



STUDY ABROAD APPLICATION FOR SUMMER TERM, SEMESTER, ACADEMIC YEAR ABROAD

Instructions: Complete the **application form** and the **authorization form**. Sign the **release agreement** and return all three documents to the Director of Study Abroad. Retain copies of these documents for your records. Application must be filled out digitally (typed). Hand-written applications will not be accepted.

(Note: PLEASE BLOCK PRINT)

PERSONAL INFORMATION:

Name as it appears on passport:

First _____ Middle _____ Last _____

Preferred Nickname: _____ Student ID#: _____

Hood Email Address: _____ @hood.edu

Gender on Passport: Male Female

Permanent Address: -----

Home Phone: _____ Cell Phone: _____

Date of Birth (M/D/Y): _____ Current Age: _____

Country of Birth: _____ Country of Citizenship: _____

Emergency Contact: _____ (Name)

Emergency Contact's Phone Number _____ Emergency Contact's Email address _____

Are you on Facebook? Y N Other Social Media _____

Would you be interested in writing for the College's Blog? Y N

MEDICAL INFORMATION:

PLEASE NOTE THAT THE RELEASE OF THE FOLLOWING CONFIDENTIAL INFORMATION IS STRICTLY VOLUNTARY; HOWEVER, FAILURE TO ALERT HOOD COLLEGE OF ANY SERIOUS MEDICAL/PSYCHOLOGICAL CONDITIONS WHICH MAY REQUIRE SPECIAL ACCOMMODATION ABROAD, OR WHICH MAY RESULT IN SERIOUS INJURY TO YOURSELF OR OTHERS, COULD LEAD TO YOUR DISMISSAL FROM THE STUDY ABROAD PROGRAM.

Please list any prescribed medications you regularly take:

Please list any allergies of which you are aware:

Please indicate whether Hood College should be aware of any medical, physical, or psychological conditions that may affect your participation in this study abroad program:

Health Insurance Provider, Agency, and Policy Number:

Accommodations: Please indicate whether you require academic or housing accommodations. Please note that disability accommodations may not be available in all countries and programs, and arranging for accommodations frequently takes longer when working with an institution or program located outside of the United States. Therefore you are encouraged to discuss your need for accommodations in your study abroad program with the Office of Accessibility Services (AccessibilityServices@hood.edu; 301-696-3569) as soon as possible.

STUDY ABROAD INFORMATION

I wish to study abroad during the _____ (spring, summer, fall) semester,
_____ (year)

Name of Study Abroad Program you wish to apply for: _____

City and Country of Study Abroad Program you wish to apply for: _____

Have you met with and been advised on study abroad options by the Director of the Study Abroad?

Y N **If no, please schedule an appointment.**

Have you been officially accepted at the host institution? Y N

Do you have a current passport: Y N

If no, you have: Applied Not yet applied (Apply now if you have not done so!)

Passport No.: _____ Expiration Date: _____

ACADEMIC INFORMATION

Who is your academic advisor? _____ Cumulative GPA: _____

Major(s): Minor: _____

What is your class year? Freshman Sophomore Junior Senior

Expected Graduation Date: (month/year) _____

Is this study abroad experience a requirement of your academic program? Y N

Please list any other languages other than English that you speak and/or read. How many semesters/years have you been learning this language/these languages: _____

If we need to check academic references, what two professors would you use as references?

1. _____ 2. _____

QUESTIONS/CONCERNS

1. Why do you wish to travel and study abroad?

2. How does study abroad fit into your future academic and professional goals?

3. What, if any, special challenges do you expect to encounter while on this program? How will you deal with them?

4. Please list additional questions or concerns that you might have regarding your travel (i.e. international voltage requirements, currency, dealing with seasickness, special accommodations, etc. Use reverse if necessary.)

5. Is there any additional information that would be helpful for the College to be aware of during your study abroad period? Y N If yes, please explain:

DECLARATION

I certify that I have had the full opportunity to read and consider the contents of this application. I understand that by signing this form, I am confirming my authorization that Hood College may use and/or disclose the protected information described in this form concerning any emergency, medical, academic, disciplinary, or health-related issue involving or relating to me, or to any conduct, misconduct, alleged misconduct, student disciplinary proceeding(s), academic proceeding(s), or legal proceeding(s) involving or relating to me in any manner. The confidentiality of this information will be maintained consistent with the College's need to provide program services.

