

2015-2016

LEWIS & CLARK COLLEGE

OVERSEAS & OFF-CAMPUS PROGRAMS



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We welcome your interest in Overseas & Off-Campus Programs and look forward to working with you during the application and selection process. Please read this information carefully and use it through the process.

Application Procedure

The application consists of several online forms including but not limited to:

- Online Application for Admission
- Online Essay Form
- Contract Form
- Transcript Screenshot
- Passport Photos
- 2 Academic Reference forms
- 1 Personal Reference form

A link to the Application Website are available on the Overseas & Off-Campus Program webpage; all forms besides the Contract form should be submitted via the Application website. The transcript is to be submitted via email and passport photos should be submitted in person.

Please note that it is your responsibility to ensure your file is complete. Only complete applications will be considered.

Interview

Part of the application process includes an interview with the program leader and/or members of the office of Overseas & Off-Campus Programs. In order to participate in the interview process, your file must be complete (including receipt of references). You will be contacted by email to schedule your interview once the deadline has been met or 40 applications have been received.

The Decision

Selection is determined by the program leader in close consultation with the Overseas & Off-Campus Programs Office. Notification of final decisions is sent through the campus mail prior to posting on the office bulletin board. Most programs accept an initial group of up to approximately 25 students.

Advice to Applicants on Restrictions and Conditions Applicable to All Programs

1. The College has a vital interest in the return to the campus of overseas participants. Valuing as it does the contribution students make to the life of the campus, the College expects returning students to participate in programs at

Lewis & Clark and in the Portland community to help make others aware of international variables in our world as they influence us in the Pacific Northwest.

2. For the above reasons, the College:

a. Gives degree candidates preference in applying for any one of the limited number of places in each program.

b. Subsidizes the program to the degree of permitting application to the comprehensive fee of financial aid for on-campus study.

c. Discourages applications from transient students and students who do not intend to graduate from Lewis & Clark College.

3. Upon acceptance the student will receive a payment schedule indicating a comprehensive fee for the program and payment dates which must be met before departure. Comprehensive fees are not itemized and assume the following:

a. Comprehensive fees are "non-itemized" in that they do not commit The College to allocate specific portions of the fee income to any category or expense but commit it only to provide the services offered and described in special announcements, brochures, etc. For budgeting purposes, the applicant may assume that the fee will be slightly higher in relation to on-campus costs, subject to a decision of the Board of Trustees. The fee includes coverage of round-trip travel expenses from Portland, OR (**overseas programs only**), host in-country travel, room and board, tuition, instructional fees and mandatory health insurance provided by the College during the program dates.

Not included are: round-trip travel expenses for domestic programs, books and supplies, passports and visas, incidental expenses and personal travel arrangements, scheduled either before or after the program. Any departure fees imposed by host country government. Payment of the program fee begins with a \$300 non-refundable deposit payable within 30 days after acceptance, the balance to be paid in full by the date established in the payment schedule included in the student's acceptance letter.

b. Guarantee of the comprehensive fee, set in advance of the program, may require the College to absorb unexpected inflation of cost. Financial

stability of the programs also requires the College absorb savings which may be achieved through good management.

c. The faculty leader or program supervisor retains ultimate responsibility for all expenditures from group funds. Budget allocations for all services are mere guidelines and always tentative; when actual costs are less, the savings so achieved may be used at the leader's discretion to reinforce weaker budgeted program areas or will revert to the College.

d. The Overseas & Off-Campus Programs Office reserves the right to determine departure cities and arrange transcontinental and trans-oceanic transportation by any medium or class consistent with safety, including the use of "affinity fares" or charters, which often require (except at heavy additional cost) that all participants travel together to and from the foreign country.

e. Tickets for transportation remain the property of the College until used, may not be refunded for application to travel not provided by the College, and may be withdrawn and reissued if cheaper and equally safe transportation becomes available after the program begins.

f. Financial Aid may be applied to official College programs including aid for the summer semester.

g. If you have not yet completed the College's four-semester residency requirement and are accepted for participation in an overseas or domestic off campus program, you will be responsible for completing the requirement in the semester(s) immediately following your overseas or domestic program. Exceptions will only be made for students who reach the age of 21 before the beginning of the semester they would otherwise be required to live on campus.

h. Participants are encouraged to pursue the payment option of a no-interest budget payment plan (Academic Management Services-AMS) offered by the College. For more information call 1-800-635-0120. Student anticipating any difficulty in meeting payment deadlines should notify the Overseas & Off-Campus Programs Office immediately so as not to be dropped from the program and perhaps penalized financially.

