**DOMESTIC EXCHANGE**

**APPLICATION COVER SHEET**

**Application Process**

Complete your schools exchange application and return it to your off campus study liaison. Your home institution application must be typed and include an essay of interest ([Essay Tip Sheet](file:///C%3A%5CUsers%5Cswashi37%5CAppData%5CLocal%5CTemp%5CnotesC7A056%5CDE%20Visiting%20Student%20Essay%20Info%20Sheet%203.7.17.slw.pdf)), two (2) faculty recommendations and a transcript. Application packets should be advanced to Spelman College the first week of March. Spelman requires three weeks for review and notifications are emailed by the first week in April. Welcome letters will be sent by the end of May for fall exchange students and end of November for students participating during the spring term. The information provided on this cover sheet will help us to process your application.

Full Name of Participant:

Date of Birth:                 Social Security Number:

Permanent Address:

Cellular Phone Number:                 Preferred Email Address:

Are you studying abroad the semester prior to your arrival: [ ]  Yes [ ]  No

If yes, please note that your pre-entrance health booklet must be submitted to and approved by Spelman’s Health Services prior to your arrival. We recommend that you make appropriate plans.

List the courses you are interested in taking at Spelman. You must be enrolled in at least 12 credit hours at Spelman to participate. Place an asteriskbythe courses you **must** take while on exchange. If any of these required courses are unavailable, will you need to withdraw your application? [ ]  Yes [ ]  No

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| 1.                 | 2.                 | 3.                 |
| 4.                 | 5.                 | 6.                 |

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Signature of Participant Date

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Signature of Campus Liaison/Academic Advisor Date

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| **Office Use Only** |
| The domestic exchange committee met and approved your participation in the program. This application was on                . |