

Application Instructions for Off-Campus Programs (OCP)

The application period for AY 19/20 off-campus programs is **Feb. 12, 2019 – March 10, 2019**.

The online application system will not accept applications after March 10

Apply online: <https://www.whitworth.edu/forms/off-campus-studies/program-application/index.aspx>

- Enter your Whitworth login credentials to access the application portal

Important information:

1. Select programs in order of your preference (first choice, second choice, alternate choice).
 - a. Please note: Some programs are very competitive, and you may not receive your first choice.
 - b. To add a second and third choice, select the **red** 'Add Program Selection' box below your first choice.
2. All applications must include one academic AND one personal reference.
 - a. Upon submission of your application you will be provided with a link for the personal/academic reference.
 - b. **Each reference must have a whitworth.edu email address.**
 - c. References will receive a form to complete via email.
 - d. References are due by March 10, 2019; be sure to follow up with your recommenders to make sure they are turned in. There are no system reminders.
 - e. Applicants for semester programs should request one additional academic reference.

Selection Process:

1. **1st Round: March 11-13, 2019**
 - a. Your completed application will be delivered electronically to your 'first-choice' program leader after March 10.
 - b. By Wednesday, March 13, program leaders will notify students that have been selected to the program.
 - c. Students have until 4 p.m. Friday, March 15, to pay the \$500 *non-refundable* deposit. *
 - d. Students who fail to pay the deposit by the deadline will forfeit their spot.
2. **2nd Round: March 25-27, 2019**
 - a. Applications not selected during the first round will automatically move to the 'second-choice' program.
 - b. By Wednesday, March 27, program leaders will notify students selected for the program.
 - c. Students have until 4 p.m. Friday, March 29, to pay the \$500 *non-refundable* deposit. *
 - d. Students who fail to pay the deposit by the deadline will forfeit their spot.
3. **3rd Round: April 8-10, 2019**
 - a. Applications not selected during the second round will automatically move to the 'alternate choices' program.
 - b. By Wednesday, April 10, program leaders will notify students selected for the program.
 - c. Students have until 4 p.m. Friday, April 12, to pay the \$500 *non-refundable* deposit. *
 - d. Students who fail to pay the deposit by the deadline will forfeit their spot.

****To pay the \$500 non-refundable deposit, follow the link "Make a Payment" located on the Off-Campus Programs homepage (located in the grey box entitled "RELATED LINKS").***

If you do not receive notification of acceptance, it means you have not yet been accepted.

Program leaders are only required to notify students of *acceptance*, not of non-selection.

Questions or concerns? Please contact Off-Campus Programs:

Ann Penfield: apenfield@whitworth.edu | 509-777-4581

Nick Vasiloff: nvasiloff@whitworth.edu | 509-777-4596

Accepted to a program? Your Next Steps...

Apply for or Renew Your Passport!

Now that you've completed your application, you will have noticed that one of your statements of consent said, "I will *immediately* apply for my passport if I do not have one".

Your passport must be valid for 6 months *past* the dates of your intended program.

If accepted into a program, a copy of your passport will be due to the OCP office by Friday, May 17, 2019.

This is a firm deadline so please make it a priority to apply or renew soon.

Question on how to apply/renew your passport?

<https://travel.state.gov/content/travel/en/passports/apply-renew-passport/how-to-apply.html>

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