Lewis & Clark College

Overseas & Off-Campus Programs
Application Checklist - Year in Munich Program

2020-2021 Application Due Dates

Year in Munich Program: February 3, 2020

Part A: Online

- ❑ Two Academic References (contact 3-4 weeks prior to application deadline)
- ❑ Application
  - ○ Information Needed to Complete Application
    - ❑ Passport Information
    - ❑ Parent/Guardian Information
    - ❑ Emergency Contact Information
    - ❑ Academic Information (student ID, GPA, major, language(s) studied)
    - ❑ Passport Photo - LC students can get their passport photos taken in the Resource Lab, and they can email students a digital copy to upload in their applications ***upon request***. Non-LC students should check to see if there is an office on their campus that offers this service, but they can also have their passport photos taken at Walgreens, Costco, or other retailers that take passport photos.

Part B: Materials

After submitting your online application, please gather/complete the following materials and either turn them in (LC students) or mail them (non-LC students):

Lewis & Clark College
Overseas & Off-Campus Programs
0615 SW Palatine Hill Rd, MSC 11
Portland, OR, 97219

- ❑ Hard Copy of Official Transcript
  - ○ LC students can request their official transcript from the Registrar's office by logging into WebAdvisor and clicking the 'Order Official Transcripts' link under the Academic Profile menu. Be sure to indicate on the form that the transcript should be sent to the Overseas Office. Please note that there is a $5 fee for requesting your Official Transcript.
  - ○ Non- LC students should follow the standard procedures for ordering Official Transcripts on their campuses, and then mail them to the Overseas Office.
- ❑ Faculty Advisor Approval Form
  - ○ Please print the form, complete all fields, sign it, and take it to your advisor for their approval.
  - ○ Once your advisor has signed it, LC students should bring the form to Overseas & Off-Campus Programs office in Albany 206, and non-LC students should mail the form to the Overseas Office with their other materials.
- ❑ Five Hard Copy Passport Photos
  - ○ In addition to the digital passport photo, students applying to the Munich program are required to submit five hard copy passport photos with their initial application.

Confirmation Checklist - Year in Munich Program

Students applying to the Munich program have a different application and admissions process than the students applying to other programs. Once you have been accepted to the program, you will have 30 days to submit your confirmation materials, indicating that you wish to participate in the program. It's a good idea to take a look at the list of confirmation materials before you are accepted to the program, as some items may take more time/effort to complete than others. The confirmation materials are listed below:

- ❑ Confirmation Form
  - ○ Fill out an online form confirming that you want to participate in the program, and share health & insurance information with the Overseas Office. This form will be emailed to you with a personalized link.
- ❑ Contract Form (Original Document)
  - ○ Print and complete this form.
- ❑ Munich Information Packet*
  - ○ Complete the electronic form and submit via email.
- ❑ Physician's Form (Original Document)
  - ○ Print this form and have a physician fill it out during a doctor's appointment.
- ❑ $300 Program Deposit (non-refundable)
  - ○ LC students: the deposit can be paid by cash or check at Student Account Services, or online.
  - ○ Non-LC students: the deposit can be paid by check, mailed either to the Overseas Office or straight to Student Account Services:

    Lewis & Clark College
    Student and Departmental Account Services
    0615 SW Palatine Hill Rd, MSC 150
    Portland, OR, 97219

  - ○ Please note: when paying with a check, the check should be made out to Lewis & Clark College. On the memo line, you should write 'Overseas Program Deposit - Munich'
- ❑ Passport Scan*
  - ○ Make sure that your passport is valid through six months after your program end date, and that you have signed the "Signature of Bearer" line in pen. Then, scan it in color, and submit via email.
- ❑ Spring Official Transcript (Original Document)
  - ○ After the Spring semester has ended and Spring grades have been released, you will need to request another Official Transcript.
- ❑ Resume*
  - ○ Submit a PDF of your resume via email. Education (at the top) should include the high school and the college where you currently study. Practical experiences and activities down below.
- ❑ High School Transcript*
  - ○ The university in Munich requires a digital copy of your official high school transcript. Submit via email.
- ❑ Sophomore Waiver (Sophomores only)
  - ○ If you are a sophomore, the university in Munich requires a signed copy of the Sophomore Waiver. Our office will send you the form; email a scan of the completed form to the Overseas Office.
- ❑ Social Security Number (Non-LC students only)
  - ○ Call the Overseas Office (503-768-7295) to give your social security number. You should NOT send your Social Security Number in an email.

*All documents submitted electronically can be emailed to overseas@lclark.edu
Tasks labeled (Original Document) must be turned in or mailed to the office.