

HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE
SHORT-TERM FIELD COURSE
HAMPGOES APPLICATION INSTRUCTIONS

**All application materials must be received by the Global Education Office (GEO)
by 11:59 pm on the Short-term Field Course Application Deadline:
Winter 2016 Courses – Friday, October 14, 2016
Summer 2017 Courses – Friday, March 3, 2017**

I. PREPARATION: To do before applying for a Short-term Field Course:

- 1) **Select a program:** Review descriptions of courses offered for winter or summer at www.hampshire.edu/geo/short-term-field-courses.
 - Courses vary each year.
 - The location, prerequisites, academic content, length and cost vary for each program.
 - Meet with the Faculty Director or GEO advisor, if needed
 - Discuss your plans with your advisor or division II/III committee
- 2) **Understand eligibility requirements, financial information and policies for participation** outlined at www.hampshire.edu/geo/short-term-field-courses.
 - Short-Term Field Courses are open to Hampshire and non-Hampshire students.
 - Non-Five College students are required to contact GEO prior to applying.
- 3) **Apply for or renew your passport** (must be valid 6 months beyond your expected return).

II. APPLICATION INSTRUCTIONS: Students applying to all Hampshire Short-term Field Courses 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 Short-term Field Course 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 (1) course 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 of good quality.
- ☐ **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 :**

- Hampshire Students: 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.
- Non-Hampshire Students: upload an unofficial transcript.

☐ **Language Study and Study Abroad/Travel Experience**

- ☐ **Personal Statement:** 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. International students should be prepared to have supporting visa documents.

- ☐ **Emergency Contacts:** Must include at least one.

- ☐ **Financial Aid Eligibility:** Hampshire College students who receive need-based aid are eligible to apply for financial assistance for a short-term field course. Any aid awarded will be applied directly to the course fee by the Global Education Office. Students must be enrolled at Hampshire during the dates of the program in order to be eligible for aid.

- ☐ **Verification & Signature**

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 are required to have **TWO (2) GEO Recommendation Forms** submitted through the online system in HampGOES.
- 3) **All recommendations are due by the application deadline.** Please allow a **MINIMUM** of **TWO** weeks for recommenders to complete the applications online. Applications are not considered complete until all recommendations have been submitted.
- 4) Students are responsible for following up with their recommenders and ensuring that recommendations are submitted on time.
- 5) 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.

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 take approximately 1-2 weeks. You can track the status of your application online through the application management system. You will receive an email from GEO stating whether or not you have been accepted. You will be notified of any financial aid awarded at that time.
- 3) **Confirming Your Participation:** You will be asked to confirm your participation or notify GEO if you are unable to participate within 1-2 weeks of receiving your official acceptance notification. Participation in the program and enrollment in the course are dependent upon GEO receiving your Post Acceptance Materials and the **\$500** non-refundable deposit by the Deposit Deadline.
- 4) **Complete the Post Acceptance Materials** (step #5 in online application):
 - ☐ Proof of Health Insurance
 - ☐ Travel Risk Waiver
 - ☐ Student Agreement
 - ☐ Health Information
- 5) **Enrollment:** After the deposit deadline, you will receive confirmation from GEO that the course is fully enrolled. Please do not make any travel plans until you receive confirmation. GEO will register participants with Central Records at this time.
- 6) **Travel:** Participants are responsible for making their own travel arrangements per the guidelines provided by the faculty director. All participants are required to enter their travel itinerary in HampGOES prior to the predeparture orientation for the course.
 - A. Please complete the online travel registry profile in HampGOES (step #5 of 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.
- 7) **Final Payment:** The balance of the course fee is due to GEO by the final payment deadline (approximate 3 weeks after the deposit deadline).
- 8) **Predeparture Orientation:** All students participating in a Hampshire Short-term Field Course are required to attend at least one (1) predeparture orientation facilitated by the faculty director and another one facilitated by the Global Education Office. Information about when the pre-departure orientations will occur will be outlined in the acceptance letter.