

HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE  
EXCHANGE PROGRAM APPLICATION INSTRUCTIONS

- Hampshire in Berlin, Germany
- Hampshire in Havana, Cuba
- Hampshire in Hefei, China
- Institute for Central American Development Studies (ICADS), Costa Rica/Nicaragua
- Mexico Solidarity Network (MSN), Mexico
- Macquarie University in Sydney, Australia
- Goldsmiths College in London, England
- University of Edinburgh, Scotland
- Institut d'Etudes Politique (Sciences Po), France
- University of Puerto Rico (UPR)
- International Student Exchange Program (ISEP)
- New York Institute for Architecture & Urban Studies (NYIAUS), USA
- Semester in Environmental Science (SES), Marine Biological Laboratories, Woods Hole, MA, USA
- Consortium for Innovative Environments in Learning (CIEL), USA

**All application materials must be received by the Global Education Office (GEO)  
by office close on the Exchange Program Application Deadline\*:  
Spring Term 2012 Exchange - October 13, 2011  
Fall Term 2012 Exchange - March 8, 2012**

*\*many ISEP exchanges have earlier priority deadlines, see campus ISEP Coordinator*

**I. PREPARATION before applying for exchange:**

- 1) Review important information outlined in the enclosed **Hampshire College Exchange Information & Tip Sheet**, in addition to program specific eligibility and prerequisites (see GEO website)
- 2) Discuss your plans with your Div II or III committee
- 3) If Div III exchange, meet with Anne Downes, the Division III counselor in CASA
- 4) Meet with the GEO program advisor to review application details and program costs
- 5) Apply for or renew your passport (must be valid 6 months beyond your expected return)

**II. APPLICATION CHECKLIST:**

- Common Application Form**
- Program-specific Application** (download from GEO's website or pick up from program advisor)
- Personal Statement (1 page, typed, double-spaced)**, explaining why you would like to participate in this program, relationship to academic work, and any relevant preparation, including course work, language study, internship/volunteer/work experience, or other pertinent activities.
- Passport Copy:** copy of the front page, valid 6 months beyond your expected return date **OR** proof that you have applied for a passport. Applicants must either have a valid passport or have already applied for one by the application deadline listed above
- Transcripts**

Requirement	Programs
<b>Official Transcript:</b> request from Central Records (please allow at least 5 business days for requests to be processed)	ICADS, Macquarie, Goldsmiths, Edinburgh, Sciences Po, UPR, ISEP, SES, CIEL
<b>Academic History &amp; 3 relevant course evaluations</b> (print from TheHub)	Berlin, China, Cuba, MSN & NYIAUS

- Academic Recommendations:** All recommendations should be submitted to GEO. Please review the chart below and note the requirements of the program to which you are applying:

Requirements	Programs
2 GEO Recommendation Forms	Berlin, China, Cuba, NYIAUS & Sciences Po
1 Official Letter AND 1 GEO Recommendation Form	CIEL, Edinburgh, Goldsmiths, Macquarie & UPR
Program Specific Form(s)	ICADS, ISEP, MSN & SES

**Upon completion, please submit all application materials directly to:**

Global Education Office | Hampshire College | Merrill Student Life Center, 1<sup>st</sup> Floor | Amherst, MA 01002

## HAMPSHIRE COLLEGE EXCHANGE INFORMATION & TIP SHEET

The Global Education Office administers all Hampshire Exchange programs, domestic and international. All students must apply to participate in Hampshire Exchange. Students who enroll at a program or institution where Hampshire has an exchange agreement must do so through Hampshire College exchange status. See Hampshire College exchange policy contained in *Non Satis Non Scire*.

### ACADEMIC INFORMATION

#### DIVISION III STUDENTS PLANNING FOR EXCHANGE

Students may be granted exchange status for the first semester of Division III work; the final semester of Division III must be one of full enrollment on campus, not on exchange. Division III students who plan to participate in an exchange relevant to their independent project should plan to complete all Division II work and file the Division III contract (or at minimum, a preliminary Division III plan) by the end of the semester prior to the term of exchange.

