for more than one program but must submit a separate application for each. You must also rank the programs in order of preference, as well as indicate semester preference.
- It is your responsibility to monitor and meet application deadlines.
- Grades will not transfer, but will appear as academic credit/no credit on your transcript provided you receive a grade of B- or higher.
- An official transcript from your away program must be mailed directly to the Registrar at Olin College. This is your responsibility. Unofficial transcripts will not be accepted.
- All paperwork and bills must be settled prior to beginning your away experience. Full-time Study Away counts as one of the eight scholarship semesters. The student is maintained as full-time at Olin and is expected to pay Olin tuition after the merit scholarship and any additional costs associated with any such activity at the host institution including any tuition exceeding Olin's, room, board and fees if applicable.
- While away from Olin, you must take a full course load; the equivalent of 12 credits at Olin.