

Materials Checklist for an Off-campus Study Application at Monmouth College

For a printer-friendly version of this document in PDF format, see [Checklist.pdf](#). Requires Adobe Acrobat Reader installed on your computer. To obtain this software, please click [here](#).

NAME of Applicant: _____

NAME of Program: _____

A complete application for off-campus study consists of the following:

_____ 1.) This checklist

_____ 2.) The [Monmouth College application to study off-campus](#).

This form requires signatures from:

___ A.) the applicant

___ B.) the academic advisor

___ C.) the campus representative for the program

___ D.) a financial aid officer.

An application is incomplete without these signatures.

_____ 3.) The [Dean of Students Recommendation Form](#).

Sign this form and leave it in the Dean of Student's Office.

_____ 4.) The application form for the actual program to which you are applying.

NOTE: While ACM applications have places for signatures from a.) the academic advisor; b.) the academic dean; and c.) the dean of student, the applicant should obtain the academic advisor's signature **but not the deans' signatures**. These will be obtained AFTER the application has been approved.

_____ 5.) [Agreement and Release Form](#). ACM Programs include this form in the packet. For other programs use the form on the web. This requires signatures from the applicant and a legal guardian.

_____ 6.) An Essay

If no essay is required for the program application, please submit a 600-word statement explaining why you are applying for this program and how the program fits in your academic plan at Monmouth College. Try to make yourself stand out in this essay as a serious student who will take the best advantage possible from this off-campus opportunity. Avoid formulaic expressions and models in writing this essay. The more personal and original this essay is, the better.

_____ 7.) [Three letters of recommendation](#). Do not wait until the last minute. Ideally you should approach potential recommenders in early November. *Be sure your recommender knows the deadline for the receipt of recommendations and encourage them to provide fulsome responses to questions. Recommendations should be typed, not handwritten.*

List the names of your recommenders here:

1.

2.

3.

Note: These recommendations should be sent directly to the coordinator of off-campus study.