

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

Application Deadlines:

Winter 2019 Courses – Friday, October 12, 2018

Summer 2019 Courses – Friday, March 1, 2019

All application materials must be received by submitted by 11:59 pm on the deadline

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.
 - a. The location, prerequisites, academic content, length and cost vary for each program
 - b. Students may only apply to one (1) course per term unless granted permission by GEO
 - c. Meet with the Faculty Director or GEO advisor, if needed
 - d. 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.
- 3) **Apply for or renew your passport** (must be valid 6 months beyond your expected return)

APPLICATION INSTRUCTIONS: Students apply online through **HampGOES:** <https://hampshire-horizons.symplicity.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) Applications can be started and completed at a later date.
- 3) Once you have completed all the required components of the application, make sure to finalize and submit it: "Step 3: submit your application".

APPLICATION REQUIREMENTS: All required application materials must be submitted by the deadline.

- 1) **Academic Recommendations** - At least **two (2) weeks** before the deadline, go to "Recommendation Requests", Step #2 in HampGOES, and request recommendations from two (2) faculty.
 - Recommendation Type: GEO Recommendation Form
- 2) **Transcripts** - Upload a copy of your full undergraduate transcript(s). Hampshire students should allow at least 5 days for [Central Records](#) to process transcript requests. Unofficial transcripts are fine.
- 3) **Academic Information**
 - Non-Hampshire Students will be prompted to have a Home Institution Approval Form completed by a study abroad advisor or appropriate person at their home school. This completed form must be uploaded before you can submit your application.
- 4) **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.
- 5) **Passport Information** (international programs only): Upload a copy of the front page, valid 6 months beyond your expected return date. Applicants must either have a valid passport or have already applied for one by the application deadline. International students should be prepared to have supporting visa documents.
- 6) **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 actively enrolled at Hampshire during the dates of the program in order to be eligible for aid.

NOTIFICATION OF APPLICATION STATUS

- Once you have successfully submitted your application, you will receive a confirmation email from GEO.

- All applicants will be notified of their application status within 2 weeks of the application deadline.
- The Global Education Office must be notified in writing of any application cancellation or withdrawal.

ACCEPTED STUDENTS AND NEXT STEPS

- 1) **Acceptance Information:** Students accepted to participate in a course must review the acceptance email carefully as it will confirm course dates, outline post-acceptance and enrollment requirements, and include notification of any financial aid awarded by the Global Education Office.
- 2) **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. Your participation is confirmed once the following requirements are met:
 - a. **Payment of ~\$500, non-refundable deposit** (Step #4 in HampGOES application) – deposit is applied to the course fee.
 - Payments can be made by cash, check or credit card. Credit card payments will be processed online through the TMS system and will incur a 2.99% non-refundable processing fee.
 - b. **Completion of the following post-acceptance requirements** (Step #5 in HampGOES application)
 - Student Agreement
 - Travel Risk Waiver
 - Proof of Health Insurance
 - Health Information
- 3) **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.
- 4) **Final Payment:** The balance of the course fee is due to GEO by the final payment deadline (approximate 3 weeks after the deposit deadline).
 - Payments can be made by cash, check or credit card. Credit card payments will be processed online through the TMS system and will incur a 2.99% non-refundable processing fee.
- 5) **Predeparture Requirements:**
 - a. **Travel Registry** - All participants are required to enter their travel plans into the “Travel Registry” section of HampGOES.
 - b. **Pre-departure Orientation(s):** All participants are required to attend GEO’s Health & Safety Orientation as well as all course-specific pre-departure meetings set by the faculty director. Additional information about pre-departure requirements and meetings will be outlined in the acceptance notification.