

WU Sponsored Study Abroad Application – Learning Content Items B – D (from the application)

This is a preview of informational/instructional items that you will also see in your application.

Learning Content A is not included here. That is a help document for completing your application. It is available to you in your application once you open one.

Included here:

LEARNING CONTENT:

B. Application Review Process

C. Policies for Study Abroad

D. Recommendations - who can do it and how to get it done

LEARNING CONTENT B. Application Review Process

Complete applications are reviewed by the **Off-Campus Studies Committee (OCSC)** comprised of CAS faculty, the Director of International Education, and up to two ASWU students. Programs can be competitive according to kind of program, number of applicants, budgets, strength of application, and spaces available.

What's next - what to do after you complete your application.

- **GET or RENEW your Passport.** DO THIS NOW if your passport is not valid 6 months beyond the end of your potential program. Passport processing times have been severely impacted by COVID19 - do not delay! You will need a passport sooner than you think.
- **Credit:** After fall term, are you still on track and do your credit needs still fit the programs you put in your application? Please resolve any Incomplete grades as soon as you can so your application review is not delayed. Ask OIE if you have questions.
- **Cost: Budget and apply for scholarships. Do you understand your financial commitment?** Review the Cost Matrix. Make plans to [pay the deposit](#) (semester \$50, summer \$300).

APPLICATION REVIEW

The Office of International Education audits applications to check that you have clearly stated your program priorities and intentions. Next, the **Selection Committee (OCSC)** reviews your application using Selection Criteria, budgets, and program limitations. Be prepared to respond to emails about your application at any time after you've completed your application and over the Winter Break. If you do not respond, decisions will be made without your input.

Preference is given to applicants as follows:

- Semester/Year - junior standing or above at the time of the program
- Summer - programs are open to all class levels

Decision Release

Decision Notification will be sent out no later than February 28, 2022 unless otherwise announced. You will receive an email prompting you to access the portal to view your *Decision Letter*. The date of release will also be posted on the OIE [Upcoming Events page](#).

- **Approved Applicants:** The Committee assigns your program based on your application and parameters related to Likelihood of Placement. You will be instructed to "Commit" to your assignment within approximately 10 days of the decision release.
- **Review of each application is confidential and all decisions are final.**
 - Contact OIE within 5 days after decisions are released for any questions about the result.
- **Appeals (of any kind):** Appeals will be considered only in the case of *demonstrated administrative error, an extenuating change in circumstances normally beyond the student's control, or there is new information that would justify review of the case.* Any appeal must be RECEIVED IN ITS ENTIRETY, with any supporting materials, within three weeks of the date of your *Decision Letter*.

Decline/Denial:

- If your application is not approved (denied) or you decline placement, you may re-apply during the following year's application

cycle.

- *Decline*: If you decline your placement, you are agreeing that you understand you are no longer eligible for programs in that academic year.

Whether you are denied or you decline, there are other options for pursuing non-WU opportunities. Credit earned on leave for a non-WU programs is limited. Meet with the WU University Registrar for details.

Questions: Please contact us. Our office is open over the break except for the University closure mid-winter, Winter Break-roughly the week before Christmas through New Year's.

LEARNING CONTENT C. Policies for Study Abroad

Willamette-sponsored study abroad programs are based on ongoing relationships with our international partners. Student participants are representatives of Willamette University and play a large role in the mutually beneficial relationship. These policies impact you prior to your time abroad (the predeparture phase) and while you are abroad. Understand these policies BEFORE you commit to applying for study abroad. "Study abroad" in these policies applies to all WU Sponsored Off-Campus Programs, including domestic programs.

Application and predeparture policies:

Participation: Students are responsible for abiding by all published policies and agreements related to the predeparture process and those that apply during their program. **Eligibility at the time of acceptance and commitment do not guarantee participation.** The application is one step towards fulfilling all the steps needed before commencement of the program. Eligibility depends on adhering to the program's requirements and that of Willamette University.