All such plans for exchange must be written into the Division III contract and approved by the student's Division III committee and the Center for Academic Support and Advising (CASA). Students must apply and be accepted on a Hampshire Exchange Program through the Global Education Office.

In order to plan appropriately, students need to consult with the Division III counselor in CASA well in advance of the enrollment notification deadline, which is in November or April of the semester prior to the term in which the student plans to be away. Two meetings are required. The first meeting is used for reviewing necessary materials and answering questions about Division III exchange. After the student has secured all necessary signatures, the process is completed during a second meeting with the Division III counselor in CASA.

#### DIVISION II STUDENTS PLANNING FOR EXCHANGE

Students may include off-campus study at any time during the Division II, taking opportunities to study abroad or elsewhere in the United States, on Hampshire Exchange. Because of the need to pass Division I, form a committee, and file Division II, off-campus study is not recommended for third-semester students, except in exceptional cases.

To be eligible for exchange, **students must file for Division II prior to the start of their semester off campus**. A meeting with the advisor (Division II chair) who will be supervising the work during the exchange should occur at an early stage.

#### EXCHANGE ENROLLMENT STATUS

A semester of exchange is considered a semester of enrollment for the purpose of academic standing. Students on exchange are expected to make satisfactory academic progress in accordance with the standards of academic progress outlined in *Non Satis Non Scire*. They are expected to successfully complete the exchange plan as approved by their faculty, GEO and CASA. If any changes are made, CASA and GEO must be notified as soon as possible.

The student's Div II or Div III chair is responsible for assessing academic standing at the end of each semester. Students on exchange are considered full-time students for the purpose of educational loan obligations. If, for other valid reasons, certification of student status is necessary, the central records office will prepare a letter bearing the college seal.

#### TRANSCRIPTS OR EVALUATIONS

After students notify the college that they are going on an exchange program, Central Records will add the comment 'Documentation of Completion Pending' to their transcript. Exchange counts as a full semester of enrollment at Hampshire.

All exchanges must be documented to be included in your Division II or III portfolio. If you were studying on campus, you would be expected to enroll in three or four courses of supervised learning activities for which you would receive evaluations. To document your exchange, you must have official transcripts or evaluations from the institution you are attending.

Transcripts or evaluations should be sent directly to the Global Education Office no later than 30 days after the start of the semester of your return from exchange. When Central Records receives your transcripts and or evaluations from the Global Education Office, they will replace the above comment with the appropriate titles of your courses and other learning activities.

[SEE REVERSE FOR MORE INFO]

## NOTIFICATION OF APPLICATION STATUS & NEXT STEPS

All applicants will be notified of their application status promptly following the application deadlines, via email. Applicants who are selected as a program participant will receive an acceptance packet from the Global Education Office, via their college mailing address.

To confirm enrollment, ALL forms must be completed and submitted as specified in the acceptance letter by Hampshire's Enrollment Notification Deadline:

Spring Term: mid-November  
Fall Term: mid-April

Enrolled students will receive further guidance from their GEO program advisor, Hampshire faculty in residence, and/or the host institution regarding program details including logistics and travel (and visa) arrangements. A mandatory pre-departure orientation will be held for program participants prior to the exchange term.

International students must consult with Hampshire's international student advisor regarding visa implications of participating in exchange. The advisor is located in the Lebrón-Wiggins-Pran Cultural Center.

## FEES & FINANCIAL AID

Students who participate in an exchange program are charged Hampshire College tuition for that semester. Room, board, and other fees vary by program; refer to the Global Education Office website.

Students continue to be eligible for financial aid during their exchange program. The amount of aid will be adjusted to the program costs. No financial aid awards will be announced until after the deadline, and no requests for aid will be considered unless CASA has an approved exchange enrollment on file verifying the above requirements and evidence that the Division II or Division III contract has been filed. Refer to the financial aid website and office for further details.

All students enrolled in the program for which they have been accepted will be responsible for paying the program fee(s). Fees and refunds associated with exchange withdrawal will be assessed per the program specific student agreement.

