



## REQUEST TO STUDY ABROAD IN SPRING 2009 OR IN 2009-2010

### APPLICATION INSTRUCTIONS

**Before completing this form, please see our website for detailed information about requirements, procedures, and deadlines.**

All students who expect to receive credit for study abroad, including students applying to Canada and international students applying to study in their home country, must complete this form to apply for a leave of absence and approval of their plan of study. **(You do not need to submit the separate “Application for Academic Leave of Absence,” which is only for study away within the US.)**

The completed application for study abroad consists of the following materials:

- ◆ Request to Study Abroad Form
- ◆ Study Proposal
- ◆ Faculty Recommendation (required only in some cases; available on-line; see note below)
- ◆ Liability Waiver Form

You should submit all documents to the McCulloch Center for Global Initiatives (102 Porter Hall) according to the appropriate deadline. It is your responsibility to make sure that all parts of the application, including the recommendation (if applicable), are received on time. You will receive written notification of the results of your application. Applying for study abroad does not commit you to going; you will have until the end of the semester preceding the leave to confirm whether you will be going abroad.

**A faculty recommendation is required only for the programs listed below, and for all students applying for Laurel Fellowships (financial aid).** Faculty should submit the recommendation on-line, using the form linked from our “Application” page (<http://www.mtholyoke.edu/global/11247.shtml>). If you are not applying for a Laurel Fellowship or for any of these programs or exchanges, you do **not** need to submit a letter of recommendation with your application to Mount Holyoke. However, most programs will require at least one letter of recommendation as part of their own application for admission.

- ◆ Laurel Fellowships for Off-Campus Study (all programs)
- ◆ Mount Holyoke Programs in Montpellier, Dakar, and Monteverde
- ◆ DIS in Copenhagen
- ◆ Bologna Consortial Studies Program
- ◆ Sweet Briar College Program in Paris
- ◆ All Mount Holyoke Exchanges:
  - Institut d’Etudes Politiques de Paris (“Sciences Po”)
  - Universities of Bonn, Leipzig, and Potsdam in Germany
  - University of Hong Kong
  - Ewha Womans University and Sookmyung Women’s University, Seoul
  - Japan Women’s University, Tokyo
  - Universities of Essex, Kent, Royal Holloway, Sussex, and York in England (*exchange applications only*)
  - University of Costa Rica
  - University Alberto Hurtado, Santiago, Chile

### REQUIREMENTS FOR STUDY ABROAD

**In general, if you meet the stated requirements, have chosen programs that Mount Holyoke approves for credit transfer, and can demonstrate that you will be able to graduate on schedule, you can expect that we will approve your application for study abroad.** To qualify, you must have a minimum grade point average of 2.7, you must not be significantly behind in credits, and you must have a plan of study that will enhance your academic program at Mount Holyoke and be appropriate for credit transfer. Students applying to study abroad in their junior or senior year must declare their major in advance. All students must also be in good financial standing with Mount Holyoke.

## FINANCIAL AID (MOUNT HOLYOKE COLLEGE LAUREL FELLOWSHIPS FOR OFF-CAMPUS STUDY)

Mount Holyoke offers the Laurel Fellowships for Off-Campus Study on a competitive basis to qualified students with financial need. Students must complete the Application for Mount Holyoke Laurel Fellowships as well as this form. Both forms are due in the McCulloch Center according to the deadlines listed here. The Laurel Fellowships substitute for the need-based financial aid that students receive here, and they are the only form of financial assistance offered by Mount Holyoke for study abroad. **All students who expect to need financial assistance for study abroad must complete the Laurel Fellowship application, even if they are applying to programs or exchanges for which Laurel Fellowships are guaranteed.** Students who do not apply, or who apply but do not receive an award, will not be eligible for any grant or loan assistance from Mount Holyoke for study abroad. See our web site for further information.

### DEADLINES

Submit the Request to Study Abroad to the McCulloch Center for Global Initiatives, 102 Porter Hall, by 5:00 p.m. on the appropriate deadline. See our web site for more detailed application procedures for Mount Holyoke's own and affiliated programs; students applying to other programs will also need to apply for admission to those programs by their stated deadlines.

#### *If you are applying for a Laurel Fellowship:*

All students applying for Laurel Fellowships (financial aid) must meet these deadlines, even if their program application deadline is later. ***Students must submit the Request to Study Abroad and the Laurel Fellowship application by 5:00 p.m. on the appropriate date.***

**December 5, 2008** For study abroad in Fall 2009 or for Academic Year 2009-2010

**March 31, 2009** For study abroad in Spring 2010

#### *If you are not applying for a Laurel Fellowship:*

**November 1, 2008**

For study abroad for the Spring 2009 semester.

