

HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE
EXCHANGE PROGRAM HAMPGOES 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 Politiques (Sciences Po), France
- International Student Exchange Program (ISEP)
- Semester in Environmental Science (SES), Marine Biological Laboratories, Woods Hole, MA, USA
- Consortium for Innovative Environments in Learning (CIEL), USA
- Palacký University in Olomouc, Czech Republic
- University of Canterbury, Christchurch, New Zealand

All application materials must be received by the Global Education Office (GEO) in HampGOES on the Exchange Program Application Deadline*:

Spring Term 2016 Exchange – Friday, October 14, 2016

Fall Term 2017 Exchange – Friday, March 3, 2017

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

I. PREPARATION: To do before applying for exchange:

- 1) Review important information outlined in the enclosed [Hampshire College Exchange Requirements & Procedures](#) 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 II, meet either with Zena Clift or Ernie Alleva, div II counselors in CASA.
- 4) If Div III exchange, meet with Anne Downes, the Division III counselor in CASA.
- 5) Meet with the GEO program advisor to review application details and program costs.
- 6) Apply for or renew your passport (must be valid 6 months beyond your expected return).

II. APPLICATION INSTRUCTIONS: Students applying to all Hampshire Exchange Programs, apply online through *HampGOES*: <https://hampshire-horizons.symlicity.com/>.

- 1) Go to link above and log in to the system using your HampNet username and password. If you are NOT a Hampshire student, you will need to register and create a profile.
- 2) Click on “Search Programs” & select the Hampshire Exchange Program you intend to apply to. Click “Apply”.
- 3) Applications can be started and completed at a later date. Simply save your application before signing out of the system.
- 4) Once you have completed all the required components of the application, click “submit your application”.
- 5) Students may ONLY apply to ONE Exchange Program per term unless granted permission by GEO.

III. APPLICATION REQUIREMENTS (STEP #1 IN ONLINE APPLICATION):

You will be required to submit the following information/materials as part of your online application. Your application will not be considered complete until all components have been submitted.

- STUDENT INFORMATION:** Be prepared to upload a recent digital photo of yourself. This may/may not be used in country for the program you are applying to. Photo should be a close-up head shot and clear
- PROGRAM SELECTION**
- ACADEMIC INFORMATION**

- Non-Hampshire Students will be prompted to have a Home Institution Approval Form for Global Programs (pdf) completed by a study abroad advisor or appropriate person at their home school. This form must be returned to GEO BEFORE you can submit your application.

TRANSCRIPTS:

- Upload a copy of your full transcript.
 - To request a transcript from Central Records, complete the [transcript request form](#).
NOTE: For official transcripts from Central Records, please allow a **MINIMUM** of five days to receive your transcript.

SUPPLEMENTAL PROGRAM INFORMATION/APPLICATION: NOTE: Students applying to the Hampshire in Havana program should visit the “[How to Apply Section](#)” on the Hampshire in Havana webpage for sample independent research project questions and proposal tips.

LANGUAGE STUDY AND STUDY ABROAD/TRAVEL EXPERIENCE

PERSONAL STATEMENT (IF PROMPTED): Upload a 1 page, typed, double-spaced statement , 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 INFORMATION: Upload a 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. International students should be prepared to have supporting visa documents.

EMERGENCY CONTACTS: Must include at least one.

VERIFICATION & SIGNATURE/ SUBMIT YOUR APPLICATION

IV. ACADEMIC RECOMMENDATIONS

- 1) Go to “Recommendation Requests”, Step #2, and complete the recommendation request information for at least two (2) faculty.
- 2) All students must have **TWO** written recommendations. Recommendations must be requested through the online system in HampGOES.
- 3) Please review the chart below and note the requirements of the program to which you are applying. You will be required to indicate the type of recommendation needed when requesting them through the online system:

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

4) **All recommendations are due by the application deadline.** Please allow a **MINIMUM** of **TWO** weeks for recommenders to complete the applications online.

5) Students are responsible for following up with their recommenders and ensuring that recommendations are submitted on time.

- 6) Applications are not considered complete until all recommendations have been submitted. Recommendations should be provided by current or past professors. *With permission from GEO*, students may also request a recommendation from a staff member or supervisor. Peer recommendations will not be accepted.
- 7) **Official Letter Requirements:** Official letters must include name and title of recommender, addressed to "Whom it may concern" and written on college letterhead. Recommenders should include the capacity in which they know the student, students' strengths and any specific preparation the student has done for this experience, and how they see the experience fitting into student's academic program. They should also indicate whether or not they recommend the student and any concerns or areas of growth. Tip: Avoid using Hampshire-specific terminology. See chart above as to whether or not an official letter is required for your program.

V. SUBMIT YOUR APPLICATION (Step # 3 in online application)

*Note: Referenced Documents (Step #4 in online application) contains important documents referenced in the application or Post-Acceptance Steps. Please read through documents and acknowledge that you have read them as appropriate.

VI. POST APPLICATION NEXT STEPS

- 1) **Application Confirmation:** Once you have successfully submitted your application, you will receive a confirmation email from GEO.
- 2) **Application Review & Acceptance:** Review of applications takes approximately 2-3 weeks. You can track the status of your application online through the application management system. You will receive an email confirming your acceptance. You will also receive a hard copy of the letter along with other important information /documents. Please be sure to check both your Hampshire email and your Hampshire mailbox.
- 3) **Hampshire Enrollment Deadline (Nov. 11, 2016/April 7, 2017):** All students are required to submit an *Exchange Program Notification Form* (salmon colored sheet) to CASA by the deadline. This form is essential to change your Hampshire enrollment status to "Exchange" for the next term. Plan ahead and schedule necessary appointments in advance, including a meeting with a CASA Dean. Give yourself sufficient time to collect all of the required signatures. You will receive the form in the mail along with an official copy of your acceptance letter.
- 4) **Post Acceptance Materials** (step #5 in online application)
 Upon acceptance to the program, you will need to submit the following documents through the online system by the Enrollment Deadline (**Nov. 11, 2016/April 7, 2017**):
 - Proof of Health Insurance**
 - Health Information**
 - Student Agreement**
 - Travel Risk Waiver**
 - Travel Stipend Documents** (only for international exchange programs)
- 5) **Program Specific Materials & Requirements:** You may be required to submit additional information/documents directly to the program. Your acceptance letter/email will have information about these requirements.
- 6) **Visa Application:** Students studying abroad will need to apply for a visa. Visa requirements vary depending on the program and country. Visa instructions will be included at the time of acceptance.
- 7) **Register Your Travel:**

- A. Please complete the online travel registry profile in HampGOES (step #5 in online application). To do so, click on the Travel Registry Tab and click on “Add a Program”. Please note: this must be done and completed along with the rest of your post-acceptance requirements.
 - B. Once you have confirmed your flight and travel details, please go back into the Travel Registry and add your travel itinerary:
 - ❖ In the Travel Registry, click on the appropriate program name (if more than one)
 - ❖ Click on the “Itinerary Tab”, and then click “Add Travel Details”.
 - ❖ In the pop-up menu, select the appropriate type of information you are adding (flight itinerary).
 - ❖ All students are REQUIRED to add flight details.
 - ❖ More detailed information on how to use the Travel Registry can be found in the Document Library section of HampGOES.
- 8) **Pre-Departure Orientation:** All students participating in a Hampshire Exchange Program are required to attend a pre-departure orientation facilitated by the Global Education Office. Information about when the pre-departure orientation will occur will be outlined in the acceptance letter.