I understand that I will be required to attend mandatory orientation sessions given by the study abroad office as a condition of being approved for studying abroad through Hood College.

I agree to obtain any and all visa and clearances prior to my time abroad and ensure I have obtained the proper authorization to study in my host country.

I understand by completing this form that if I decide to cancel my study abroad plans for the current semester I will need to submit a Cancellation Form to the study abroad office and that I may be responsible for any non-refundable deposits, fees, and expenses that I may have made on my own behalf or have been made on my behalf.

Furthermore, I certify that all of the responses made on this form are true and accurate, and that I will notify the study abroad office hereafter of any important changes in my health or conduct status that occur prior to the start of the program.

Applicant Signature: _____ Date: _____

For Office Use ONLY: Submission Date: _____
--

GENERAL RELEASE AGREEMENT

Hood College is concerned for the safety and comfort of students, faculty, staff, alumni, or any affiliates who travel with and participate on any study abroad programs. I hereby agree to the following guidelines:

1.0 Participation in the Academic Program

The Undersigned have been informed by Hood College of the scope and focus of the Program, eligibility requirements, costs, registration procedures, travel, itinerary, logistics, terms of cancellation, academic context, and credit. By signing this Agreement and General Release, the Undersigned acknowledge that they have fully educated themselves as to the details of this Program and agree to abide by its terms. In consideration of the Undersigned's execution of this Agreement and General Release and their agreement to be legally bound by the terms, Hood College will permit the Participant to enter into the Program subject to the provisions set forth herein.

2.0 Waiver of Hood College's Liability for Risks and Dangers

The Undersigned understand that there are certain dangers, hazards, and risks inherent in international travel and the activities included in the Program, including but not limited to risks of injury, permanent disability or death, property damage, and severe social or economic loss, which may result from the actions, inactions, or negligence of the Participant or others, weather conditions, conditions of equipment used, language barriers, differing social cultures, national and local laws, sickness, weather, strikes, natural disasters, civil unrest or hostilities, terrorist activities or acts of war, and that Hood College cannot and does not assume responsibility for any such personal injury, property damage, or other loss.

3.0 Participant Responsibility for Medical Needs

The Undersigned assure Hood College that the Participant has consulted with a medical doctor with regard to the Participant's personal medical needs such that the Undersigned can and do further state that there are no health-related reasons or problems which preclude or restrict the Participant's participation in the Program. The Undersigned are aware of all applicable personal medical needs, as well as having arranged for adequate hospitalization insurance to meet any and all needs for payment of hospital costs while the Participant is undertaking the Program. The Undersigned agree that Hood College cannot be and is not responsible for attending to any of the Participant's medical or medication needs, that the Undersigned assume all risk and responsibility therefore, and that if the Participant is required to be hospitalized while in a foreign country or in the United States during the Program, Hood College cannot and does not assume any legal responsibility for payment of such costs.

4.0 Participant's Life, Health, and Property Insurance

The Undersigned are aware that there are other potential risks in which the Participant may be placed or in which the Participant may place himself or herself during the Program which neither the Undersigned nor Hood College are able to foresee at this time. The Undersigned are aware that life, health, and property insurance is sold by American companies in order to remove such risks and pool such risk of loss with others.

5.0 Hood College's Rights and Powers

5.1 Hood College reserves the following rights and powers:

5.1.1 The right to cancel the Program without penalty;

5.1.2 The right to alter or withdraw any part of the Program and to make any alterations, deletions or modifications in the itinerary and/or academic program as deemed necessary by Hood College or by the course instructors as agents of Hood College.

