



STUDY ABROAD APPLICATION

Study Abroad

APPLICATION CHECKLIST

- Student Profile Information
- HMC Course Guidelines
- Form A:** HMC Core and Courses in Progress
- Form B:** Proposed Courses
- Form C:** Course Plan for Graduation
- Foreign Language Experience (*for programs requiring host country language experience*)
- Personal Essay
- Faculty Recommendations (2) *Note: For language immersion programs, you must provide a third copy of this form to your language instructor.*
- HMC Statement of Understanding

GENERAL GUIDELINES

PROGRAM APPLICATION

Students must **declare a major** and be assigned advisors before submitting this application.

Acceptance to most programs is a **two-step** process requiring both a Harvey Mudd College (HMC) application and the program sponsor's application. The HMC application dates are designed to allow the Study Abroad Committee (SAC) time to process each application before *most* external program deadlines. It is, however, the student's responsibility to check the application deadlines of the program as most have rolling deadlines.

HMC Application Deadlines:

Fall Semester, February 15

Spring Semester, September 15

The SAC will only review completed applications. All aspects of the application, including any recommendations and evaluations, must be submitted before a decision can be made. Any study abroad advisor approvals required by study abroad programs will be confirmed once your completed HMC application is submitted and approved.

FACULTY RECOMMENDATIONS AND EVALUATIONS

If your program requires a letter of recommendation or a language evaluation, please give your professors a **minimum of two weeks** to complete the evaluation. This courtesy is much appreciated as faculty often have several recommendations to submit.

TRANSCRIPTS

If your program application requires an official HMC transcript, you can request one through the portal or the [Registrar's website](#).

Student Profile Information

Name: _____
Last First MI Name you wish to be called

Student ID#: _____

Study Abroad Program Details

Program 1:

Fall Semester 20 _____ Spring Semester 20 _____ Full Year 20 _____

Program Sponsor: _____ Program Name: _____
Examples: Arcadia, Butler, CIEE, IES Please list the specific title, track, university name etc. that differentiates this program from other options in the same location.

Location: _____

Program application deadline: _____

Program 2 (optional):

Fall Semester: 20 _____ Spring Semester: 20 _____ Full Year: 20 _____

Program Sponsor: _____ Program Name: _____
Examples: Arcadia, Butler, CIEE, IES Please list the specific title, track, university name etc. that differentiates this program from other options in the same location.

Location: _____

Program application deadline: _____

Personal Profile

Date of Birth: ___/___/_____ Country of Citizenship: _____ Passport Number: _____

Your passport must be valid for 6 months beyond date of return. Current Passport Expiration Date: _____

If you don't have a passport or yours will expire 6-12 months after you return from studying abroad, apply as soon as possible. For information on obtaining a passport: www.travel.state.gov/passport_services.html or www.traveldocs.com

Cell Phone: _____

HMC Email: _____

Skype name: _____

Alternate Email: _____

Local Address (if living off campus):

DISABILITY or other support services information

The law governing disability support may differ in your host country from those in the U.S. If you have received any disability-related accommodations through the Office of the Dean of Student Affairs (DSA), you should inform the Office of Study Abroad (OSA) and your program provider to discuss your accommodation needs and options while abroad. Due to medical/privacy laws, HMC cannot automatically transfer your information to another entity without your consent.

Yes, I wish to discuss special accommodations or other topics regarding my needs abroad with an OSA advisor.

Educational Profile

Name: _____
Last First MI Name you wish to be called

Student ID#: _____ Transfer student: Y N Previous school: _____

Current Class Level: _____ Expected Graduation (Semester/Yr.): _____ Current Cumulative GPA: _____

Major 1: _____ HSA Concentration: _____

Major 2: _____ *(if applicable)*

Off-Campus Major: _____ *(if applicable)* Name of College: _____

If you have selected an off-campus major, it must be declared and updated by the Office of the Registrar.

Individual Program of Study (IPS): _____

If you have selected an IPS, it must be declared and approved by the Office of the Registrar.

HMC Minor: _____ *(if applicable)*

STUDENT'S CONSENT

I give permission to the Harvey Mudd College Registrar and the Dean of Student Affairs to release College transcripts and other information relevant to my participation to the Office of Study Abroad (OSA). I also give permission to the OSA to release relevant academic information and application documents to the Program Sponsor and/or host institution. I do so with the understanding that, should I accept an offer of admission, I will agree to accept and abide by the conditions of application and enrollment, and by the regulations of the Program Sponsor(s). I will participate fully in the orientation and evaluation process, and I will observe the deadlines for the submission of all required materials. I understand that I am required to arrange for my study abroad program transcript to be sent to HMC after completion of the semester.

