



Overseas & Off-Campus Programs Application Checklist

2021-2022 Programs Application Due Dates

Fall/Full Year Programs: October 5, 2020

Spring Programs: February 8, 2021

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 - 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 uploading it to the last page of your application.

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. 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 contact the IT Service Desk or the Overseas & Off-Campus Programs office for assistance.
- [Advisor Approval Form](#)
 - 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.
 - You should sign the form using the digital signature function of Adobe Reader (download it for free [here](#)).
 - 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!