**The Global Education Office must be notified in writing of any withdrawal from participation or cancellation of an application.**

## INTERNATIONAL HEALTH INSURANCE

Exchange students are required to have insurance coverage. Some exchange programs may have additional, country specific, insurance requirements.

All students, including those on exchange, are automatically enrolled in the Hampshire College health insurance through Gallagher Koster. Medical care coverage is outlined in the college insurance company brochure and on the student financial services website.

Students have the option to waive the college's insurance if they are covered under another acceptable insurance plan; students who will be studying outside of the United States will need to confirm their private carrier will cover them internationally. Refer to the GEO website for more information regarding Health & Safety abroad, including medical care.

All Students studying abroad are required to register with International SOS (I-SOS). I-SOS is an independent service engaged by Five Colleges to provide 24-hour, worldwide emergency assistance services.

## RETURNING FROM EXCHANGE

Students should refer to online procedures and forms on the CASA website: 'Information for Students on Exchange, Field Study, or Leave.' Other information regarding returning to Hampshire is also included at this website.

In order to preregister for courses, participate in the on-campus housing lottery process, or receive financial aid for the term following exchange, the student must notify CASA of his or her intention to return by the November and April enrollment deadline. If CASA is not notified of the student's plans for the term following the exchange by the notification deadline, he or she will be withdrawn from the college.

Students on exchange during the fall semester may only enroll in January term courses if they receive special permission from the dean of academic support and advising. Students are expected to register for and complete the January term class that is relevant to their divisional work. Fall term Hampshire Exchange participants who obtain this permission will not be required to pay additional tuition fees, however, they will be assessed housing and board fees on a program by program basis. Jan-Term enrollment requires that you live on campus. You should contact the housing office well in advance.

HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE  
COMMON APPLICATION FORM

APPLICATION DUE

*This application form is for all Hampshire Exchange Programs and Short-Term Field Courses administered by the Global Education Office [GEO].*

**PROGRAM**

Program: \_\_\_\_\_ Year: \_\_\_\_\_

Term (circle one): **Exchange**  
Fall | Spring | Academic Year

**Short-Term Field Course**  
January | May/Summer

**PERSONAL INFORMATION**

Full Legal Name (as it appears on your passport): \_\_\_\_\_

Preferred Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)  
Date of Birth: \_\_\_\_\_

Hampshire Student ID #: \_\_\_\_\_ Gender: \_\_\_\_\_ Citizenship: \_\_\_\_\_

**College Contact Information**

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Additional Contact Information (permanent/other)**

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC INFORMATION**

**Hampshire Students**

Transfer Student?  Yes  No

Division during term abroad\*:  Div I  Div II  Div III

If Div II, which semester(s) abroad:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

\*Students must file Div II or III PRIOR to the start of a semester or year exchange; Div I and last semester Div III students are not eligible to participate in exchange.

School Affiliation(s) (circle): SS / HACU / IA / NS / CS

Area of Academic Concentration: \_\_\_\_\_  
\_\_\_\_\_

Advisor/Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

I have met with my advisor/committee to discuss this program and how it relates to my area of academic concentration.

**Non-Hampshire Students**

Name of College: \_\_\_\_\_ Major: \_\_\_\_\_

College Standing:  Freshman  Sophomore  Junior  Senior  Other: \_\_\_\_\_

**TRAVEL/STUDY ABROAD EXPERIENCE**

If you have lived, studied or traveled in a foreign country, please list country(s), dates, and primary purpose:

\_\_\_\_\_  
\_\_\_\_\_

**LANGUAGE BACKGROUND**

Language Semesters of Completed College Level Study Coursework Planned Prior to Departure

\_\_\_\_\_  
\_\_\_\_\_

Additional language experience relevant to this program: \_\_\_\_\_

**RECOMMENDATIONS**

Some applications require formal letters of recommendation instead of the GEO Recommendation Form. Review the requirements of your program prior to applying. List the individuals who are providing recommendations for you below:

1) \_\_\_\_\_  Form OR  Letter  
Faculty member dept/college email phone

2) \_\_\_\_\_  Form OR  Letter  
Faculty member dept/college email phone

**INTERNATIONAL HEALTH INSURANCE**

I am enrolled in a health plan with \_\_\_\_\_. Attach proof of coverage/copy of insurance card.

