



Overseas & Off-Campus Programs Application Checklist

2024-2025 Programs Application Due Dates

Summer/Fall/Full Year Programs: October 2, 2023

Spring Programs: February 5, 2024

Please note: Part A and Part B are both due by the application due date.

Part A

- ☐ [Application](#) (including [essay responses](#))
 - Information needed to complete application:
 - ☐ Passport Information
 - ☐ Parent/Guardian Information
 - ☐ Emergency Contact Information
 - ☐ Academic Information (student ID, GPA, major, language(s) studied)
- ☐ [Two Academic References](#) (contact 3-4 weeks prior to application deadline)

Part B

After submitting your application, please follow these instructions for submitting your remaining application materials.

- ☐ Passport Photo
 - o Please read through [this article](#) for guidance on taking a passport photo, and make sure that your photo meets these State Department [requirements](#). You can download an app, such as Passport Photo Booth ([iOS](#) and [Android](#)), or you can use the 'Square' mode on your phone. The US Department of State also has a [photo cropping tool](#) to resize your photo to the correct dimensions. You will submit the passport photo by emailing it to overseas@lclark.edu.
- ☐ Unofficial Transcript
 - o Students can download their unofficial transcripts for free in [WebAdvisor](#).
 - o The unofficial transcript should be submitted via email to overseas@lclark.edu.
 - o *First-Year/Transfer Students*: Submit your current course enrollment as found in [WebAdvisor](#). Transfer students may submit an unofficial transcript from their previous institution.
- ☐ [Advisor Approval Form](#)
 - o Please complete the form digitally, and make an appointment with your Faculty or College Advisor to discuss how the program aligns with your academic goals at Lewis & Clark.
 - o You should sign the form using the digital signature function of Adobe Reader (download it for free [here](#)).
 - o Once your Advisor has digitally signed your form, submit the PDF via email to overseas@lclark.edu.

Please visit the [Apply](#) page of our website for additional information, or email questions to overseas@lclark.edu!