

# STUDY ABROAD APPLICATION OVERVIEW

Application Deadline for FALL 2026 Study Abroad: **Friday, February 13, 2026**

## **BEFORE YOU SUBMIT THIS APPLICATION:**

- **Meet with the Study Abroad Director.** Understand the policies and procedures pertaining to study abroad through Saint Michael's College. Get information on how to choose a program from the list of [SMC pre-approved programs](#).  
  
To make an appointment with the Study Abroad Office, go to the appointment calendar:  
<https://smcstudyabroad.acuityscheduling.com/schedule.php>
- **Meet with your Advisor.** Discuss your plan for study abroad and understand department policies.
- **Contact your Study Abroad Partner Program.** Review eligibility requirements. Learn about the academic and cultural components of various programs and how they relate to your personal and academic goals. Confirm the program's application deadline dates, requirements, and costs. Submit the program application directly to the partner program prior to the partner's application deadline date. Be aware that some popular programs fill before the published application deadline. Check with the program to see if you need to submit an early application.
- **Submit Two Applications.** Students are responsible for submitting two applications: 1) SMC application for approval to study abroad, and 2) Partner Program application for acceptance into a specific program.  
*Important: Students must be approved by SMC to study abroad. Acceptance into a program does not guarantee approval by SMC.*

## **THE SMC STUDY ABROAD APPLICATION INCLUDES THE FOLLOWING:**

1. **PLAN FOR GRADUATION.** Work with your academic advisor(s) to complete your plan. Required signatures of approval: a) Your advisor (or advisors if you are a double major) and, b) the Registrar's Office.
2. **STUDY ABROAD COURSES.** List the courses you want to take abroad. Include alternate courses you might consider should your first choice courses not be available. Required signatures of approval:
  - a) Your major advisor(s) signs at the bottom of the page.
  - b) The Department Chair signs for major/minor courses & initials each course. The Chair also signs at the bottom of the page.
  - c) The Registrar approves and initials each Core course and General Elective course.

**Important:** Refer to *Instructions for Completing the 2026/2027 Study Abroad Application* for step by step instructions on how to complete the online forms:  
(<https://www.smcvt.edu/academics/study-abroad/planning-policies-and-procedures/>).

3. **LETTER OF APPROVAL** (from your Academic Advisor/s). This letter confirms in writing that you and your advisor(s) have discussed your plan for graduation and have agreed upon a workable schedule of courses. Academic concerns should also be noted in this letter. Advisors should e-mail the letter to [pimai@smcvt.edu](mailto:pimai@smcvt.edu).
  4. **LETTER OF RECOMMENDATION.** This letter (or Recommendation Form) should be written by a faculty member (not an advisor, coach, or counselor) who has taught you in class and knows you well enough to comment on your personal strengths, weaknesses, academic potential, and ability to study and live abroad successfully. The faculty member should email the letter or form to [pimai@smcvt.edu](mailto:pimai@smcvt.edu).
- \*NOTE:** The [Study Abroad Recommendation Form](#) may be used as a substitute for a formal letter of recommendation for professors who prefer to complete a form.
5. **PERSONAL STATEMENT.** This is a formal essay outlining your reasons for selecting a particular program, location and course of study. [Personal statement guidelines](#) are available online. Completed essays can be emailed to [pimai@smcvt.edu](mailto:pimai@smcvt.edu) or printed and delivered to the Study Abroad Office.
  6. **COURSE DESCRIPTIONS.** Email to the Study Abroad Office a list of course descriptions for each of the courses you plan to take abroad. Course descriptions should also be sent to your advisor(s) and department chair(s) when application forms are submitted for review and approval (professors will use the descriptions to determine course transferability). Course descriptions can be found in program websites.
  7. **INTERNATIONAL STUDY AGREEMENT FORM.** This form must be signed (digitally or by hand) by you AND a parent or legal guardian. Do not type in a name in the signature line.
  8. **ACADEMIC TRANSCRIPT.** Complete the [Transcript Request Form for Study Abroad Applications](#). Follow the instructions provided on the form.
  9. **Your application will be considered complete after all documents listed (#1-8 above) have been received by the Study Abroad Office (including faculty letters of recommendation and letters of approval). Deadline dates are strictly followed.**
  10. **FINAL APPROVAL:** All applications will be reviewed by the Study Abroad Review Committee after the February 13 deadline. Applications are not reviewed on a rolling basis.
  11. You will be notified by mail (via your SMC mailbox) of the outcome of your application 6-8 weeks after the February deadline.

