Spelman College ~ Washington Semester Program Application

Washington Semester Program Information and Instructions

If you are interested in participating in the Washington Semester Program (WSP), we recommend that you research the program and familiarize yourself with the academic policies and concentration areas. A student CANNOT **transfer to the exchange/host school after the exchange. You must return to your home institution.**

Application
In addition to the WSP application, students must complete the Spelman electronic application; a copy of your completed Spelman application will be forwarded to the chair of your department. You are responsible for scheduling an appointment with your chair to discuss your academic goals and your participation in the WSP. Your chair must approve your application for the WSP prior to your interview with the Spelman Representative, Stacy Washington, Academic Programs & Retention Coordinator.

The WSP accepts applications on a rolling basis, but it is recommended that you apply as early as possible, because space is limited for each concentration. Save a copy of your completed application, as a PDF file, and attach to the bottom of the electronic Spelman application. You can access the application here: WSP Application

Supporting Materials for Spelman Application
In addition to completing the WSP application on their website, you must also complete the Spelman electronic application. Please attach a copy of your WSP application (pdf), your unofficial transcript (pdf), an updated resume and a photo. You must submit your most recent transcript at the end of the term prior to your exchange. You should submit a request for an official transcript prior to your exchange (i.e.: end of spring term if exchange will be in the fall term). Please email Spelman application/supporting materials to: swashi37@spelman.edu.

Application Deadlines

- **Fall Semester exchange -** Due 1st week of April
- **Spring Semester exchange -** Due 1st week of November

Financial Obligations
If you are selected to participate in the WSP you will be notified of your financial obligations. You must discuss your financial obligations, if any, with your parent(s)/caregiver(s) once accepted. If you are a recipient of financial aid or other scholarships/fellowships, you must meet with the financial aid office to discuss how participation in the exchange will impact your aid packages. If you anticipate a refund check, it may be needed to cover additional expenses at your host institution. Please understand that a refund is not guaranteed. Spelman does not offer any scholarships for participation in the WSP. Spelman is not responsible for covering any cost you may incur at the host institution. You will have to complete a Financial Responsibility Contract before your departure.

TO COMPLETE FORM: Click over fields (single click on lines, double click on boxes) to highlight and either type in information or follow instructions to select appropriate option(s).

Applicant's Information

All fields are required and must be completed. Enter NA if not applicable.

Last Name: _____	First Name: _____	Middle Name: _____
SCID: _____	Date of Birth: _____	Total Credits Earned: _____
Major:	Minor:	Graduation Year:
Local Address		
Street: _____	City, State: _____	Zip: _____
Cellular Number: _____	Spelman Email Address: _____	Alternative Email Address: _____
Permanent Address		
Street: _____	City, State: _____	Zip: _____
Emergency Contact Information		
First and Last Name: _____	Phone Number: _____	Email Address: _____
First and Last Name: _____	Phone Number: _____	Email Address: _____

Third Party Authorization: You are required to complete the form but you are not required to authorize disclosure of information. Please complete it, if you have not done so. The link is http://princess.spelman.edu/ous.nsf/thirdpartyauth.

Host School Information

When do you intend to participate in the Washington Semester Program? If both terms, check both boxes.
☐ Fall ☐ Spring

Do you receive financial aid/scholarships? ☐ Yes ☐ No
If yes, please list sources below:

Are you a Hope recipient? ☐ Yes ☐ No

Departmental Chair Approval

All students applying for the Washington Semester Program must obtain approval from their Department Chair. This approval indicates the Department's acceptance of courses for the major and /or graduation.

Proposed Course Plan

General Education Requirements Completed? ☐ Yes ☐ No
If no, please list the remaining requirement(s):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Departmental Chair Approval

List **major** core courses and elective/area concentration courses remaining for completion.

Core Courses:	Electives/area concentrations:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____

Area Concentration Selection
Please indicate which area concentration in which you will enroll and the seminar you have selected.
☐ American Politics ☐ Global Economics & Business ☐ Foreign Policy ☐ Justice & Law ☐ Journalism & New Media ☐ International Law & Organizations ☐ Sustainable Development Please list the Seminar you plan to take: _____
Courses Planned Following Exchange
List the courses you are interested in taking upon your return. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
Department Chair Approval
_____, chair of department has select option your participation in the Washington Semester Program (WSP) for the applicant on date and time. You are approved to take 2 major related courses during your exchange. If any approved major related course is canceled upon your arrival at your host institution, you will require chair approval to take an alternative major related course.
Conditions of Students Participation
Please initial each of the stated conditions and submit this form with your completed application. I, *insert your name*, acknowledge and accept the following conditions of student participation in the Washington Semester Program:
• I must remain registered at Spelman College and pay tuition, room & board and fees directly to Spelman. I will be fully responsible for understanding and accepting financial obligations (additional costs related to room and board, fees, and insurance) due to the host institution, if any. Additionally, I will discuss financial obligations with my parent(s)/caregiver(s). _____
• I must have my program of study at the host institution pre-approved by the chair of my major department(s) at Spelman College before beginning the program. _____
• I must live in college residence halls for the duration of my exchange at the host institution. _____
• I shall follow student regulations in effect at the host institution. _____
• I may withdraw from the exchange program at any time but will be subject to the refund policy of Spelman College with regard to room, board, tuition and fees. _____
• I shall be fully responsible for making personal travel arrangements and payment of all transportation charges between my home and the host institution. _____
• I understand that no provisions will be made for spouses or dependents with regard to room, board, or other services. _____
• I shall conduct myself in accordance with the currently enforced Spelman College Student Code of Community Standards. _____
• I will submit two blog entries, per semester, during my exchange. _____

Enter your name below to serve as your electronic signature: _____

Date Submitted: _____

Office Use Only
This application was approved by the Academic Programs & Retention Coordinator Stacy Washington on _____ 1, 2018.