



SEMESTER AT SEA®

Admissions Checklist:

_____ **Choose your voyage.** Check out our upcoming voyages here: <http://www.semesteratsea.org/voyages/overview/upcoming-voyages.php>. Keep in mind the courses offered, the itinerary, and how this will fit into your academic goals and timeline.

_____ **Join the Semester at Sea Facebook group.** <http://www.facebook.com/SemesteratSea> Once you are admitted, there are also Facebook groups for each specific voyage that you can join.

_____ **Meet with your school's study abroad office.** Find out if your school requires any separate admission processes. Your study abroad advisor can also provide important direction in terms of meeting internal deadlines or making arrangements to transfer Semester at Sea credit back to your home campus.

_____ **Take a look at our admissions requirements and the details of the application process online here:** <http://www.semesteratsea.org/admission-and-aid/overview/admission-information.php>

_____ **Apply early.** Taking a voyage of this magnitude takes considerable preparation. It's best to give yourself as much time as possible to make all the necessary arrangements.

_____ **Apply Online.**
<http://apply.mvpassport.org/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx>

_____ **Send us an official transcript.** Please have an **official** transcript from your current college/university mailed to our office (this cannot be emailed or faxed). We will only accept an emailed transcript if it is an official electronic copy sent from registrar office, which they can direct to admission@semesteratsea.org. We will also need unofficial transcripts from all other college/university where you have earned credits (these unofficial transcripts can be emailed or faxed).

_____ **Send us your disciplinary clearance form.** This should be signed by the judicial affairs (or equivalent) office at your current college/university and can be emailed, faxed, or mailed to our office. This form is included with this checklist.

_____ **Send us your academic recommendation.** This is not mandatory for all participants, but is strongly encouraged. You are welcome to have your references email, fax or mail your recommendation to your admission counselor.

_____ **Contact your Semester at Sea Admissions Counselor.** They will be able to answer any questions you have about the admissions process: <http://www.semesteratsea.org/admission-and-aid/admission-information/contact-the-admissions-team.php>

_____ **Begin thinking about financing your voyage.** Talk to your school's financial aid office and check out the ISE grants and scholarships here: <http://www.semesteratsea.org/admission-and-aid/overview/financial-aid-scholarships.php> Your Student Services advisor will work with you closely on this.

*You can always email admission@semesteratsea.org, chat with Admissions during business hours (Eastern time zone) at <http://www.semesteratsea.org/chat> or call us at 800-854-1095.



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Disciplinary Clearance Form

To The Student: This form must be completed by the Study Abroad Office, Judicial Affairs Office, the Dean of Students, or the appropriate administrative official at your home institution. Your signature provides consent for release of this information from the point of application until the starting date of the semester. It is your responsibility to update our office immediately if you have new violations or changes in your disciplinary status after initially submitting this form.

Student's printed name: _____

Student's signature: _____ Voyage: Fall _____ Spring _____ Summer _____

To College or University Official: The student named above has applied to participate in Semester at Sea program. If selected, the student will be expected to enroll in a full academic program, carrying a minimum of 9-12 credit hours. We would appreciate a confidential statement evaluating this student's record at your institution. While prior disciplinary history does not preclude a student's participation, this information is taken into consideration during review and must be submitted in order for the student to be evaluated for admission to the program.

Recognizing that a student's status can change from the completion of this form until the time of departure, we must receive notification of any new violations or changes to this record.

Please use the comment section for further clarifications if necessary.

Name of home institution: _____ Dates of attendance: _____

- ☐ This student **has not received** a judicial sanction at this institution.
- ☐ This student **is not currently** under active judicial sanction, but has been previously sanctioned (describe below)
- ☐ This student **is currently** under judicial sanction (describe below).

Violation/Adjudication Date

Sanction with Effective Dates

Violation/Adjudication Date

Sanction with Effective Dates

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Additional Comments

Certification – Please sign below to certify that the above information is correct to the best of your knowledge.

Your Printed Name

Title

Institution/Department

Contact Phone Number

Signature

Date

Please return all materials to

Institute for Shipboard Education

Semester at Sea

PO Box 400885

Charlottesville, VA 22904-4885

Fax: (434) 243-4076

OR email to admission@ise.virginia.edu

(800) 854-0195

www.semesteratsea.org

info@semesteratsea.org