Signature: _____ Date: _____

STUDENT PROFILE INFORMATION

Permanent Address *(any study abroad mail will be sent to this address)*

Name: _____
LAST FIRST MI

Student ID#: _____ Street: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____ EMAIL: _____

Parent/Guardian Information

(EMERGENCY CONTACT - CHECK BOX FOR ALL WHO SHOULD TO BE CONTACTED IN AN EMERGENCY)

please contact for emergencies

Name: _____
 Street: _____
 City: _____ Zip: _____
 State: _____
 Country: _____
 Home Phone: _____
 Business Phone: _____
 Cell Phone: _____
 Email: _____
 RELATIONSHIP: _____

Please contact for emergencies

Name: _____
 Street: _____
 City: _____
 State: _____ Zip: _____
 Country: _____
 Home Phone: _____
 Business Phone: _____
 Cell Phone: _____
 Email: _____
 RELATIONSHIP: _____

IF EMERGENCY CONTACT IS DIFFERENT THAN ABOVE, LIST INFORMATION BELOW:

please contact for emergencies

Name: _____ Relationship _____
 Cell Ph: _____ Home Ph: _____ Business Ph: _____
 Home Email: _____ Business Email: _____

I authorize I do not authorize

HMC's Office of Study Abroad to send **pre-departure information** to the following individual(s) and email address (es). **(If BOXES ARE LEFT UNCHECKED, permission is assumed. OSA does not disclose transcript information, only the program details and semester of participation)**

Name: _____ Email: _____
 Relationship: _____

GUIDELINES

PROPOSED COURSES FOR STUDY ABROAD

Please note this list **does not** serve as a final course approval, but rather requires students to research the courses available in order to ensure the ability to graduate on time with the selected study abroad program while following HMC and study abroad program academic policies. Students normally take a course load equivalent of four–five semester courses (typically 15-18 credits). Except under extraordinary circumstances, overloads will not be approved.

Review the courses available through the program provider website to understand the available course offerings and to make an initial selection. This course selection should be considered preliminary as course offerings change without notice or may not be possible due to scheduling conflicts. Course schedules at international universities are typically published much later than in the U.S., and you may need to review the previous academic semester/year's schedule to obtain an idea of their courses.

- a) List the courses you intend to take abroad as well as several alternates in case your original courses are not available during registration.
- b) Core classes **must** be taken at HMC.
- c) If the course catalog for the university has not been published, select courses offered from the previous year's catalog. If you need a more detailed course description or syllabi, contact your program advisor for assistance.
- d) If you are studying on a program with a prescribed course of study (e.g. programs with Pitzer or SIT) only list the pre-established coursework of the program.
- e) Students are required to enroll in a minimum of 12 U.S. credits (to meet full-time status) with a maximum of 18 U.S. credits. For students receiving financial aid, you must enroll in a minimum of 12.8 U.S. credits. Overloads are **strongly discouraged**, however, the student may petition the Associate Dean for Academic Affairs and the SAC for approval. (Note: International institutions have their own credit system. It is your responsibility to verify how the credits you receive abroad will **translate back** to the required U.S. credits. Though they cannot guarantee credit your program advisor should be able to assist you with the conversions).
- f) All classes must receive a letter grade. Exception is given only if a class is offered as a Pass/Fail. Credit will be awarded only on grades of C or better for HSA and B or better for courses to fulfill major requirements. Students must verify the departmental minimum grade requirements.
- g) All grades earned will appear on the HMC transcript but will not be computed into the HMC GPA.
- h) In direct-enroll university programs where four courses is a full course load, students are required to take no more than two technical courses. The remaining two courses must be HSA related with one of these two courses focused on the host country's culture (e.g. British Literature, Architecture in Spain, Maori studies).
- i) In direct-enroll university programs where five-six courses is a full course load, The HSA requirement remains the same.
- j) For students applying to major-specific, stand-alone programs like AIT, BSM or Math in Moscow (MIM) the number and type of courses in guidelines h) and i) are adjusted. Due to the difference in program structure students on these programs may take more than two technical courses. In addition, AIT and BSM students **must** take either

the Survival Hungarian language boot camp prior to the semester or the semester Hungarian language course. The MIM program requires students to take a Russian language course. If offered, students on either program are also required to take a course focused on the host country's culture (i.e. Budapest studies).

