

HAMILTON COLLEGE

Second Year Study Abroad Checklist

Sophomores need to start the advising and application process early in the year. Use this checklist during your second year at Hamilton to guide you through the steps you need to take to get started.

Remind your faculty advisor about your interest in studying off campus either for the semester or full year.

Check with your faculty advisor about the courses you need to take to stay on target to complete your major and minor requirements.

Keep your options open. Consider taking a language course if you haven't already done so.

Fill out the study abroad planning form found on the Off Campus Study website.

Call the Office of Off Campus Study to schedule an appointment with a study abroad advisor (315-859-4022). The best time to meet is EARLY, ideally during the first semester.

Meet with the Student Fellowships coordinator EARLY if you are interested in national study abroad scholarships. Many scholarship deadlines are in early fall.

Attend information sessions about different programs.

Attend an event hosted by the Office of Off-Campus Study. There will be events where you will be able to talk to returning students.

Apply early for programs since most programs admit students on a rolling basis and can fill up before the published deadline.

Work closely with your study abroad advisor if you find out that you need to petition.

Attend an event hosted by the Office of Off Campus Study. There will be events where you will be able to talk to returning students.

Complete the Leave of Absence form by **October 14, 2015** for study abroad in Spring 2016, and by **February 26, 2016** for study abroad Fall 2016 or AY 2016-2017. Submit to Off-Campus Study.

Check in with the Financial Aid Office about how your aid will be carried over to your study abroad program.

Once you've been accepted, complete the Petition for Transferred Credit form. Gather necessary course materials and appropriate signatures, and return to the Registrar's Office.

Keep in touch! Update your study abroad advisor about your application process or any changes to your plans.

Attend the required pre-departure orientation at the end of the semester.