5.2 The Undersigned have made themselves aware of the rules and regulations as contained in the Hood College Student Handbook and all relevant Hood College study abroad documents. The Participant agrees to uphold individual and group standards appropriate to the cultural setting of the Program. If the Participant's actions violate local or national laws and/or Hood College or host institution regulations, or are judged to be injurious to the Program and/or seriously offensive to the host cultures, and/or damaging to the reputation of Hood College, the Participant acknowledges that the faculty leader(s) and/or the study abroad director(s) have the right, after consultation with the Dean of the College to terminate the Participant's enrollment in the Program without refund of tuition nor fees and to return the Participant to the United States at his/her/their own expense. The Undersigned understand that military actions, terrorist threats, labor strikes, civil unrest, and natural disasters as well as other situations which are disruptive to the learning environment and/or the life of and safety of the Program group may result in an alteration in the Program itinerary. The Undersigned agree to accept financial responsibility for the Participant which may result from such a change in the Program itinerary and agree to follow the leadership and direction of Hood College in the decision to change travel plans.

6.0 Potential Travel and Accommodation Problems

6.1 The Undersigned acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in transportation due to sickness, weather, strikes, or other unforeseen causes. The Undersigned acknowledge and understand that Hood College assumes no liability whatsoever for any loss, damage, destruction, theft, or the like to the Participant's luggage or personal belongings, and that the Participant has retained adequate insurance or has sufficient funds to replace such belongings and will hold Hood College harmless therefrom. The Undersigned acknowledge and understand that in the event the Participant becomes detached from the Program group, fails to meet a departure bus, airplane, or train, or becomes sick or injured, the Participant will bear all responsibility to seek out, contact, and reach the Program group at its next available destination; and that the Participant shall bear all costs attendant to contacting and reaching the field trip group at its next available destination. The Undersigned acknowledge and understand that there are risks associated with operating a motor vehicle while participating in the Program and that Hood College assumes no liability whatsoever for any death, injury, damage, loss, accident, or delay resulting from the Participant's operating a motor vehicle while participating in the Program. All services and accommodations are subject to the laws of the country in which they are provided.

6.2 The Undersigned understand that Hood College in no way represents or acts as agent for the transportation carriers, hotels, and other suppliers of services connected with the Program. The Undersigned further understand and agree that Hood College, its governing board, employees, and agents are:

6.2.1 Not responsible or liable for any injury, damage, loss, accident, delay, or other irregularity which may be caused by the defect of any vehicle or the negligence or default by any company or person engaged in providing or performing any of the services involved in the Program;

6.2.2 Not responsible for any disruption of travel arrangements or any consequent additional expenses that may be incurred therefrom.

7.0 Legal Problems

The Undersigned acknowledge and understand that should the Participant have or develop legal problems with any foreign nationals or government while participating in the Program, the Participant will attend to the matter personally with the Participant's own personal funds. Hood College is not responsible for providing any assistance under such circumstances.

8.0 Conduct of the Participant

The Undersigned are aware of the Hood College Student Code of Conduct and agree to uphold this code of conduct while abroad. The Undersigned are aware of the means by which sexually transmitted diseases are contracted and recognize the inherent risks of unprotected sexual activity and intravenous drug use. The Undersigned are aware of the health, safety, and legal implications associated with the use of alcohol and drugs and will educate themselves, prior to departure, as to the local or national laws of the host country. The Undersigned acknowledge and understand that Hood College assumes no liability whatsoever for any death, injury, loss, damage, harm, accident, or delay resulting from the Participant's conduct as described above.

9.0 Governing Law

The Undersigned agree that this Agreement and General Release shall be construed in accordance with the laws of the State of Maryland, which shall be the forum for any lawsuits filed under incident to the Agreement and General Release or the Program. The terms and provisions of this Agreement and General Release shall be severable, such that if a court of competent jurisdiction holds any term to be illegal, unenforceable, or in conflict with any law governing this Agreement and General Release, the validity of the remaining portions shall not be affected thereby.

10.0 Assumption of the Risks Involved

10.1 Knowing the dangers, hazards, and risks described herein, or otherwise associated with participation in the Program, whether foreseen or unforeseen, and in consideration of being permitted to participate in the Program, the Undersigned, on behalf of the Participant's family, heirs, and personal representative(s), agree to assume all risks and responsibilities surrounding Participant's participation in the Program, including transit to, during, and from the Program, and to forever discharge, release, and waive any claims against Releasees for any and all liability related to any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which the Participant may have or which may hereafter accrue to the Undersigned, arising out of or related to any loss, damage, or injury, including but not limited to, suffering and death, that may be sustained by the Participant or by any property belonging to the Participant, except for loss or injury arising out of the sole negligence or willful misconduct of the Releasees.