**December 5, 2008**

For the following Mount Holyoke College programs, exchanges, and affiliates for Academic Year 2009-2010 or (where applicable) Fall 2009: Mount Holyoke Program in Montpellier, Associated Kyoto Program, Bologna Consortial Studies Program, Sweet Briar in Paris, Exchanges in Chile, Costa Rica, France, Germany, Hong Kong, Japan, Korea, and the UK.

For study at St. Anne's College, Oxford University, for Academic Year 2009-2010 or Spring 2010. **Submit the Oxford University Visiting Student Application in addition to the Request to Study Abroad.**

**March 1, 2009**

All other applications for study abroad for Academic Year 2009-2010 or Fall 2009.

**March 31, 2009**

For the following Mount Holyoke College programs, exchanges, and affiliates for Spring 2010: Mount Holyoke Programs in Dakar, Montpellier, and Monteverde; Bologna Consortial Studies Program, Sweet Briar in Paris, Exchanges in Chile, Costa Rica, France, Germany, Hong Kong, and Korea.

**November 1, 2009**

For all other programs for study abroad for the Spring 2010 semester.



REQUEST TO STUDY ABROAD

Name \_\_\_\_\_ Class \_\_\_\_\_ Campus Box \_\_\_\_\_

CID (ISIS) Number \_\_\_\_\_ E-mail address \_\_\_\_\_ Extension \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Are you applying for a Laurel Fellowship for Off-Campus Study?  Yes  No  
(If yes, see cover sheet for special deadlines and additional forms and instructions.)

If your request to study abroad is approved, may we release your name and information about where you are planning to study to other Mount Holyoke students and to alumnae abroad, to help facilitate your making connections with one another?  Yes  No

List all of the programs/institutions abroad (**specify country**) to which you plan to apply, in order of preference. **Programs must be chosen from the list of recommended programs on our website.**

Year/Semester (include dates; for example, "Spring Semester 2010")  
\_\_\_\_\_

If you are applying to study on a program taught in a language other than English, list courses in that language that you have taken or plan to take at Mount Holyoke prior to your departure (asterisk courses that you have not yet taken).

List all requirements (including major requirements, Distribution, minor, Physical Education, etc.) that you will have to complete upon your return from study abroad. **Remember that the residence requirement states that you must be in residence at Mount Holyoke for at least four semesters out of your sophomore, junior, and senior years, and complete a minimum of 64 Mount Holyoke credits (including Five College credits) during that time in order to earn a Mount Holyoke degree.**

Briefly describe all previous experience (for one month or more) outside the US.

## STUDY PROPOSAL

Attach a brief essay (maximum 500 words) describing how study at the programs/universities you have selected relates to your overall educational pathway at Mount Holyoke. Be specific about your goals for study abroad and how you expect to achieve them. Goals may be related to your major or minor, but may also include improving language proficiency, pursuing interests outside of your major or minor, learning about a place or culture very different from your own, etc. If you are applying for a Laurel Fellowship, see the Laurel Fellowship application for additional advice about the study proposal.

## TENTATIVE PLAN OF STUDY

List below all courses you plan to take during your year or semester abroad. Be as specific as possible, given the information you have on course availability (we realize that information on specific courses may be limited at this point). This is a tentative plan of study, and your actual course choices are likely to differ from it. Asterisk course(s) you wish to apply toward your major and indicate which requirement(s) any other courses may fulfill. **Remember that Mount Holyoke gives credit only for liberal arts courses; we do not give credit for non-liberal arts courses (such as business, management, advertising, pre-professional studies, nutrition, etc.), nor for internships or on-line courses.** Courses that are to satisfy College requirements (e.g., Distribution) or requirements for the major must be approved individually by the appropriate department chair(s); forms are available from the Registrar's website. **In addition, all courses in music performance and computer science must be approved by the respective department chairs.** Approval of your overall study abroad plan does not in itself constitute approval of specific courses.