- **Full-time enrollment:** A student must be enrolled full-time (at least 12.0 credits) at Willamette University **during the semester prior to study abroad**. *Contact OIE if you need to discuss this policy. You will need to be able to adhere to the predeparture requirements in the semester prior to study abroad.*
- **Enrollment in language class:** Participation in a language-based program requires your enrollment in the appropriate language class in the semester prior to study abroad. This class *cannot* be taken on an audit basis.
- **Year-long study abroad:** *One of the two semesters* must be an exchange program. Exchange programs are indicated on the [Likelihood of Placement list](#) on the OIE website.
- **Travel before program begins:** It may not be possible to engage in other international travel for up to 3 months before your program due to visa or registration processes. This includes submission of the original passport to a consulate for several weeks for visa processing. If you cannot avoid travel in the months prior to study abroad, discuss the situation with an OIE Advisor. Appropriate advance planning that takes into consideration visa issuance, entry restrictions, COVID19 restrictions and isolation rules are critical.

Policies while abroad:

- **Enrollment levels abroad:**
 - You must stay enrolled for the Willamette equivalent of full-time credit (between 12-18 credits) **throughout your time abroad**.
 - If you are enrolled in too few credits, you risk losing your financial aid eligibility and having to pay back financial aid.
 - If you enroll in too many credits, you may be required to pay overtime tuition.
 - Consult an OIE advisor if you have any questions about the number of classes or credits you should enroll in while abroad in order to maintain full-time status as Willamette. **DO NOT ASSUME** that each class you take abroad equals 4 credits at Willamette.
- **GPA and satisfactory academic progress:** If you receive any form of financial aid from Willamette, you must meet satisfactory academic progress requirements during your time abroad in order to continue to maintain financial aid eligibility. With regard to GPA, this means maintaining a 2.0 cumulative GPA and a 2.0 GPA in major courses. A study abroad GPA will be calculated for the purposes of determining satisfactory academic progress, regardless of whether the grades are calculated into the Willamette GPA on the official transcript. Refer to the [Award Renewal Requirements](#) on the financial aid website for more information.

- **Early Arrival/Late Departure:** Neither WU nor the host institution/program are obligated for procuring or providing housing for early arrival or late departure. Any cost associated with either are entirely the responsibility of the student. This also pertains to any breaks during the term for which services (housing, meals, etc.) are not a usual part of the program. Conversely, late arrival and early departure do not mean you will receive a prorated refund.

LEARNING CONTENT D. Recommendations - who can do it and how to get it done

How to Request Recommendations - Instructions are at the end of this document. You will use an all-online process via your application. Only WU instructors are usable for these items.

Working with Recommenders:

- Carefully review **who is an appropriate recommender**. See below. There are restrictions.
- **Be courteous.** Talk about your plans with each person BEFORE you name them as your recommender.
- **Their deadline is the same as yours.** Allow your recommenders AT LEAST 3 weeks to complete the recommendation.
- **Be informative and clear about how the process works.** This is not a process where people "write" a letter of recommendation. Instead they will complete a questionnaire online. Read more in *How to Request a Recommendation* at the end of this document.
- Anyone can **preview the questions** for each rec type here: <https://willamette.edu/offices/oie/abroad/apply/faq-page/index.html>
- *Faculty Recommendations* and *Language Assessments* include a place for open-ended comments. *Academic Advisors* do not have an open-ended comment section.
- If you **do not request a recommendation** by the deadline, you will have an incomplete application.

Questions about who to choose as a recommender? Contact the OIE <oeiadvising@willamette.edu>. All questions should be posed well before the deadline.

Types of Recommendations & Who to pick

Faculty Recommendation Form - one per application

WHO: Choose a WU professor/instructor you have had - or have now - in a graded class (not just as an advisor).

✂ This person does not have to know you well personally. The questions target your demeanor and engagement in class.

Academic Advisor Meeting Verification Form - one or two per application, see below.

WHO: This is your **assigned Academic Advisor(s)** - Academic Advisors verify only that you spoke with them on these topics ([yes/no response questions](#)).

