



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

*2021-2022 Application Due Date:* February 1, 2021

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 consist 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 - 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.
- ☐ [Two Academic References](#) (only required for non-LC students)

### [Part B: Materials](#)

After submitting your online application, please gather/complete the following materials and submit them to the Overseas & Off-Campus Programs office via email ([overseas@lclark.edu](mailto:overseas@lclark.edu)).

- ☐ Official E-Transcript with Fall 2020 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.

- ❑ Contract Form - Found in the Materials folder. Download and complete this form digitally and sign electronically.
- ❑ Munich Information Packet - Found in the Materials folder. Download and complete this form digitally.
- ❑ Physician's Form - Found in the Materials folder. Print this form and have a physician fill it out during a doctor's appointment. Take a scan or a photo of the completed/signed document and submit via email.
- ❑ 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](mailto:overseas@lclark.edu) and we will send the waiver to you.

Spring 2021 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, or leave your Social Security Number in a voicemail.

All documents submitted electronically can be emailed to [overseas@lclark.edu](mailto:overseas@lclark.edu)