Signature of major adviser or chair of major department indicating that you have discussed your plans and that it should be possible for you to complete the major and all other requirements upon your return to Mount Holyoke, to graduate on schedule. **(Students planning to double major must have both advisers/department chairs sign.)**

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Major Adviser or Department Chair

Date

**For non-English-language programs only:** Signature of the chair or designated adviser in the language department indicating that you

- currently have adequate knowledge of the language required for your program  
 will have adequate knowledge by the time of departure if you continue with the sequence of courses recommended

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Language Department Chair or Designated Adviser

Date

**FACULTY RECOMMENDATION** (now on-line; see link from <http://www.mtholyoke.edu/global/11247.shtml>)

**See the cover sheet to this form to determine whether you are required to submit a letter of recommendation.** If yes, list below the name of the faculty member who has agreed to write on your behalf. This person should be someone who knows you and can comment on the relationship of study abroad to your educational pathway at Mount Holyoke; ordinarily, the person should be in your major department. You should discuss your plans for study abroad and give your recommender a copy of your study proposal; you should also tell your recommender if you are applying for a Laurel Fellowship, as additional criteria apply. Be sure to give your recommender the appropriate deadline, and sufficient advance notice to meet it (**minimum** two weeks).

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Name of Recommender

Department



## POLICY ON STUDY AND OTHER TRAVEL ABROAD

### Guidelines for Students

As you plan your application for study, work, internship, research, travel, or other College-sponsored or College-approved activities abroad, please research carefully political situations, living conditions, and any health and safety considerations before deciding where to apply or to travel. Because students have different levels of previous experience and comfort with difference, the College believes that it is your responsibility to research the areas in which you are interested and to determine where you would feel comfortable and safe.

Listed on the following page are several web sites where you will find country- and region-specific information about health and safety. Students who are not U.S. citizens should also consult the relevant government agency of their home country, as travel advice may vary according to the citizenship or residence of the traveler. You may also want to talk with faculty and other advisers familiar with the places to which you are planning to travel, read US and local newspapers, etc. The staff in the McCulloch Center for Global Initiatives can also help you gather and evaluate information, but the final decision about whether and where to go is, of course, the student's own.

Every student applying to or through Mount Holyoke for a program of study, research, internship, or other activity abroad will be required to sign the attached waiver of liability form as part of the application process. You must submit the completed form before we can process or consider your application. If you are not accepted to the program or if you decide not to participate after all, the waiver will be null and void. The purpose of the waiver is to verify to the College that you are aware of and understand the potential risks of study or other travel abroad, and that you acknowledge all responsibility for decisions about where and when to travel. Of course, you should consult with your parents/guardians about your plans before you sign the form (and note that some programs will require their own waivers, with parent signatures, as well). If you defer or extend your program of study or other travel abroad, or if you are approved to participate in a program other than the one(s) listed on this form, whether in the same location or in another city or country, the terms of this agreement will continue to apply in full to any such alternate time or location. If you are applying for more than one type of activity (for example, a semester of study abroad, and a summer internship abroad), you will need to submit a signed waiver to the appropriate office for each activity. You should keep a copy of these guidelines so that you will have contact information for the resources listed below.

Please be sure to fill in all of the information required on the form; note in particular:

- **Student Name** must be your entire “legal” name, as it is registered with Mount Holyoke (do not use nicknames).
- **Address** should be your current legal address (in most cases, this will be your home address—you may not use your MHC address).
- **Day Phone** should be the phone number at which you can be reached most easily during the day, and **Eve. Phone** should be the number at which you can be reached most easily in the evening at the time you complete the form. These numbers may be cell phone numbers, and they may be the same.
- **Program** should be the name of the particular program to which you are applying. Include the name of the foreign university, the sponsoring organization (if it is a study abroad program, an internship, or some other organized activity), the name of the faculty member leading the trip (if it is a faculty-led program or research trip), etc., as applicable. If you are applying to multiple programs of the same type (e.g., three different study abroad programs), you must list each program, along with the location and dates.
- **Location** should be the city and country in which the program or activity will take place; if there is an itinerary, list all of the known locations (for example, “London, Paris, Geneva, Florence, and other locations”).
- **Witness:** anyone can witness the form (another student, a staff or faculty member, a parent, etc.). The witness must provide his or her full legal name and address (not an MHC address).

Submit the form to the appropriate office along with your completed application for study or other travel abroad.

