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Messiah College International Programs and the EpiCenter Off-Campus Study Checklist

### Inquiry

- Visit your Academic Advisor**  
Meet with your advisor to make sure you can work an off-campus semester into your schedule and for assistance in selecting courses that may meet general education or major requirements for your field of study.
- Contact the Financial Aid Office**  
To find out how your financial aid package will apply while you are studying with BCA, contact the Financial Aid Office ([finaid@messiah.edu](mailto:finaid@messiah.edu)) to let them know of your plans to study off campus.
- Passports**  
Please begin now applying for your passport if you do not already have one. Passport checklists and applications are available in the EpiCenter. You can also purchase passport photos in the EpiCenter. You need to allow **at least** 6 weeks for your passport to be processed. Information about visas will be provided by BCA.

### Application

- Application:** Complete the online application at: <https://www.bcaabroad.org/apply/login.aspx>
  - Three References**  
Provide contact information (on-line) for the following references:
    - Academic Advisor Reference**
    - Character Reference:** This must be your **Resident Director**, do not use your employer.
    - Language Reference:**  
This must be a Modern Language faculty member for programs in France, Germany, Mexico, Spain
- OR**
- A Faculty Member who can speak to your writing ability for programs in England, Greece, China, Japan
- Official Transcripts**  
A current **OFFICIAL** transcript. An official transcript can be requested from the Registrar's Office web site at <http://www.messiah.edu/offices/registrar/transcript.html> or on **MCSquare** → Self Service Menu → Student and Financial Aid → Student Records → Request Printed Transcript
  - \$50 Application Fee** (You can pay this online or make checks payable to *BCA*.)
  - Submit above items to:BCA**

**50 Alpha Drive  
Elizabethtown, PA 17022**

Fall application deadline: **April 15** (Please note for Japan, fall application date is **April 1**.)  
Spring application deadlines: **October 1** for Greece; **October 15** for England, France, Japan, Mexico, Spain; **November 1** for China, Germany

<p><b>Note: <u>Completed</u> applications must be submitted by these deadlines; students who miss these deadlines may be required to pay additional fees for their flights.</b></p>
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## **Follow-up**

### **Once You Have Been Accepted into the Program:**

- Sign your Alcohol Waiver**  
This will be distributed at the “Growing Your Faith While Studying Abroad” orientation session or may be picked up in the EpiCenter.
- BCA Follow-up**  
Log on to your BCA account and complete the required pre-departure materials before the established deadlines.
- Attend Pre-Departure and Reentry Orientation Sessions**  
The following orientation sessions have been planned to help prepare you for your semester abroad.
  - ***Health and Safety in an International Environment***
  - ***Cross-Cultural Adjustment & Communication***
  - ***Growing Your Faith While Studying Abroad***
  - ***SAFE: Self Defense Awareness and Familiarization Exchange*** (for women)
- Complete an Off-Campus Study Course Approval Form**  
When you take classes off campus, you should check with the Registrar and your Academic Advisor to determine whether the courses you choose will meet general education or major requirements. You can do this by completing an ***off-campus study form*** and submitting it to the Registrars Office.
- Complete a Study Abroad Contract**  
All students who earn credits in an international setting must complete a Study Abroad Contract. Contracts will be signed online before you can register on MCSquare for your program.
- Register on MCSquare**  
Even though you will be studying off-campus for the following semester, you still need to participate in Messiah class registration; you will not choose specific classes, rather you will select your program.
- Vaccinations**  
You should visit your doctor or a travel clinic to secure the proper vaccinations for your trip. \*Check out the ***Centers for Disease Control*** World Wide Web site for more information on recommended vaccinations: <http://wwwnc.cdc.gov/travel/page/vaccinations.htm>
- Complete the Following:**
  - Make a deposit (which is subtracted from students’ Messiah bills) within two weeks of acceptance and can range from \$500 - \$900.
  - You may be required to complete a variety of paperwork from your program partner, submit photos, or apply for a visa.
- Have a Great Time Studying Abroad!**

## **Returning Home**

### **Once You Have Returned to Campus the following semester:**

- Attend a Mandatory Half-day Re-entry Retreat**  
Details will be sent before you return to campus

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*To learn more about this program, visit the EpiCenter Online: [www.messiah.edu/studyabroad](http://www.messiah.edu/studyabroad)*

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*Or Contact:*  
Wendy Lippert (ext. 6089)/ Faith Minnich (ext. 7373)  
[epicenter@messiah.edu](mailto:epicenter@messiah.edu)