- k) Where English is not the native language, students are **strongly encouraged** to take a language course. Regardless of whether or not the program is language immersion, students should also **strongly consider** enrolling in a 5C language course the semester prior to studying abroad to assist their transition into the host culture.
- l) In general, credit for internships is granted if the internship includes an approved academic component (course) which must be completed for a letter grade. Currently, only the Engineering department grants credit for internships/research abroad in the form of research credit for E191. For students in other majors, you must seek approval from the appropriate department.
- m) If courses change upon arrival, students are required to email both advisor(s) and their major department chair for approval and send the approvals to office of the Registrar and the OSA.
- n) **FINAL** course approval may require a departmental petition. For engineering majors, a petition is required and can be found on the Engineering Department's website. Check with your major department for details.
- o) Students should retain all syllabi, reading lists, copies of written work, including all papers and exams for possible post-program review or evaluation. This is very helpful if your course grade falls below the HMC required minimum and you are petitioning the department for credit.

HMC CORE AND COURSES IN PROGRESS

FORM A

HMC Core

Yes NO I have completed the HMC Core. If NO, provide details on how and when core will be completed. Include "courses in progress" or petitions.

Courses in Progress

List all courses and mark those in your major with the appropriate course type.

Course Type **Course Number** **Course Title**
(E.g. Major, HSA, General Elective)

Course Type	Course Number	Course Title

IMPORTANT: Attach/upload unofficial transcript and degree audit to this page.

PROPOSED COURSES FOR STUDY ABROAD

FORM B

_____ I have reviewed the courses below with my major and HSA advisors.
Initial here

Fall Semester 20 _____ Spring Semester 20 _____ Full Year 20 _____

PROGRAM 1: _____ Location: _____
City *State*

Yes No Is this an approved HMC program? If **NO**, you must complete the [Non-Approved Program Petition](#).

Abroad Course Number/Title	Credits (Estimate)	Equivalent HMC Course Name/Number	Credit Type (Major, HSA, GE)
Alt:			
Alt:			
Alt:			
Alt:			

***See letter (e) in the Guidelines – Proposed courses for study abroad**

Fall Semester 20 _____ Spring Semester 20 _____ Full Year 20 _____

PROGRAM 2: _____ Location: _____
City *State*

Yes No Is this an approved HMC program? If **NO**, you must complete the [Non-Approved Programs Petition](#)

Abroad Course Number/Title	Credits (Estimate)	Equivalent HMC Course Number	Credit Type (Major, HSA, GE)
Alt:			
Alt:			
Alt:			
Alt:			

***See letter (e) in the Guidelines – Proposed courses for study abroad**

COURSE PLAN FOR GRADUATION

FORM C

Courses Upon Return from Study Abroad

Indicate courses by using course numbers followed by course type – e.g. Engr 8x – major requirement, or Math 103 - CS elective

First Semester after Study Abroad 2nd Semester after Study Abroad 3rd Semester after Study Abroad Comments

First Semester after Study Abroad	2nd Semester after Study Abroad	3rd Semester after Study Abroad	Comments

**Total anticipated graduation credits: _____

Student Signature

I understand the courses I proposed are a preliminary list and do NOT serve as official approval for the courses listed. I also understand after I am approved by HMC and my program sponsor, I am required to use the *Course Approval Form* to obtain advisor and departmental approval as part of the pre-departure process.

Student's Signature: _____

Advisor signatures

For Advisors: My signature indicates I have reviewed **FORM A** - HMC Core and Courses in Progress, **FORM B** - Proposed Courses and **FORM C** - Course Plan for Graduation. Final course approvals will occur after the student has received approval and acceptance from the SAC and the program sponsor.

Major Advisor:

Print Name

Signature

HSA Advisor:

Print Name

Signature

Major/Minor Advisor:

Print Name

Signature

FOREIGN LANGUAGE

Complete this form **only** if you plan to attend (a) a full language immersion program at a non-English speaking University, (b) a stand-alone program where non-English classes are offered at the program’s study center and require one or more courses in the host language, or (c) a language intensive program.