**See the following page for the list of resources on travel and safety abroad.**



## Resources on Travel and Safety Abroad

U.S. State Department, Bureau of Consular Affairs (<http://travel.state.gov>) has health and safety information and travel advice about every country with which the U.S. has diplomatic relations, as well as general tips for students and other travelers. In particular, see:

- Country Specific Information Sheets, Travel Warnings, and Travel Alerts (<http://travel.state.gov/travel/warnings.html>)
- Background Notes (<http://www.state.gov/r/pa/ei/bgn/>), for a summary report of each country with which the U.S. has diplomatic relations
- U.S. Embassies and Diplomatic Missions (<http://usembassy.state.gov/>), for links to the web sites of U.S. Consulates and Embassies abroad
- Tips for Traveling Abroad ([http://travel.state.gov/travel/tips/tips\\_1232.html](http://travel.state.gov/travel/tips/tips_1232.html)), for general advice and information about staying safe while traveling.
- International Travel Safety Information for Students ([http://travel.state.gov/travel/cis\\_pa\\_tw/safety/safety\\_2836.html](http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html)).

The Center for Global Education SAFETI Clearinghouse (<http://www.gloaled.us/safeti/>) has links to many travel resources, including an adaptation of Peace Corps materials.

Centers for Disease Control (<http://www.cdc.gov/travel/default.aspx>) publishes travel warnings related to health risks, as well as information about immunization requirements and other health considerations and advice for travelers.

Mobility International (<http://www.miusa.org/>) has resources for students with disabilities of all kinds.

ASIRT (Association for Safe International Road Travel) (<http://www.asirt.org/>) promotes awareness of road safety issues abroad and offers country-specific information and advice.

UK Foreign and Commonwealth Office publishes information from the British government for British citizens traveling abroad (<http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1007029390572>).

Foreign Affairs Canada, Department of Consular Affairs (<http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>) publishes information from the Canadian government for Canadian citizens traveling abroad

The McCulloch Center for Global Initiatives website (<http://www.mtholyoke.edu/go/global>) has more comprehensive information and other resources on travel and safety abroad.

Mount Holyoke College  
South Hadley, MA 01075

**Travel Agreement – International**

*Please Print the Information Required and Read and Sign the Following Agreement*

Student Name: \_\_\_\_\_  
(print your full legal name, do not use nicknames)

Address (print your full legal address, not an MHC address or P.O. box number): \_\_\_\_\_  
\_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve. Phone: \_\_\_\_\_ MHC CID# (ISIS ID): \_\_\_\_\_

List all programs/activities to which you are applying (see cover sheet for further instructions):

Program: \_\_\_\_\_ Program: \_\_\_\_\_

Location (city & country): \_\_\_\_\_ Location (city & country): \_\_\_\_\_

Dates (month/day/year, may be approximate):  
From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Program: \_\_\_\_\_ Program: \_\_\_\_\_

Location (city & country): \_\_\_\_\_ Location (city & country): \_\_\_\_\_

Dates (month/day/year, may be approximate):  
From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Program: \_\_\_\_\_ Program: \_\_\_\_\_

Location (city & country): \_\_\_\_\_ Location (city & country): \_\_\_\_\_

Dates (month/day/year, may be approximate):  
From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Assumption of Risk / Release & Indemnification of All Claims / Covenant Not to Sue**

**This is a legal and binding agreement which, when signed, will permanently limit your ability to recover from the parties indicated below for injuries or losses you may sustain as a result of participating in a listed Program or Trip or other off campus or related activities.**

Mount Holyoke College is a non-profit educational institution. References to Mount Holyoke include its trustees, employees, volunteers, students, Student Government Organizations and participating organizations, sponsors, agents and assigns.

I freely choose to travel to, study at, or volunteer to intern at the Program, organization(s) or location(s) indicated above, for the purpose of study, developing personal business and/or social service skills and/or personal experience as may be applicable (henceforth referred to as the Program) and freely accept all the risks associated with the Program. I expressly agree that I am not an employee of Mount Holyoke, and have no employee rights or benefits including, without limitation, any workers' compensation benefits.

I understand that Mount Holyoke is not an agent of, and has no responsibility for, any third party including without limitation any sponsor or program that may provide any services, equipment, training or activities associated with the Program. I agree to inform myself about the potential dangers of the areas I am traveling to and precautions that should be taken, including reviewing the State Department Consular Travel Information at <http://www.travel.state.gov> and the Centers for Disease Control Travelers Information at <http://www.cdc.gov/travel/> for health and immunization information.

Participating in any activity is an acceptance of some risk of injury. I agree that my safety is primarily dependent upon my taking proper care of myself and avoiding any activity or behavior which would harm myself or others. I agree to observe the rules and practices that may be posted or advised by Mount Holyoke or the program or sponsor. I agree that if I fail to act in accordance with this agreement I may be dismissed from the Program.