10.2 The Undersigned understand and agree that Releasees do not have medical personnel available at the location of the Program, during transportation, or anywhere in the Host Country. The Undersigned understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by the Releasees shall be subject to the terms of this Agreement and General Release. The Undersigned understand that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

11.0 Academic Program

The Undersigned will comply with any special instructions or directions of an academic nature particular to this study abroad experience, including attendance at mandatory pre-study-abroad orientations, completion of all required pre-departure paperwork, and completion of an evaluation at the end of the program. The Undersigned will attend all lectures, museums talks, field trips, and special excursions as necessary requirements for credit on this study abroad experience.

12.0 Early Return

The Undersigned understands that if he/she/they is/are required to return to the United States before the originally scheduled departure, he/she/they will do so at his/her/their own cost. Possible reasons for return include but are not limited to: violations of the Code of Student Conduct, premature end to the program, or US State Department travel warning for the location of the study-abroad program and any Center for Disease Control advisories.

13.0 Participation in Program

The Undersigned plans to participate in a study abroad program, scheduled for _____ (dates/duration). The Undersigned has voluntarily elected to participate in this study abroad program. This experience may transfer, as a part of the Hood College curriculum, as academic credits. The Undersigned agrees to pay normal tuition costs (when applicable) to Hood College for a partnership program, or full tuition at a non-partnership school and that all other travel, room, and board expenses will be the Undersigned's responsibility.

14.0 Use of Photographic Likeness

The Undersigned further agrees that Hood College may release his/her/their photographic likeness on the College's website or for publicity purposes.

15.0 Other Claims

It is the Undersigned's expressed intent that this Agreement and General Release shall bind the members of the Undersigned's family and spouse, if Participant is alive, and Participant's family, estate, heirs, administrators, personal representatives, or assigns, if Participant is deceased, and shall be deemed as a Release, Waiver Discharge, and Covenant not to sue the above-named Releasees. The Undersigned or Participant's family, arising out of the Participant's participation in the Program.

Date: _____

Participant (Print): _____ Participant (Sign): _____

Parent/Guardian of Minor (Print): _____

Parent/Guardian of Minor (Sign): _____

STUDY ABROAD AUTHORIZATION FORM

Hood College students applying to study abroad should read this form thoroughly before acquiring the appropriate signatures. This form must be submitted to the study abroad office.

Student Name: _____ Student ID#: _____

Requests to study abroad: Term & Year: _____ Location: _____

Academic Advisor – The above named student has been informed that it is his/her responsibility to keep apprised of current graduation requirements for his/her particular degree.

Academic Advisor Signature: _____ Printed Name: _____

Date: _____

The above named student has / has not applied for financial aid from Hood College. (circle one)

The above named student (check all that apply):

- Is in good academic standing (≥ 2.0 overall GPA) Current GPA: _____
- Has been informed if, how, and when financial aid will be applied and the requirements for these funds.
- Has been informed what requirements must be met (i.e. credit load) to guarantee that these funds will be available.
- Has no financial holds on their account.
- Is aware of any study abroad fees that may be applied to his/her account.
- Has how many transfer and transient credits from other institutions? _____

Registrar's Office: _____ Date: _____

Printed Name: _____

Financial Aid Office: _____ Date: _____

Printed Name: _____

Student Life

The above named student is not on conduct probation.

Dean of Students: _____ Date: _____

Student:

I certify that I understand the billing procedures, tuition, study abroad fee, financial aid regulations, scholarship rules, academic requirements for my major, student conduct code, and the registration process for my study abroad experience. I know that I must be in good academic and social standing and current on my financial obligations at the time of my study abroad and that Hood College may rescind my approval to study abroad in the event that I fail to meet College standards prior to my departure, and that I would be responsible for any non-refundable deposits, fees, or expenses paid on my behalf by either myself or Hood College. I understand that failure to complete this form by the deadline may jeopardize my ability to transfer these credits in to Hood College and my access to financial aid, if otherwise eligible.

