
London Internship Program
Arcadia University: Center for Education Abroad
Messiah College EpiCenter / International Programs Off-Campus Study Checklist

Inquiry

- Visit your academic advisor**
Meet with your advisor to make sure you can work an enrichment semester into your schedule and for assistance in selecting courses that may meet general education or major requirements for your field of study.

- Visit the Financial Aid Office**
To find out if your financial aid package will apply while you are studying at the London Internship Program, stop by the Financial Aid Office and talk to one of the advisors.

Application

- Complete and save sections 1 – 7 of the London Internship Online Program Application for Study Abroad**
<http://www.arcadia.edu/abroad/default.aspx?id=6755>. Print PDF copy that you receive by email.

- Complete the application process by submitting the following:**
<http://www.arcadia.edu/abroad/default.aspx?id=6754>
 - ✓ **Essay**
You must submit a “Statement of Purpose.” You may want to take your essay to the Writing Center for review.
 - ✓ **Study Abroad Advisor’s Form.** To be completed by Wendy Lippert / Faith Minnich in the EpiCenter.

- Three References**
Provide your references with envelopes addressed to Wendy Lippert - Box 4514
 - ✓ Faculty Reference must go to your Academic Advisor
 - ✓ Personal Reference must go to your Resident Director or the Dean of Students
 - ✓ **A reference from an employer on company letterhead**

- Résumé- <http://www.arcadia.edu/abroad/default.aspx?id=7028>**
Submit a copy of your résumé. Résumé workshops are available through the Career Center. A sample British resume is available on the Arcadia web site.

- An 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. Please have your transcript forwarded to: **Wendy Lippert - Box 4514**

- Eight passport size photographs**
Photographs can be obtained from the EpiCenter.

- \$35 Application Fee**
Checks should be payable to: *Arcadia University*

- Submit all above items to Wendy Lippert in the EpiCenter by:**
March 18 for the Fall Semester
September 17 for Spring Semester

Your application will be reviewed by the Internship Office before being mailed to Arcadia.

- 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.

Follow-up (Once you have been accepted into the program)

- Notify the EpiCenter**

Once you have received confirmation that you have been accepted into the program, contact the EpiCenter *to secure your travel arrangements*. You need to secure and complete the following:

- _____ International Student Identity Card
- _____ Travel Information Form

- Attend Pre-Departure Orientation Sessions**

Four 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.

- Have a great time in London!**

To learn more about this program, visit the EpiCenter Online: www.messiah.edu/studyabroad

Or Contact:
Wendy Lippert (ext. 6089) in the EpiCenter
wlippert@messiah.edu

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