## Paying for Your Study Abroad Semester / Academic Policies

### **CHARGES AND PAYMENT / FINANCIAL AID AND PAYMENT PLAN PROCEDURES**

Policies and Procedures are currently under review for 2026/2027 Study Abroad.

### **IMPORTANT NOTE**

Costs associated with study abroad vary by program type and destination. Be thorough in your research of programs and be aware that many expenses are not covered by SMC. For example: passports and visa charges (including visa application fees, transportation to and from consulates, passport photos), airline tickets, airline ticket change fees, baggage fees, trip insurance, credit card "convenience" fees, in-country residence fees, optional trips and events, gym membership fees, personal expenses, books, vaccinations, early program withdrawal fees, optional or supplemental

housing charges (including single room supplements), fees associated with specific courses (i.e. lab, art studio, and materials fees), and costs associated with independent study projects and research.

### ***BILLING CONTACTS***

- |                                   |              |  |
|-----------------------------------|--------------|--|
| • Peggy Imai, Study Abroad Office | 802-654-2222 | <a href="mailto:pimai@smcvt.edu">pimai@smcvt.edu</a>   |
| • Student Financial Services      | 802-654-2744 | <a href="mailto:FinAid@smcvt.edu">FinAid@smcvt.edu</a> |

### **ACADEMIC POLICIES**

#### **Eligibility Requirements**

Only students in good academic and social standing are eligible to study abroad. Students must have achieved a cumulative GPA of **3.0** or higher to be considered for semester-length study abroad programs through SMC. Some partner programs may require a higher GPA for admission to certain programs. Students are responsible for knowing program admission requirements and program costs.

A student's disciplinary record is part of the Study Abroad Office application review and may be grounds for barring participation by the College and/or the sponsoring program. Students may **not** participate in study abroad while on disciplinary probation. Students may apply while on probation, but any conditional approval is contingent upon removal from probation before participation.

#### **Transfer Credit**

Pre-approved courses are accepted as transfer credit and may apply, as appropriate, toward SMC major, minor, core requirements, or general elective credits. A grade of C- or better is required for credit transfer. While grades earned in approved study abroad programs are not calculated into the SMC grade point average, transfer credit does become part of the student's permanent academic record. A transcript listing all courses taken and grades earned while abroad will be issued at the conclusion of the semester by the program's institution of record. An official transcript will be sent directly to the SMC Registrar's Office for review and credit transfer consideration. Courses taken on a Pass/Fail basis are **NOT** eligible for credit transfer. Students must take a minimum of 12 credits while abroad to be considered full time.

To earn the Saint Michael's College degree, students must achieve at least 128 credits. On average, students should be earning 16 credits per semester to stay on track for graduation. Be aware that completing fewer than 16 credits while abroad could have an impact on your plan for graduation.

#### **Travel Restrictions**

SMC students will not be approved to participate in programs located in countries under a current US Department of State Travel Advisory Level 4 (Level 3 countries will be considered on a case by case basis). Refer to the US Department of State Travel Advisory website for additional information

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.

**Data and recommendations issued by CDC and WHO will also be taken into consideration when determining final approval of a destination and/or program:**

Centers for Disease Control and Prevention (CDC): <http://www.cdc.gov>

World Health Organization: <https://www.who.int/>