

# It is your responsibility to ensure that your proposal is complete!

## Please use the following checklist to do so.

NOTICE: They Study Away Review Committee is required to reject off-campus study proposals if any of the essays or forms noted below is missing as of 4:30 PM on the deadline date. *Exceptions cannot be made for forms or transcripts that are delayed in the campus mail; do not rely on it anytime during the final week before the proposal deadline.* If you plan to turn in your completed proposal in the final few days before the deadline, we strongly recommend that you arrange to collect all advisor/language/approval forms from your professors (in a sealed envelope) AND YOUR TRANSCRIPT and turn them in yourself at the same time you submit the rest of your materials.

DUE TO VOLUME OF PROPOSALS RECEIVED, OUR STAFF IS UNABLE TO VERIFY COMPLETENESS OF YOUR PROPOSAL & STATUS OF SUPPORTING FORMS DURING THE LAST WEEK PRIOR TO THE DEADLINE! (We are also unable to make copies for you, for the same reason).

### **A) Essays and Info forms: Original +3 copies needed!**

An application with insufficient copies of these pages/essays is INCOMPLETE!

- \_\_\_ Personal Information & Educational Trajectory Page
- \_\_\_ Student Agreement and Faculty Names Page
- \_\_\_ Educational Goals Essay
- \_\_\_ Independent Study Project Essay (if applicable to your program)
- \_\_\_ Internship Essay (if applicable to your program)
- \_\_\_ Year-long Study Essay (if applicable to your program)
- \_\_\_ Non-listed Program Essay (if applicable to your program)

### **B) Supporting Forms and Recommendations: One Copy Each**

- \_\_\_ Blue Advisor recommendation form
- \_\_\_ Yellow Language form (if your program requires language proficiency)
- \_\_\_ Green Department Approval form (ONE Copy for EACH major)

### **C) Official Macalester Transcript: One Copy**

(Note: it takes the registrar's office at least 24 hours to produce a transcript)

You may request that the registrar send your transcript directly to our office, but must verify this request to IC Staff with a dated copy of the transcript request form.

- \_\_\_ Official Macalester transcript