Student Signature (Signed in presence of Director Study Abroad)

Printed Name: _____ Date: _____

Director of Study Abroad: _____

Printed Name: _____ Date: _____

STUDY ABROAD GUIDELINES

*** Note: Study Abroad Procedures pages 9-13 are to be kept by the student! Do NOT turn them in to the Director of Study Abroad ***

Hood College students seriously considering studying abroad at one of our partnership colleges or at any non-partnership College throughout the world should complete the steps outlined below. Any student applying to study abroad for any length of time must be in good standing with the College and must have at least a 2.0 cumulative grade-point average. The college strongly recommends for semester and year-long programs that students be of junior year standing.

STEP 1: REVIEW AND SELECT A STUDY ABROAD DESTINATION.

The decision to study abroad is a crucial one, based upon a number of factors including personal goals, field of study, projected career path, and personal finances. Students should select a college abroad only after researching the websites and material available in the Study Abroad Office and associated websites. Students should also carefully examine the application procedures, program or semester dates, and the costs for the proposed destination, taking into account the time frame for the semester spent abroad and whether it matches with the Hood College academic calendar. This is also the point at which a decision should be made for length of duration of the study abroad program (i.e. semester, summer term, or full academic year).

STUDY ABROAD PROGRAMS STUDENTS REGULARLY USE:

CIEE: CIEE offers a variety of programs to study in a wide range of foreign countries. Students can choose between short-term and long-term programs. Their mission statement is "to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world." There is some variation, but most program application deadlines are October 1.

CAPA International Education: CAPA offers programs in eight major cities around the world. Students can choose between short-term and long-term programs. Classes are taught in English, and in non-English speaking countries students have the option to study the local language. The deadlines for these program applications range between October 11 to November 25. Students should take care to apply to the earliest deadline for his or her program.

CCIS: CCIS is a study abroad consortium that offers programs throughout the world. Students can choose between short-term and long-term programs. Depending on the program, classes are either taught in English or in the target language of the host country. The deadlines for CCIS-sponsored programs in spring semester are typically in October and November.

Sweet Briar JYF: This program is designed for language students to study abroad in Paris or Nice through Sweet Briar College during their junior year. All courses are taught in French. Applications for the Spring semester are due October 15, for full academic year, March 15.

University of Munich JYM: This program is designed for language students to study abroad in Munich, Germany his or her junior year. Classes are taught in German. Applications for Spring semester are due October 1.

Semester at Sea: With the world as its classroom and more than 50 years of experience, Semester at Sea integrates multiple-country study, interdisciplinary coursework, and hands-on field experience for meaningful engagement in the global community. Over a 100-day voyage on a shipboard campus, students select academic courses drawn from 20 – 25 fields of study that are integrated with relevant field classes in up to a dozen countries.

Application Deadline: Semester at Sea operates on a rolling admissions basis, meaning there are no application deadlines for specific semesters. However, it is recommended that you begin the application process 12 months before the semester in which you would like to participate.

STEP 2: GET ADVISED.

Once a preliminary choice for a study abroad destination and duration is made, contact the Director of Study Abroad to set up an advising appointment. Using course descriptions from the proposed host institution or program, develop a preliminary list of courses to be taken abroad and bring this list to the meeting with the Director. During this meeting the Director will provide a STUDY ABROAD COURSE APPROVAL FORM on which to list these courses.

Students will also need appointments with the following:

1. Study Abroad Director/Faculty Advisor - for approval of the overall plan as it pertains to remaining on track for the student's graduation requirements. To additionally discuss study abroad program requirements at Hood College and at partner institutions. Students may also learn about other program options during this meeting. Students should discuss their equivalency choice with the Director of Study Abroad and their academic advisor, and upon return, submit proof of completed study abroad course work to the Director of Study Abroad.
2. Registrar's Office – to acquire the Petition to Study Abroad form.
3. Financial Aid – to confirm whether or not the individual student's financial aid package will apply to program expenses. Students will also learn about what their financial responsibility may be.
4. Career Center – to sign-up for study abroad orientation and deliver all completed forms.
5. All students must complete all forms required by the Study Abroad Office prior to departure for their study abroad term in order to be eligible to receive transfer credits from any institution abroad.
6. Please note: The Director of Study Abroad reserves the right to deny students any study abroad program if, in his or her opinion, the student is not academically ready based upon GPA and/or discussion with the faculty advisor, or if there are valid financial or behavioral reasons that would indicate the inability to manage living successfully abroad. Failure to complete the Course Approval and Authorization Forms by their deadlines will jeopardize the ability to receive these credits as well as access to financial aid, if otherwise eligible.