**Travel Agreement – International (page 2)**

Student Name: \_\_\_\_\_ MHC CID #: \_\_\_\_\_

Despite precautions, accidents and injuries can occur. I understand that the activities I may undertake may be potentially dangerous, and that I may be injured and/or lose or damage personal property or suffer financial loss as a result of use of the facilities, equipment or Program participation. Therefore **I ASSUME ALL RISKS RELATED TO THE ACTIVITIES** including but not limited to:

- ◆ Death, injury or illness from accidents of any nature whatsoever, including but not limited to bodily injury or illness of any nature whether severe or not, temporary or permanent, that may occur as a result of participating in an activity or contact with physical surroundings, environment, equipment or other persons.
- ◆ Loss or injury as a result of a crime or criminal act by third parties, terrorism, war, civil unrest, riot, detention by a foreign government, arrest or other act of any government or authority.
- ◆ Theft or loss of personal property during the Program or any Program related travel.
- ◆ Loss or death or injury as a result of any natural disaster or event or extreme weather conditions or events.
- ◆ Alteration including delay, extension or cancellation of the Program due to natural disaster, civil unrest, war, terrorist attack, medical quarantine or any other disturbances or causes.

I further acknowledge that the above list is not inclusive of all possible risks associated with the Program or facilities, equipment, or services in association with the Program, and that the above list in no way limits the extent or reach of this release and covenant not to sue. I understand that participating in this Program and use of facilities at Mount Holyoke is an acceptance of risk of injury.

**Medical Treatment Authorization**

I authorize Mount Holyoke to act on my behalf in any medical emergency, if applicable.

**Release from Liability, Indemnification Agreement and Covenant Not to Sue**

In consideration of Mount Holyoke’s support of the Program, I the undersigned, to the fullest extent permitted by law, agree to forever release and on behalf of myself, my spouse, heirs, representatives, executors, administrators and assigns, **HEREBY DO FOREVER RELEASE** Mount Holyoke from any cause of action, claims, or demands of any nature whatsoever, including but not limited to a claim of negligence which I or my spouse, heirs, representatives, executors, administrators and assigns may now have, or have in the future against Mount Holyoke on account of personal injury, bodily injury, property damage, death or accident of any kind, arising out of or in any way related to my use of the facilities, equipment, or services in association with the Program howsoever the injury is caused, including whether by the ordinary negligence of Mount Holyoke or otherwise.

In consideration of Mount Holyoke’s support of the Program I, the undersigned, **COVENANT NOT TO SUE** and agree to **INDEMNIFY AND HOLD HARMLESS** Mount Holyoke from any and all causes of action, claims, demands, losses or costs of any nature whatsoever arising out of or in any way relating to my use of the facilities and my use of facilities, equipment, or services in association with the Program.

I hereby certify that I have full knowledge of the nature and extent of the risks inherent in the Program and the use of facilities, equipment, or services in association with the Program, that I am voluntarily assuming all risks, whether known or unknown, and that I am voluntarily participating in the Program. If I defer or extend my program of study or other travel abroad, or if I am approved to participate in a program other than the one(s) listed on this form, whether in the same location or in another city or country, I understand that the terms of this agreement will continue to apply in full to any such alternate time or location.

I understand that I will be solely responsible for any loss or damage, including death, which I sustain or cause, whether in whole or in part, while participating in the Program and my use of facilities, equipment, or services in association with the Program, and that by this agreement I am relieving Mount Holyoke of any and all liability for such loss, damage or death.

My signature below indicates that I have read and freely signed this agreement, which shall take effect as a sealed instrument. I further certify that I am legally competent to sign this agreement. I further understand that the terms of this agreement are legally binding and I certify that I am signing this agreement after having carefully read and understood the same, of my own free will. This agreement is made in sole consideration of Mount Holyoke permitting my use of the facilities and my use of facilities, equipment, or services associated with the Program.

This agreement shall be construed and enforced in accordance with Massachusetts’ law and I consent to the jurisdiction of said state. I expressly agree that this waiver and release is intended to be as broad and inclusive as permitted under Massachusetts’ law and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**IMPORTANT - READ ENTIRE AGREEMENT BEFORE SIGNING**

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_ *month/day/year*

Witness Name (print your full legal name, do not use nicknames): \_\_\_\_\_

Witness Address (print your full legal address, not an MHC address or P.O. Box number): \_\_\_\_\_

\_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_ *month/day/year*

**Student’s signature need not be notarized but must be witnessed. Anyone can witness the form (another student, a staff or faculty member, a parent, etc.).**