DEADLINES

All application materials are due by 4 PM on the deadline.

Fall/Full Year Programs:
October 27, 2014

Spring/Summer Programs:
February 9, 2015

Applications will not be accepted after the deadline OR once 40 applications for a specific program have been submitted to the Overseas & Off-Campus Programs Office, whichever comes first. Up to 25 students are admitted per program.

Please note that Overseas Office is not responsible for technical errors.



Two-Step Application

If you are applying to program administered by a third-party provider or partner university, the application has a two-step process. If admitted to a program by Lewis & Clark, you will also submit an application for the program provider. Please save your essay responses so that you can re-use them.

Applying to More Than One Program

Please note that you can only apply to one program per semester. If you submit more than one application, the applications will not be processed. If you are not selected for your first choice program you will have the opportunity to transfer your application to a program that is still accepting applications.

If you are interested in applying to two programs in consecutive semesters, please contact the Overseas & Off-Campus Programs office for information. Admission to more than one program in consecutive semesters is not guaranteed.

APPLICATION CHECK LIST

Use this list as a resource to ensure that you have completed all required application materials. Please note that you should read the full application instructions in addition to using this check list.

- Meet with advisor
- Read Instructions
- Online Application for Admission form
- Email your references (2 Academic and 1 Personal)
- Essay form
- Contract form
- 10 passport photos
- Transcript screenshot (with the exception of the Munich program which requires an official transcript)

APPLICATION STEPS

- Before applying to the program, meet with your academic advisor. Discuss program options and your four-year plan.
- Read all application instructions and policies before beginning the application. Start your application early as it is a multi-step process and can be lengthy.
- Before beginning the Online Application for Admission form, have your passport, birth place, parent/guardian info, emergency contact, and academic information on hand. You should set aside 30-45 minutes to submit the Application for Admission form.
- After reading the application instructions, proceed to the Application Website. Click on “Start Your Application” IMPORTANT: You will have to complete this particular form in one sitting. You cannot save and later return to your application, so make sure to fully complete and submit it before you exit the page or you will lose all data.
- Once you have completed the online application form, hit submit. You will then be directed to a page with instructions for the rest of your application. When you are finished with this pace, click Close before you close out the tab/window.
- **ESSAY**
After you submit the Application for Admission form, you will be given the opportunity to download the list of questions you are expected to answer in this Essay form. Please draft your responses in a Word document taking care to follow the word limit restriction in each section. Once your answers are ready, you may access the Essay form via the Application website and copy & paste your answers.
- **CONTRACT FORM**
After you submit the Application for Admission form, you will be given the opportunity to download the Contract form. After reading carefully, fill out the fields electronically, then print out, sign, and acquire your advisor’s signature. You must turn in the original copy of the form with all signatures in ink to the Overseas Office in Albany 206.
- **ACADEMIC REFERENCE FORM (2 required)**
After you submit your Application for Admission form, you will need to request 2 Lewis & Clark faculty to complete an academic reference form for you. Transfer and first-year students may request one of these references from a faculty member at their previous institution or high school. You will need to email the faculty member your program, semester, and LC student ID # along with your request. If they do not have your LC ID, they will not be able to complete the form for you. You should also email them the URL to the Application website so that they can complete the task easily.
- **PERSONAL REFERENCE FORM (1 required)**
The personal reference form can be provided by an employer, co-worker, RA, roommate, etc. (no family members may provide references). The request and submission process is the same as the academic reference form.
- **PASSPORT PHOTOS**
Purchase and submit 10 passport-sized (2 x 2 in.) pictures with your name, program, and semester of program written on the back of each one with a non-smearing pen. All passport photos must meet passport photo requirements. Domestic (U.S.) programs only require 2 pictures. You can purchase passport photos at the Watzek Resource Lab using your print balance. Submit the photos in person to the Overseas Office in Albany 206.
- **TRANSCRIPT SCREENSHOT**
We do not require an official transcript, only a simple transcript screen shot image from your WebAdvisor account. If you do not know how to take a screen shot, here is a tutorial. We accept .jpg, .pdf, .png, or .tiff file types for the screenshot. Please email this file to overseas@lclark.edu.

Germany: Munich program applicants are required to submit 1 official transcript instead of a screenshot.
- Use the application check list to ensure that you have submitted all application materials. Incomplete applications will not be considered.
- Remember to save all files for current and future use! Overseas & Off-Campus Programs is not responsible for technical errors.