Application Deadline: GEO Applications are accepted on a ROLLING basis until April 27, 2021
For a list of eligible programs/courses please email geo@hampshire.edu

PREPARATION: To do before applying for a GEO Virtual Program/Course:

1) Refer to the GEO Virtual Webpage to understand the differences between Exchange/Field Study Semester options, Partial/Supplemental Options, and application process and deadlines
2) Review the Summer/Fall 2021 Virtual Programs List for current programs
3) Make an advising appointment with GEO on Maison.io or by emailing geo@hampshire.edu to discuss specific program options and application processes.
4) Discuss plans with your advisor or division II/III committee. Students applying to Virtual Field Study or a partial / supplemental virtual course must also have them complete the Virtual Programs Faculty Approval Form.
5) Students applying for a partial/ supplemental virtual course must apply to GEO for pre-approval to apply to a Virtual Program or Course by above deadline.
6) Apply to the program provider or host institution by their deadline.

GEO APPLICATION INSTRUCTIONS/REQUIREMENTS:

1) Students apply online through HampGOES: https://hampshire-horizons.symplicity.com/
2) Go to link above and log in to the system using your HampNet username and password
3) Search for Virtual Programs under “Programs”
4) Applications can be started and completed at a later date. Note that faculty recommendations and transcript requests can take up to 2 weeks, so we suggest getting those going as soon as possible.
5) Application Requirements
   a) Transcripts: Transcripts are REQUIRED for full semester Exchange and Field Study Programs. Upload a copy of your full undergraduate transcript(s). Hampshire students should allow at least 10 days for Central Records to process transcript requests. Students applying to just one virtual course (supplemental virtual) do not need a transcript unless explicitly asked for by the host institution or provider.
   b) 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. If the host provider/institution requires a personal statement you may upload a copy of their statement
   c) Academic Recommendations: ONLY for semester Virtual Exchange. 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.
   d) Virtual Programs Faculty Approval Form: Required for everyone except Exchange.
6) Host Institution Application
   • Students must apply to the program by the host institution/provider deadline.
• Students may begin application process BEFORE applying to GEO but they may not submit application without prior approval from GEO or until their GEO application has been approved.

• Depending on the type of program students should be prepared to submit the following to the host institution or provider:
  - Updated Resume/CV
  - Cover letter
  - Transcript
  - List of relevant coursework (esp. language preparation)
  - Faculty recommendation (Field Study or partial/supplemental virtual)
  - Home Institution Approval Form (GEO will fill this out once your Hampshire application has been approved)
  - Other supplemental materials (passport etc.)

**APPROVAL PROCESS & NEXT STEPS**

1) **GEO Approval:** Approval process for GEO semester Exchange and supplemental virtual courses will be on a rolling basis until the deadline.

2) **Host Institution/Program Acceptance:** Upon approval from GEO, students submit application to host institution by their deadline.

3) **Confirming Participation:** Once you have been accepted by the host institution/program you must then confirm your participation with GEO.

4) **Supplemental Virtual:** Students who are only taking ONE virtual course as a supplement to their Hampshire course load must submit the Virtual Program Student Agreement to confirm participation in the course/program. Please read the Virtual Program Participation and Withdrawal Policy.

5) **Semester Exchange ONLY:** If you are applying to go on a full semester of virtual Exchange, you must complete the CASA online enrollment form. You must also complete any additional post-acceptance materials as necessary.