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

DATE: __________________ NAME: __________________________________________________________

PROGRAM/Country: ___________________________________________ WHEN (Semester): _______

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

________ 1.) This Checklist.

________ 2.) The Monmouth College Application to study off-campus.

This application form requires signatures from: (Application is incomplete without these signatures.)
___ A.) the Applicant
___ B.) the Academic Advisor
___ C.) Departmental Chair
___ D.) the Program Campus Representative
___ E.) a Financial Aid Officer.
___ F.) a Business Officer
{Note: A Transcript is also required, but will be requested by the Off Campus Study Office}

________ 3.) The Dean of Students Recommendation Form. Requires applicant’s signature, then RA’s approval/signature. Then the RA should submit it to 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 students, the applicant should obtain the academic advisor’s signature but not the deans’ signatures. These signatures 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 form requires signature of the applicant.

________ 6.) An Essay. Per the program application. 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. Note: These recommendations should be sent directly to Off Campus Study Office, located on the second floor of Poling Hall.

List the names of your recommenders here:

1. 

2. 

3. 