

HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE
EXCHANGE PROGRAM REQUIREMENTS & APPLICATION INSTRUCTIONS

2019-2020 Application Deadlines*:

Spring Term 2020 Exchange – Friday, October 11, 2019

Fall Term 2020 Exchange – Friday, March 6, 2020

** ISEP exchange has earlier priority deadlines, see campus ISEP Coordinator*

The Global Education Office administers all Hampshire Exchange programs, domestic and international. All students must apply through the Global Education Office 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 Exchange policy contained in *the Hampshire College Student Handbook*: <https://handbook.hampshire.edu/>

ACADEMIC INFORMATION AND REQUIREMENTS

Division II Students Planning for Exchange

Students may include off-campus study at any time during the Division II. 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.

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. Division III students who plan to participate in a Hampshire Exchange program 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.

ELIGIBILITY REQUIREMENTS

The following eligibility requirements are outlined in the [Hampshire College Student Handbook](#):

- Have filed for Division II or be in your first semester of Division III.
- Be in good academic, disciplinary, and financial standing to qualify
- Apply for the program through the Global Education Office at Hampshire College.
- Receive approval from your academic committee.
- Receive necessary approvals from all relevant offices by the Field Study, Leave & Exchange Deadline the semester prior to being away (November for spring/April for fall).

FEES AND 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](#). All students enrolled in the program for which they have been accepted will be responsible for paying the program fee(s).

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 Office](#) for further details.

PREPARATION - To do before applying for exchange:

- 1) Review important information outlined in this packet in addition to program specific eligibility and prerequisites.
- 2) Discuss your plans with your Div II or III committee.
- 3) Meet with the GEO program advisor to determine appropriate program, review application requirements and understand program costs. Students may ONLY apply to ONE Exchange Program per term unless granted permission by GEO.
- 4) Meet with a Div II or Div III counselor in CASA.
- 5) Apply for or renew your passport (must be valid 6 months beyond your expected return).

APPLICATION INSTRUCTIONS - 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 complete “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 as noted below:

Exchange Program	Type of Recommendation
Berlin	2 GEO recommendation forms
Cuba	2 GEO recommendation forms
Sciences Po (France)	2 GEO recommendation forms
Palacký (Czech Republic)	2 GEO recommendation forms
ICADS	ICADS recommendation forms
AUSM-Mexico	AUSM recommendation forms

Exchange Program	Type of Recommendation
Canterbury (New Zealand)	2 GEO recommendation forms
Goldsmiths (England)	2 GEO recommendation forms
Edinburgh (Scotland)	1 official letter* & 1 GEO form
CIEL (USA)	1 official letter* & 1 GEO form
SES (USA)	SES recommendation forms
ISEP	N/A (submitted to ISEP)

***Official Letter Requirements:** Official letters are forwarded to Exchange partners. Letters must be written on college letterhead and include the name, title and signature of the recommender. Recommenders should include the capacity in which they know the student, students' strengths, areas of growth, and how they see the experience fitting into student's academic program.

- 2) **Transcripts** - Upload a copy of your full undergraduate transcript(s). Allow at least **10 business days** for [Central Records](#) to process transcript requests.
- 3) **Personal Statement** (if required) - 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.
- 4) **Supplemental Program Information/Application** (if required)
 - NOTE: Students applying to the Hampshire in Havana program should visit the [webpage](#) for a description of the independent study project and proposal tips.
- 5) **Academic Information**
 - Non-Hampshire students will need to have a **Home Institution Approval Form** completed by a study abroad advisor or appropriate person at their home school (see online application).
- 6) **Passport Information** - 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 listed above. International students should be prepared to have supporting visa documents.

NOTIFICATION OF APPLICATION STATUS AND NEXT STEPS

Once you have successfully submitted your application, you will receive a confirmation email from GEO. All applicants will be notified of their application status via email. Applicants who are selected as a program participant will receive an acceptance letter outlining additional instructions and post-acceptance requirements. The Global Education Office must be notified in writing of any application cancellation or withdrawal.

ENROLLMENT REQUIREMENTS AND POLICIES

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. Mandatory pre-departure orientations will be held for program participants prior to the exchange term. International students must consult with an international student advisor regarding visa implications of participating in exchange.

Exchange Academic Expectations, Enrollment Status, & Withdrawal

A semester of exchange is considered a full semester of enrollment for the purpose of academic standing. Students are expected to fulfill the academic requirements as outlined by their exchange program and their Division II or III committee. To remain in good academic standing at Hampshire, students must successfully complete a minimum of 12 U.S. credits or the equivalent. If the host institution requires more to be fully enrolled, then the student needs to fulfill the host institution requirement. Successful completion of a course means receiving an evaluation or a grade of C or better. The final transcript must show evidence of this and will be evaluated for [satisfactory academic progress and good academic standing](#) by Central Records and CASA.

Failure to successfully complete a semester of exchange may impact a student's academic progress, divisional status, or financial aid eligibility. Fees and refunds associated with exchange withdrawal will be assessed per the program specific student agreement. The Global Education Office and CASA must be notified in writing of any withdrawal from an exchange program.

Transcripts or Evaluations

After students are enrolled in a Hampshire Exchange program, Central Records will add the comment 'Documentation of Completion Pending' to their transcript.

All exchanges must be documented to be included in your Division II or III portfolio. 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 within approximately 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 that you have successfully completed.

International Health Insurance

Students on Hampshire Exchange are required to have health insurance coverage. Students who will be studying outside of the United States will need to confirm that their provider will cover them internationally. 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 plan. Students have the option to waive Hampshire's insurance if they are covered under another acceptable insurance plan. If covered through Hampshire College health insurance, students will automatically be covered internationally. Plan and coverage information for Hampshire's health insurance can be found through the [student health insurance](#) webpage.

Hampshire College is enrolled in AIG/Travel Guard, a membership that gives students studying abroad or traveling abroad on school-sponsored travel access to a full range of medical information, travel assistance and emergency services. For in-depth information on AIG/Travel Guard, please visit the International Travel section of the Five College Risk Management Website at: <https://www.fivecolleges.edu/riskmgmt>.