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**APPLICATION FOR APPROVAL TO PARTICIPATE  
IN ANOTHER INSTITUTION'S (NON-HWS) OFF-CAMPUS PROGRAM**

SUBMISSION DEADLINE for Fall 2010 or full year 2010-2011 programs: **October 8, 2009**

SUBMISSION DEADLINE for Spring 2011 programs: **March 1, 2010**

Approval to participate in a non-HWS off-campus program is awarded on a competitive basis, for an extremely limited number of places per academic year. Only complete and timely applications will be considered. This application must be submitted to the Center for Global Education Office by the relevant deadline (above), in order to secure permission to transfer credit for participation in a non-HWS off-campus program toward an HWS degree. **You must submit a separate form and essay for each program to which you are applying.** The application is not considered complete until the required recommendation statements and supporting materials are received and the appropriate signatures are obtained. It is solely the student's responsibility to secure permissions to apply transferred credit toward a major or minor. This is a process apart from the completion of this application, in which the appropriate department or program head, or independent major advisor, should be approached for written approval of the credit transfer. Inquiries on the application procedure may be made at the Center for Global Education, by telephone at ext. 3307, or by email to [teel@hws.edu](mailto:teel@hws.edu).

NAME \_\_\_\_\_ CLASS OF \_\_\_\_\_

STUDENT ID NUMBER (not social security #) \_\_\_\_\_

CAMPUS BOX # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

LOCAL/CAMPUS PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

MAJOR 1 \_\_\_\_\_ MAJOR 2 \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ NAME OF PROGRAM/COUNTRY \_\_\_\_\_

SPONSORING INSTITUTION \_\_\_\_\_

DATES OF PROGRAM \_\_\_\_\_

HAVE YOU BEEN ADMITTED TO THIS PROGRAM? YES/NO

PLEASE LIST ANY OTHER OFF-CAMPUS PROGRAMS IN WHICH YOU HAVE PARTICIPATED, WITH DATES:

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1. PERSONAL STATEMENT: **Please attach a typed statement of 2-3 pages to this application, A)** explaining why participation in this off-campus program would help you fulfill your academic and personal goals. Include special qualifications you may have for participation in this program, including language training, specific course work or related on-campus activities. **B) Specify how this program addresses curricular needs that cannot be met on campus or through HWS off-campus programs.** Include specific course titles and brief descriptions from your anticipated program. State how you intend to complement your off-campus experience with post-program HWS courses. **C) Please also review the statement on Global Citizenship in our Programs Passport and address the following questions: How do you anticipate that study abroad generally might prepare you for a life of Global Citizenship? Why is that important? Your personal statement will be very important when your application is reviewed, so please take the time to write carefully and thoughtfully.**

2. RECOMMENDATION: Please ask your advisor or a professor with relevant knowledge of your academic plan to **submit a letter of recommendation** in which the recommender notes how this program fulfills your specific academic needs. *Your application is incomplete without this recommendation. It is your responsibility to assure that this recommendation is submitted by the deadline.*

RECOMMENDER'S NAME: \_\_\_\_\_

3. RELEASE: I authorize release of my academic transcript and medical, disciplinary, and other records maintained by Hobart and William Smith Colleges to those program administrators responsible for selecting program participants and safeguarding their health and well-being. This release is valid up until the date of the departure for the program.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF ACADEMIC ADVISOR: \_\_\_\_\_

4. NOTE TO ADVISOR: Your signature confirms that, to your knowledge, the student is fit to participate in an off-campus program, that the student's participation would not compromise progress toward meeting major, minor, or graduation requirements, and that the student's curricular needs cannot be met through on-campus instruction or HWS Center for Global Education programs.

APPROVAL OF ACADEMIC ADVISOR \_\_\_\_\_

**NOTE TO STUDENT: You must obtain your advisor's signature before handing in this form, so please get this well in advance of the deadline. If your advisor is not on campus this semester, you should speak to the Chair of the department. If you hand in this form without a signature, your application may be automatically waitlisted.**

PLEASE NOTE: A limited number of permissions to participate in non-HWS programs will be granted. Students who transfer credits to Hobart and William Smith Colleges from participation in another institution's program are billed a \$500 administrative fee. Institutional financial aid is not applicable to non-HWS programs.

Submission DEADLINE for Fall 2009 or full year 2009-2010 programs: **Thursday, October 8, 2009**  
Submission DEADLINE for Spring 2010 programs: **Monday, March 1, 2010**

Any applications received after 5:00pm will be automatically waitlisted.