



## Overseas & Off-Campus Programs Application Checklist

### *2020-2021 Programs Application Due Dates*

Fall/Full Year/Summer/Domestic Programs: October 7, 2019

Spring Programs: February 10, 2020

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

#### **Part A: Online**

- ☐ [Two Academic References](#) (contact 3-4 weeks prior to application deadline)
- ☐ [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)
    - ☐ Passport Photo (You can get your passport photo taken in the [Resource Lab](#) and they can email you a copy to upload in your application **upon request**. While you are not required to submit any physical passport photos in your initial application, most students will need a few passport photos for their visa application. You are encouraged to have the photos printed for potential visa usage and second step application process. Ensure you keep them (physical & digital) in a safe place for future use.)

#### **Part B: Materials**

After submitting your application please follow these instructions for submitting a screenshot of your transcript.

- ☐ Transcript Screenshot ([PC Instructions](#); [Mac Instructions](#))
  - ☐ The transcript screenshot will need to be sent to [overseas@lclark.edu](mailto:overseas@lclark.edu). Format your subject line as *Transcript Screenshot: Lastname, Firstname* (e.g. Transcript Screenshot: Theroux\_Paul)
  - ☐ *First-Year/Transfer Students*: Submit your current course enrollment as found in [WebAdvisor](#). Transfer students may submit their previous institution's transcript.
  - ☐ If you have trouble taking a screenshot you can visit the IT Service Desk or the Overseas & Off-Campus Programs office for assistance.
- ☐ [Advisor Approval Form](#)
  - ☐ Please print the form, complete all fields, sign it, and make an appointment with your Faculty or College Advisor to discuss how the program aligns with your academic goals at Lewis & Clark.
  - ☐ Once your Advisor has signed it, bring the form to Overseas & Off-Campus Programs office in Albany 206.

Please visit the 'Apply' tab of the [Overseas Website](#) for additional information:  
[http://college.lclark.edu/programs/overseas\\_and\\_off-campus/](http://college.lclark.edu/programs/overseas_and_off-campus/)