STEP 3: ESTIMATE THE COSTS

Attendance at one of Hood College's partner universities will trigger billing of tuition from Hood College at the same rate as if the student were studying in Frederick, MD. Transportation to and from the international destination, room, and board are usually separate costs and must be calculated as such. The study abroad office at the destination institution will work closely with students to find and select housing. Costs for non-partnership colleges will vary, and some offer comparable tuition rates to Hood College. Arrangements should be made to discuss financing options with the Financial Aid office for any non-partnership colleges.

STEP 4: APPLY AND MAINTAIN CONTACT

In order to receive academic credit for any study abroad, students must meet with the Director of Study Abroad and maintain email contact with the Study Abroad Office to insure that the necessary documents are being submitted. Also required for the student's file, and detailed on the Study Abroad Check List (see attached) are the following:

- Study Abroad Application – “Summer, Jan-Term, Semester or Academic Year Term”, Parts One and Two, with completed Release Agreement and Study Abroad Authorization Form.

- Proof of current medical insurance
- Copy of all flight information to and from the host destination
- Study Abroad Checklist, completed and signed

Recommended deadlines for submissions to be turned in to the Study Abroad Office are:

For Spring Semester Study Abroad	For Summer OR Fall Semester Study Abroad
October 1: Signed Study Abroad Application Signed Release Form Completed Study Abroad Authorization Form	March 1: Signed Study Abroad Application Signed Release Form Completed Study Abroad Authorization Form
November 1: Proof of Domestic Health Insurance	April 1: Proof of Domestic Health Insurance
December 1: Study Abroad Course Approval Form Color Photocopy of Passport (Recommended) Proof of Acceptance from Host Institution Flight Information	May 1: Study Abroad Course Approval Form Color Photocopy of Passport (Recommended) Proof of Acceptance from Host Institution Flight Information

Apply to the chosen college abroad, either through hardcopy applications via mail, or through the college’s website application. Note that some colleges require nomination by Hood College prior to submitting the application for admission. The Director of Study Abroad will work with the student to complete the nomination process.

Once notification of acceptance is received, the student must make a copy of all the paperwork for the study abroad file in the Study Abroad Office: the application, any correspondence with housing or academic advisors abroad, and any acceptance letter received. Students must meet with the Director of Study Abroad at Hood College during the application process for any college, and maintain email contact with the Study Abroad Office to insure accurate submission of documents.

During the application process, a valid passport will need to be secured, and a COLOR photocopy of the first page is recommended for the files in the Study Abroad Office. The passport must be valid for 6 months beyond the last date the student expects to be abroad. If a student visa is needed for the study abroad destination, obtaining one is the student’s responsibility, and students work directly with the appropriate consulate (or external agency that will provide the visa) in obtaining one. The Study Abroad Office must be kept informed of progress in obtaining it from the respective consulate.

STEP 5: FINANCE THE STUDY ABROAD SEMESTER and APPLY FOR FINANCIAL AID and SCHOLARSHIPS

Participating in studying abroad is an investment in the future and involves a commitment to advanced planning, careful time and money management, creativity, and perseverance. Financing this experience is an integral part of that investment. The personal, academic, and professional rewards will last a lifetime.

Schedule an appointment with a Financial Aid counselor. Bring any additional cost information for tuition, fees, and housing that are required to be paid outside of obligations to Hood College. In this meeting, the student will calculate costs of the study abroad and determine what financial resources are available with the guidance of the counselor. Housing costs—room and board—at almost every study abroad institution are the responsibility of the student. Housing arrangements vary widely, and those arrangements, as well as the financing of them, should be made with the study abroad institution before departure.

There are various scholarships available that can help make the experience less financially stressful. Sources to support study abroad can be found in the Study Abroad Office, researching grants or scholarships given by the selected host college abroad, or by securing student loans in the financial aid office. Please direct any questions about funding study abroad to the Office of Financial Aid.

