

## **INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A REED-APPROVED STUDY ABROAD PROGRAM**

1. Most Reed-approved programs have both program specific forms as well as the Reed form. Be sure that you complete all forms and turn them into the International Programs Office by the posted deadline. That includes letters of reference, which can be placed in Paul DeYoung's Eliot mailbox or sent through campus mail to Paul DeYoung
2. The first step in completing an application requires that you complete a transcript release form in the Office of the Registrar. Include on that form the words "study abroad" and Paul DeYoung. That will assure that the Registrar will deliver your transcript to the International Office and that you will not be charged.
3. Be sure to submit a complete copy of all forms in addition to the original to the International Office!
4. On the Reed form you will need to read the information on the cover sheet carefully and submit with your application a brief explanation of how your off-campus study fits into your Reed education. On page 2 you will need to list all courses you plan to take abroad and have signatures, as noted, for each course. We realize that you may not know at this point exactly which courses you will end up taking. You must do your best to project courses and if necessary you should list general course titles suggesting topics you hope to study i.e. "French Literature." It may turn out that you will be taking a course on Zola but you won't know that until the semester begins. If the courses you ultimately take are different from what you have had approved you can contact me and I will obtain signatures for the new courses. You will also need your advisor's signature on the line below your list of courses. This confirms that you and your advisor have discussed your academic plan and he/she has approved that plan. **Do not have the Registrar or OCSC signatures added—I will do that when your application is complete!**
5. You must take the completed health and counseling form to the health and counseling center. They will schedule a meeting with you to discuss the many issues involved in going abroad. This is a way for you to be prepared for the issues you will face abroad that may impact your psychological and physical well being. This is not part of the evaluation of your application and all information is kept confidential.
6. You will need to complete the section at the top of the finance. I will add the program costs when you have been accepted and will send you a copy with that information. After I have put the costs on the form I will send it to the Financial Aid Office and it will then be forwarded to the Business Office for billing. You will be billed program costs according to the normal College billing cycle.
7. Finally you need to sign the last page indicating that you accept the conditions spelled out above.

**BE SURE TO SEE PAUL DEYOUNG IF YOU HAVE QUESTIONS**