Students may matriculate directly into the host university and should be able to follow university lectures in the language, participate in seminar discussions, take notes, and understand written material in their field. Generally, five or six semesters of language at the university level is required (minimum level 100 at the Claremont Colleges).

Foreign Language Requirement

The _____ program has a college-
Name of program and host institution

level foreign language requirement of _____ semester(s), or the equivalent, of the host country’s language.

Foreign Language Experience

A. Indicate High School language courses completed: _____ in _____
Number of courses completed Language Type

B. List College language courses (include **all language** courses completed and in progress).

Course Number and Title	Credit(s) & Semester	Grades/In Progress

What other experiences have you had in this language (e.g. spoken in home, read journals/newspaper, etc.)?

PERSONAL ESSAY

INSTRUCTIONS

In a clear, thoughtful, and carefully prepared way, provide detailed explanations to the following topics. Students are **required to answer topic #1** and **choose at least two** of the other four topics to answer. Your answers should discuss the particular ways you have prepared, or will prepare, for the experience. Make sure to include specific reasons for choosing your location(s), discussing **why** the culture appeals to you. Each response should be **in detail** and no more than 300 words.

Personal Statement #1:

Tell us about you as an individual and how your proposed program(s) and choice of destination relate to your overall academic, personal, and career goals. Explain the relevance of the host country to your intended study abroad goals. What ways (e.g. courses, literature, media etc.) have you utilized to familiarize yourself with the region and issues that are important in the host culture?

Personal Statement #2:

Identify at least one specific cultural difference you will encounter between your study abroad location/institution and the U.S./Harvey Mudd College. Discuss what you think will be the most challenging for you and why, and indicate some strategies you can use to (a) adjust to your new environment and (b) become involved and meet local peers in your host community.

Personal Statement #3:

Identify one aspect of the host culture, or a current event, you intend to learn more about while you are studying abroad. How do you plan to accomplish this goal in a significant way?

Personal Statement #4:

Discuss aspects of your identity (national, socioeconomic, educational, racial, ethnic, sexual orientation, gender, religious beliefs, political ideology, and/or other) which might influence your study abroad experience in relation to the program and location to which you are applying (*other influential topics to consider are: academic styles; campus life; local cuisine; dress; communication styles; concepts of time; roles related to age, gender, class, family etc.; approaches to friendship and dating; attitudes towards elders and authority*).

Personal Statement #5:

Describe how you intend to integrate your study abroad experience into your life upon your return to HMC. (*Note: Meet with an alum from your program to hear about their time abroad, and reintegration at HMC, to help identify strategies of how to incorporate your study abroad into your future goals. Make sure to identify the name of the student with whom you speak*).

Faculty Academic Recommendation

Student Name _____ Student ID _____

Program _____ Sem. & Year _____

Due date: February 15 for fall study abroad September 25 for spring study abroad

Instructions to Student: This form should be completed by **two** 5C faculty members with whom you have taken at least one college level course for credit. The HMC application requires two recommendations – one major and the other HSA. Your academic adviser may complete this form if the adviser has taught you in at least one course. **Along with this form, provide a copy of your Personal Essay responses to your advisers for reference.** Read the information below and sign, if appropriate.

Consistent with the provisions of the Family Educational Rights and Privacy Act 1974, currently in force in the U.S., Harvey Mudd College undertakes to uphold your right of access to this Faculty Recommendation form when completed. However, under the Act, you may elect to waive your right of access and by doing so render this a *confidential* recommendation. If you decide to waive your right of access, please sign the following waiver.

Student Waiver: "I understand that the completed recommendation below will be used solely to evaluate my application by both my home college and the program sponsor and on that understanding, I hereby waive my right of access to it."

Student's Signature _____ Date _____

Instructions to Faculty: Please use the checklist below to rank the student's capabilities in each area. Your responses to the questions will be helpful in establishing the student's suitability for study abroad. The program model and level of challenge can vary. If you have questions or would like additional information about the program chosen by this student, please contact the Office of Study Abroad.

	Exceptional	Above Average	Average	Below Average	Unknown	Comments?
Academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intellectual curiosity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to communicate orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sensitivity to interests and views of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to take direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to cope with ambiguity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive interaction with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Common sense and good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Capacity to follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability / flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Supporting Documents

Please upload a letter to support your responses (i.e. student's academic motivation, past performance, maturity) that will support the student's ability to successfully adjust to life and study in a different setting). *If you are a **non-HMC faculty member**, please email your recommendation materials to studyabroad@hmc.edu.* Students should provide a copy of their Personal Essay for your reference.