I contacted this company to verify the terms of my coverage and to confirm that I am covered internationally.

**EMERGENCY CONTACTS**

Do we have permission to release program information to the contacts listed below\*?  Yes  No

\*This may include, but is not limited to, pre-departure information, financial details, and information regarding your whereabouts while you are participating in this program.

**Parent/Guardian 1**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian 2**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**PASSPORT INFORMATION**

Applicants must have a passport, valid 6 months beyond program end date, or have already applied for one by the program application deadline. Submit a copy of your passport with this application.

Citizenship: \_\_\_\_\_ Passport #: \_\_\_\_\_ Expiration: \_\_\_\_\_

I currently do not have a passport but have applied for one. Attach proof (receipt/copy of passport application).

**FINANCIAL ASSISTANCE - SHORT-TERM PROGRAMS ONLY**

As a Hampshire grant recipient, I request consideration for financial assistance for the program to which I am applying.

**VERIFICATION**

All students applying for programs sponsored by the Hampshire College Global Education Office must be in good standing at their academic institution. Good standing means that you are able to receive academic, health, student conduct, and financial clearances from your college or university.

I verify that I am a student in good standing, as described above.

If there are factors that may affect your college standing, please note here and contact the Global Education Office:

\_\_\_\_\_

I confirm that the information I have provided on this application is true and complete. I authorize the Global Education Office to access information regarding my academic standing, financial standing, and social conduct and to share all pertinent information with the faculty directors.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

*Please submit all application materials required for the program to which you are applying to:*

HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE  
RECOMMENDATION FORM

**STUDENT SECTION**

**Important: Some applications require formal letters of recommendations instead of this form. Students should check with the appropriate GEO program advisor for application instructions prior to applying.**

Student Name: \_\_\_\_\_

Program Applying For: \_\_\_\_\_

Term and Year: \_\_\_\_\_

Application deadline: \_\_\_\_\_

**RECOMMENDER SECTION**

**Please return this form to the applicant in advance of the application deadline listed above or, if you prefer, directly to the Global Education Office, Mail Code: GO.**

Date: \_\_\_\_\_

Name of Recommender: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Have you met with the student to discuss the above program and how it might relate to Division II or III academic work?  Yes  No  N/A

**Please answer the following questions (or use a separate sheet):**

What are the strongest skills and attributes the applicant has to offer this program?

What skills and attributes does the applicant need to work on?

Please assess how this experience would contribute to this student's Division II/III progress?

(page over)

**To what degree does the applicant exhibit the following qualities?**  
(please place mark along continuum)

**Initiative**

High \_\_\_\_\_ low

**Leadership**

High \_\_\_\_\_ low

**Reliability**

High \_\_\_\_\_ low

**Resourcefulness**

High \_\_\_\_\_ low

**Flexibility**

High \_\_\_\_\_ low

**Ability to listen**

High \_\_\_\_\_ low

**Works as a team**

High \_\_\_\_\_ low

**Independence**

High \_\_\_\_\_ low

**Respect for other cultures / ways of living**

High \_\_\_\_\_ low

Do you believe this student is a good candidate for this program? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any concerns about this student participating in this program?  
\_\_\_\_\_ Yes \_\_\_\_\_ No                      If so, please explain:

Signature of Recommender: \_\_\_\_\_

HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE  
RECOMMENDATION FORM

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**Flexibility**

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**Ability to listen**

High \_\_\_\_\_ low

**Works as a team**

High \_\_\_\_\_ low

**Independence**

High \_\_\_\_\_ low

**Respect for other cultures / ways of living**

High \_\_\_\_\_ low

Do you believe this student is a good candidate for this program? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any concerns about this student participating in this program?  
\_\_\_\_\_ Yes \_\_\_\_\_ No                      If so, please explain:

Signature of Recommender: \_\_\_\_\_