SMITH COLLEGE
Request for Approved Off-Campus Study

NOTE: A student may not study away for more than 2 consecutive semesters. Also, a student applying for a leave either semester of their senior year, must complete a Senior Year Elsewhere Form. Indicate with a ☑ your leave period:

☐ Academic Year ☐ Fall Only ☐ Spring Only ☐ January-January
DEADLINE: MAY 1 DEADLINE: MAY 1 DEADLINE: DEC 1 DEADLINE: DEC 1

Name: ___________________ Class Year: _______ Box #: _______ ID#: __________

House: ________________ Major: ___________________ Adviser: ___________________

Smith Email: ___________________ Phone: ___________________

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Check one of the following options:

1. Approved Programs outside the USA
☐ Smith College JYA: (check one)
  o Florence  o Geneva  o Hamburg  o Paris
☐ Smith-Approved Study Abroad at: ____________________________

*Office for International Study Staff Signature: ___________________________ Date __________
*Approval from the Office of International Study is required to receive credit for study outside the U.S.

2. Approved Programs in the USA
☐ Jean Picker Semester in Washington  ☐ Smithsonian Program  ☐ Princeton-Smith Engineering Exchange
☐ 12-College Exchange at ___________________________

3. Planned Study in the USA
☐ I intend to study in the USA at: ___________________________ and to request transfer credit toward my Smith College degree for the time period indicated above and I have discussed my plan with my adviser and class dean.

For all Approved Off-Campus Study: I have read the College’s information and requirements for transfer credit on the Registrar’s webpage: https://www.smith.edu/about-smith/registrar/transfer-credit. I have discussed my plan with my adviser and my class dean. I will consult with Student Financial Services regarding financial aid and billing procedures.

Student Signature ___________________________ Date __________

*If you are an international student (non-US citizen), check here ☐, and consult with the Associate Dean for International Students. Approval of the Associate Dean for International Students is required to receive credit for planned study in the U.S.

* Signature of Associate Dean of International Students: ___________________________ Date __________

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Submit completed form, with signatures, to the Class Deans office.

FOR OFFICE USE ONLY:

APPROVED ___________________________ Date __________

07/19  Original – file  Yellow - Registrar  Green - International Study/International Students  Pink - Student