Outside scholarships are not connected to any specific Hood College programs, but can be applied for independently by any student. Most scholarships are only awarded for semester or year-long study and are highly competitive. Many of these have very specific, detailed application requirements, so research the options and apply early.

Hood College offers the **Shirley Conner Hardinge and Susan Whaley Study Abroad Scholarships**: Students who wish to apply for these scholarships must have at least a 2.5 GPA, and must not be on academic probation. Students must also have his or her or their FAFSA filed with Hood's Financial Aid Office. Students can apply for Hood College study abroad scholarships at any point in the school year for Spring, Summer, and Fall programs. There are two deadlines by which scholarship applications are due: October 31 and March 16. Funds are limited so applicants are encouraged to submit a scholarship application as early as possible.



*** Note that deadlines for many of these scholarships close early – sometimes more than a semester before the study abroad term – so plan accordingly. ***

STEP 6: OBTAIN MEDICAL AND SUPPLEMENTAL TRAVEL INSURANCE FOR THE TIME ABROAD

Hood College requires all students who study abroad to maintain health insurance that covers them in their destination abroad for the entirety of their program period. Each student must determine how s/he/they will be covered for health insurance while abroad either by calling their insurance company to inquire whether s/he/they will be covered or by reviewing the existing policy documents.

In addition, Hood College requires that every study abroad participant must have insurance to cover any and all expenses that might occur due to such injury as might require immediate return to the student's country of residence for care or for untimely death abroad, commonly called evacuation and repatriation insurance. The college strongly recommends that students purchase supplemental insurance and can offer guidance on a variety of policies and providers.

It is the student's responsibility to provide the Study Abroad Office with proof of domestic health insurance as part of the pre-program documentation requirements.

The College also strongly recommends that students also purchase supplemental travel insurance that covers costs for trips cancelled because of illness and other emergencies, and which typically delayed or cancelled flights, hotel or hostel cancellations, and lost or damaged luggage.

STEP 7: PURCHASE AIRLINE TICKETS

Students should reserve a ticket far enough in advance after acceptance by the host institution to feel comfortable about travel plans and cost of the ticket. Students must either copy the ticket information or send it via email to the Study Abroad Office for the student's file. Be sure to alert the host institution contact via e-mail, and inform him or her of the flight information to see if someone from the office is available to provide transportation from the airport.

Important caveat: If a student visa is required for the study abroad country, we recommend that you wait to purchase your airline ticket until after you have received your visa from the Consulate!

STEP 8: STAY IN TOUCH WITH HOOD

Students must contact the Study Abroad Office within 48 hours after arrival in the country of study abroad. In addition, the Director can be contacted anytime should help be needed on any matter. Once settled in to the host institution, contact the Study Abroad Office at minimum once a month, through a brief email, to check-in and let the staff know how things are progressing.

STEP 9: BEFORE YOU LEAVE YOUR HOST COUNTRY

Prior to departure from the host institution, be sure to contact the Registrar's Office abroad about any transcript procedures for obtaining your grades. It is the student's responsibility to ensure that transcripts are sent to Hood College in a timely manner; therefore, prior to departure from the study abroad institution, provide their registrar with the address of the Study Abroad Office so that the transcript may be processed and forward it to the Hood College Registrar's Office for successful recording of credits.

Please have transcript mailed to:

The Registrar's Office
Hood College
401 Rosemont Avenue
Frederick, MD 21701
USA

STEP 10: UPON YOUR RETURN

Upon return from the program abroad, complete a Study Abroad Evaluation Form (available from the Career Center). After that form is completed, make an appointment with the Director of Study Abroad located in Tatum 220 for an exit interview. Appointments may be made via email at pincikowski@hood.edu. It is best to complete this final task as soon as possible, so the study abroad experience is still fresh in mind. This will complete your study abroad requirements at Hood College.

It is highly recommended that you make an appointment with a career counselor in the Catherine Filene Shouse Center for Career Development and Experiential Education (Apple Building on Floor 2) to help you begin to leverage the study abroad experience by including the transferrable skills obtained through experiences abroad. These skills will translate toward a job, and are what employers will look for in applicants' cover letters, resumes, and interviews.