NOTE: This recommendation is for HMC purposes only. You may be asked to submit a separate letter of reference to the program sponsor. Please refer to the Letter of Recommendation and Release - <https://www.hmc.edu/registrar/forms/>.

Faculty Name _____ Title _____
 Signature _____ Date _____
 Institution _____ Academic Dept. or Field _____
 Email address _____ Phone _____

STATEMENT OF UNDERSTANDING

In applying to and being considered for study abroad, the student confirms by initialing each statement and signing the bottom that the student has read and understood the following. Make sure to keep a copy for your personal records.

_____ Students must participate in a Harvey Mudd College approved program, or in a program approved by petition, to receive credit towards a degree at HMC.

_____ All courses taken while studying abroad are to be taken for a grade unless the course is only offered on a Pass/Fail credit basis. Study abroad credit will be awarded only if students meet the course department's minimum grade. All grades received will appear on the HMC transcript, but the grades will not be calculated into the HMC GPA.

_____ Grades for the semester prior to departure are reviewed before final approval is granted for participation in study abroad. Should grades fall below qualifying standards, or the student is not in good judicial standing, approval for participation will be reevaluated and may be revoked. The Office of Study Abroad (OSA) must be informed of incompletes taken in the semester prior to participation. Work must be completed no less than **two weeks** prior to departure on a program.

_____ It is the student's responsibility to consult the academic advisers and obtain approval for courses to fulfill major and HSA requirement. Any changes to the preliminary course selection should be communicated, in writing, to the adviser, major department chair, OSA and the office of the Registrar. Students must enroll in a minimum of 12 U.S. credits. Note: A typical load is 15-16 HMC credits which equates to about 4-5 classes. HMC allows students to take up to a maximum of 18 HMC credits (*Note: the program provider may require an additional approval*).

_____ Students in an English speaking country must take a content course that provides an academic context for the host culture. Students studying in a non-English speaking country must also take a content course and are *strongly encouraged* to enroll in a language course during their semester abroad

_____ Students pay an HMC comprehensive fee equal to charges for tuition, room, board, and fees for the same period of time at Harvey Mudd College, regardless of study site or program costs. The HMC fee covers the costs of the academic program, room and 12-meal board plan (for periods when classes are in session), and a travel allowance based on a non-refundable, round-trip flight from Los Angeles to the program site at the program starting and ending dates. Students are not required to depart from Los Angeles, but the travel allowance is based on travel from LAX. Students make their own arrangements for travel to and from the study site. A student on financial aid receives this regular assistance while on a semester or year abroad. Students are responsible to pay for any elective program fees, private lessons, or optional field trips.

_____ Students participating in study abroad are required to carry personal comprehensive U.S. health coverage.

_____ Students accepted for studying abroad affirm having read, understood and agreed to the College's financial policies explained in the College catalog and written material provided by OSA. In the event of withdrawal from an OSA program, the refund policy of the program provider will apply and HMC will also require repayment of any allowed paid out directly to the student in addition to the forfeited program fees. There may be additional fees required by the program provider.

_____ Student affirms understanding of the rules and regulations not only of HMC, but of the program and the country in which they study and agree to adhere to these rules and regulations. Failure to do so may result in disenrollment from the program. The student will return home, at the student's own expense, without any refund of program fees and without credit.

_____ The student acknowledges the additional academic and personal risk involved in participating in a study abroad program and recognizes the limited responsibility of the College for such programming. Before final approval for participation is given, each applicant must complete the Assumption of Risk, Waiver of Liability and Indemnity Agreement that outlines the limits of the College's liability.

_____ All students must understand that participation in and granting of credit for any study abroad program depends on the student remaining in good standing at Harvey Mudd College and the Study Abroad Committee continuing to have confidence in the student's ability to be successful on a study abroad program. If situations arise that may hinder this confidence in the student, the Study Abroad Committee may exercise their right to deny participation to the student. Students on academic or disciplinary probation are ineligible to study abroad.

I understand and agree to the above provisions related to participation in an OSA program.

Student's Signature _____ Date _____

