

Dear Study Abroad Program or Host Institution:

Smith College students have been given copies of this letter to enclose when they accept your offer of admission to a semester or year-long study abroad program. We in the Smith College Office for International Study are grateful for any assistance you can offer our students, and hope that you will contact us if you have any questions.

In order to receive full credit for their year or semester abroad, Smith College students are expected to enroll for a full academic program (*a combination of courses that would advance a student at the host or sponsoring university a full year or half-year toward the on-time completion of a degree, not merely a combination needed to qualify as a full-time student*). We expect our students to abide by any credit rules of the host university and sponsoring program, and to complete final exams and other assessments at the same time and in the same manner as the host country students whenever permitted.

Transcripts should be sent to the Office for International Study. Smith College will record the grades you award (or a translation, if applicable) on the Smith transcript for the student's semester or year abroad.

Tuition and housing fees are paid by Smith College, and invoices should be sent directly to the Office for International Study. Students from Smith College are responsible for their application fees and any refundable housing/damage deposits. In addition, if a Smith student chooses a more costly living option than the standard option being offered, she alone will be responsible for the additional cost.

Smith students are **required** to make use of program-arranged housing when available, and may not elect housing that is independent of the choices offered by *and billed through* the study abroad program. This rules out apartment options students pay for themselves, whether facilitated by the program or not, unless the program itself issues the funds to pay for the apartment.

Once again, if you have any questions, please contact me or any of my colleagues in the Office for International Study.

Sincerely yours,



Lisa Johnson
Assistant Dean for International Study