

APPLYING TO YOUR OFF-CAMPUS STUDY PROGRAM

You must have approval from Grinnell before submitting a program application. Approval notifications will be announced no later than Friday, February 25, 2011.

Make Careful Note of Your Program Application Due-Date in your OCS Acceptance Letter

1. APPLICATION FORMS

Application Forms. Some programs have paper applications that can be printed from their websites, but most now have on-line applications.

2. SUMMITTING YOUR APPLICATION

Submitting Your Application. Whether your application is on paper or on-line, be sure to submit it **by the due date listed in your approval notification**, not the deadline published on the program website. The OCS Office has moved most due dates forward to maximize your chances of admission.

Paper Applications: Bring your completed application and a photocopy to the OCS Office for mailing by the **due date in your approval notification**. A cover-letter will be added, authorizing your application and giving your program important details about Grinnell credit transfer and billing policies. The OCS Office will supply an envelope and mail your application for you.

Online Applications: Submit your application **by the due date in your approval notification**. Online applications normally have printable authorization forms to be signed and mailed by the OCS Office and recommendations to be sent by your professors.

3. LETTERS OF RECOMMENDATION

Letters of Recommendation. Recommendation letters should be sent directly to the program by your professors unless your application instructions say otherwise. If you are submitting a paper application and are instructed to include recommendations together with your application, ask your recommenders to give you the letters in sealed envelopes, signed and taped across the flap. Bring them to the OCS Office with your completed application. Please do not ask your recommenders to send their letters to the OCS Office.

Remember that the professors you ask to support your application are busy and probably have many other letters to write so be certain to allow them enough time – **at least 10 days** - to write your recommendations and mail them by the deadline. Be sure to provide the program address.

4. TRANSCRIPT

Transcript. Complete a “Transcript Request Form” and indicate that it be sent directly to the program. You will need to supply the program address. Please remember that the Registrar requires two days notice to issue a transcript. If your program requires that the transcript be mailed together with a paper application, you may request that it be sent to you by campus mail for inclusion with your application materials.