

STUDENT CHECKLIST

All instructions and forms are available online unless otherwise specified. Go to MyForester, click on "Academics," then "Off Campus Programs." *Submit all forms to the Off-Campus Programs Office unless otherwise specified.*

STAGE 1:
Due November 15

- READ GENERAL INFORMATION BROCHURE ON COLLEGE WEB PAGE**
- Stage 1 Petition (Obtain from Director of Off-Campus Programs)
- Unofficial Transcript (Download from MyForester or obtain from the Registrar)
- Behavior/Harassment Form
- Advisor Recommendation Form (Professor will submit directly to Off-Campus Programs)
- Dean Recommendation Form (Dean will submit directly to Off-Campus Programs)
- Financial Aid Request (not necessary for May China)

Due March 1
Due April 1

For May China (summer Session I): All documents, Stages 1 & 2 and application.
For *Lake Forest Border Studies* and *Greece* Programs only: Stage 1 eligibility documents.

STAGE 2:
Due February 1

- Stage 2 Petition (Obtain from Director of Off-Campus Programs)
- Personal Statement
- Updated Transcript

Additional Items for ACM Programs:

Submit all forms to Director of Off-Campus Programs:

- Application (Download from acm.edu. Turn in only 1 copy.) Note: *The campus program advisor must review your application and sign the Stage 2 Petition before you submit it.*
- Waiver (signed by student *and* parent/guardian)
- Three (3) Recommendations (Give forms to professors at least 2 weeks in advance of deadline.)

Additional Items for Washington Semester Program:

Submit all forms to Director of Off-Campus Programs:

- Application (Obtain from Director of Off-Campus Programs) Note: *The campus program advisor must sign the Stage 2 Petition before you submit it*
- Two (2) Recommendations (May be sent via email to Director of Off-Campus Programs.)

Additional Items for Lake Forest Paris and Beijing Programs:

Submit these to the Dean of Faculty Office.

- Application (Download from MyForester)
- Two (2) Recommendations (May be sent via email to D.Allion in DOF)

Due May 1

Additional Items for Lake Forest Border Studies and Greece Program:
Submit these to the Dean of Faculty Office.

- Application (Download from MyForester)
- Two (2) Recommendations (May be sent via email to D. Allion in DOF)

PRIOR TO LEAVING CAMPUS:

Submit the Following to the Off-Campus Programs Office:

- Acceptance Letter (Not necessary for LFC, ACM and Wash. Semester)
- Intent Form
- Agreement Form
- Course List (NOT necessary for LFC, ACM and Wash. Semester UNLESS requesting credit in major/minor.)
- Attend MANDATORY Pre-Departure Meeting
- Obtain required signatures on Final Check-out Form and submit to Dean of Students

UPON RETURN: **Submit:** Evaluation Form Essay Attend Re-Entry Session