Discuss these items with your academic advisor prior to adding them to your application:

- ✂ Assess how you can pursue study abroad in a way that enriches your academic experience.
- ✂ Discuss the importance of adequate and appropriate academic planning for the experience.
- ✂ Discuss what courses you should consider taking prior to and after the study abroad program.
- ✂ Academic Advisors are verifying only that you spoke with them on these topics ([yes/no response questions](#)).

- **Undeclared** - ONE Academic Advisor form
- **More than one major** - Multiple Ac. Advisor forms. Each major requires an Academic Advisor form. In your application, initiate add one of your advisors. To get the 2nd one into your application, contact OIE (oeiadvising@willamette.edu) **at least two weeks before the deadline**. Tell us the name of your second advisor and the department. OIE will send the form to them. Your second advisor will show in your application as soon as the OIE has contacted the second advisor. It is still your responsibility to meet with them before we add them to your application. If you do not do this, your application will be considered incomplete.
- **Academic Advisor on Sabbatical** - Use the alternate Academic Advisor that was assigned to you or ask the department chair who to work with.

Language Assessment Form – ONE form for each different program language in your application (even if it is just an alternate program) is required.

WHO: This person is the WU language instructor you most recently had for the program's target language.

✉ If you have **not had classes in the language** or **not taken the language at WU**, contact the OIE <oeiadvising@willamette.edu> AT LEAST TWO WEEKS prior to the deadline. We will give you instructions for meeting the requirement before the deadline. If you do not do this, your application will not be complete.

✉ **Additional Language Assessment:** Contact the OIE <oeiadvising@willamette.edu> AT LEAST TWO WEEKS prior to the deadline. OIE will send the form to the language instructor you specify. Your second advisor will show in your application as soon as the OIE has contacted the second advisor. If you do not do this, your application will be considered incomplete. It is your responsibility to meet with them before we add them to your application.

HOW TO REQUEST RECOMMENDATIONS

To initiate the electronic recommendation process:

1. Click on "Request Electronic Recommendation".
2. **Identify the Recommender** using "**Directory Lookup**". This automatically fills in the WU email address for the person you choose.
3. **Add notes for the Recommender:** In these two boxes you can include any notes that you want to appear in the email the Recommender receives. Whatever you put in those boxes will be seen word-for-word by the Recommender.
4. **READ the WAIVER statement** at the bottom of the page. The default is that you agree to waive.
5. Click **SAVE**. You will see their name next to the recommendation item you chose for them.

An automated email will go to the Recommender immediately (or really close to it). The email includes instructions, a link to their online form, your name, the program/term of your application, and any notes you added to the request. **Tell them to look for an email from <oeiadvising@willamette.edu>. Your name will also be in the subject line. If they do not receive it within an hour, please let have the Recommender contact us for help at the [oeiadvising](mailto:oeiadvising@willamette.edu) email address.**

6. AFTER the Recommender has sent in the completed Recommendation, the **Received** checkmark will appear on your application page. They can submit after the deadline without penalty to you but your application will process more quickly if it is on-time.

BEFORE THE DEADLINE: You must either 1) complete the "Request an Electronic Recommendation" steps OR 2) copy a fully completed recommendation from another application. If a recommender name is missing, your application is incomplete.

NOTE: Copy a Recommendation to Other Applications - Multiple applications (example, if you have a summer program application and a semester application)

Under certain conditions, you might have the option to COPY a completed recommendations into other applications. It is not always possible.

CAUTION: You cannot copy recommendations that have not yet been "received" so plan carefully. Most recommenders wait until the last minute to complete one. Less risky: Ask for separate recommendations for each application.

Did your copy work?

1. The first Recommendation has been Received (i.e. completed with a checkmark) and it is BEFORE the deadline.
2. You complete the "Copy A Recommendation" step BEFORE the deadline. *Always make sure that the copy was successful.* A "received" checkmark will appear immediately.

NO? If you cannot get the "received" checkmark to appear BEFORE the deadline, then copying is not possible. You will need to put in your recommender's name before the deadline and they will need to complete the online form as usual.

Questions: Consult with OIE before Monday December 6, if you have questions. After the deadline, you will NOT be allowed to add recommenders or copy recommendations.