



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

2020-2021 Application Due Date: February 3, 2020

Students applying to the Year in Munich program have a different application and admissions process than the students applying to other Lewis & Clark overseas programs. Your application will be comprised of some items for the Lewis & Clark Overseas & Off-Campus Programs office, and some items which will be sent to the host university (LMU) in Germany for review. It's important to understand that your ability to participate in the program is based on the admissions decision of the LMU. If you do not submit all of your application materials by the deadline, or if the LMU decides not to offer you admission to the program, you will be ineligible to participate. Please contact us in advance of the deadline if you have any questions about the application process or required materials.

Part A: Online

- [Overseas Application Form](#)
 - 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.
- [Two Academic References](#) (only required for non-LC students)

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

- Official E-Transcript with Fall 2019 Grades (Digital Copy)
 - 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. Indicate on the form that the transcript should be sent to the Overseas Office's email. There is a \$5 fee for requesting your official transcript.

- Please note that this can take up to two weeks to receive once it has been ordered. Plan accordingly!
- Non-LC students should follow the standard procedures for ordering Official Transcripts on their campuses, and then email them to the Overseas Office. If your school does not have an E-Transcript option, you may mail an official transcript to the Overseas Office at the address above.

- ☐ [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.
- ☐ Contract Form (Original Document) - Print and complete this form, found in the Materials folder. Turn it in or mail it to the Overseas Office at the address above.
- ☐ Munich Information Packet* - Complete the electronic form found in the Materials folder and submit via email.
- ☐ Physician's Form (Original Document) - Print this form found in the Materials folder and have a physician fill it out during a doctor's appointment. Turn it in or mail it to the Overseas Office at the address above.
- ☐ \$300 Program Deposit
 - 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.
- ☐ CV* - Submit a PDF of your CV. Please use the template provided in the materials folder.
- ☐ High School Transcript* - The university in Munich requires a digital copy of your official high school transcript.
- ☐ High School Diploma* - The university in Munich requires a digital copy of your high school diploma.

Sophomore Waiver* (Rising sophomores only) - If you will be a sophomore during the program, the university in Munich requires a signed copy of the Sophomore Waiver. If you are going to be a sophomore during the program, please email the Overseas Office at overseas@lclark.edu and we will send the waiver to you.

Spring Official E-Transcript (Digital Copy) - After the Spring semester has ended and Spring grades have been released, you will need to request another digital Official Transcript.

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.