

Study Abroad Application Instructions

Before you begin your application, please read the instructions below carefully. Questions can be directed to studyabroad@mills.edu.

1. Download Adobe Reader

Download the [free version](#) of Adobe Reader. All Mills Study Abroad application materials that you submit (Student Application, Academic Planning Form, and Financial Aid Form) are PDFs to be downloaded to [Adobe Reader](#) and filled out electronically. **Application materials filled out in pen/pencil will not be accepted.**

2. Complete and sign the student portion of application materials

- a. **Study Abroad Student Application (attached)**
- b. **Study Abroad Academic Planning Form** : Complete Pages 1-2 ; read, fill out, and sign “Student Acknowledgment” on Page 2 after speaking with your Academic Advisor(s) and Registrar about your study abroad coursework.
- c. **Study Abroad Financial Aid Form** (**not** required for J-Term applicants): Fill out your student information; read, and sign the “Student Acknowledgment.”

3. Obtain all required application signatures

- a. **Study Abroad Academic Planning Form** : Evaluated, approved, and signed by your Academic (Major and/or Minor) Advisor(s) and the Registrar’s office (records@mills.edu)
- b. **Study Abroad Financial Aid Form** : Evaluated, approved, and signed by a Mills Financial Aid representative (finaid@mills.edu), and a Mills Students Accounts Representative (stuacct@mills.edu)

4. Submit your completed Mills application materials by the Mills deadline

Materials can be submitted **in-person** to Carnegie Hall 116 or **online** to studyabroad@mills.edu. Applications that are missing information or the required signatures will be returned to students for completion and will not be reviewed until they are complete.** Decisions will be communicated via email **no later than 2 weeks after the Mills application deadline**. If you are applying to multiple programs for the same semester, you only need to fill out one Mills Study Abroad Application: **one** Study Abroad Student Application, **one** Study Abroad Academic Planning Form, and **one** Study Abroad Financial Aid Form.

Term	Mills Application Deadline
Spring 2022 or J-term 2022	October 11, 2021
Summer 2022, Fall 2022, or Academic Year 2022-23	March 14, 2022

****Note:** E-signatures are acceptable. Emails from co-signers (faculty/staff) indicating their approval will also be accepted.

5. Apply to your program(s) by their own deadline(s)

In addition to submitting the Mills application materials, **you must apply directly to your study abroad program(s) of choice by the program(s)' stated deadline**, which you can find via their website. You may submit your program’s application at any time and do not have to wait until your Mills application is accepted to do so. **However**, Mills cannot approve your participation for the program until we receive and approve your Mills application materials.

Eligibility Requirements

Only applicants who meet Mills' eligibility requirements may be approved for Mills Study Abroad:

- Completed the equivalent of at least one year of full-time college coursework (**24 credits**) by the start of the program (includes transfer credit)
- Have attended Mills at least one semester by the start of the program
- Have at least one semester left prior to graduation
- Possess at least a **2.5 GPA**
- Not on academic probation or under sanctions for student misconduct at any point from application review to the end of the program
- Have no outstanding incomplete grades on your transcript
- Have all financial obligations to the college met

Mills International Exchange Institutions

Mills can nominate up to **2 students** per institution per semester (Fall/Spring) to its [exchange institutions](#).

- EWHA Womans University (Seoul, South Korea)
- Hong Kong University of Science and Technology (Hong Kong)
- Lingnan University (Hong Kong)
- Ochanomizu University (Tokyo, Japan)

If you list a Mills International Exchange Institution as your **Program of Choice** in **Part IV** of this application, it will be reviewed separately. Priority for nomination will be given to students who list an exchange partner as their program of choice. Once a student receives a nomination from Mills, they will be notified by the exchange partner to complete additional application materials. Questions about the exchange nomination process should be directed to studyabroad@mills.edu.

Study Abroad Student Application

PART I: Student Contact Information

First Name: Last Name: Banner ID:

Campus Address (if applicable):

Permanent Address:

Telephone: Email:

PART II: Authorized Communication

Federal guidelines and [Mills College policy](#) limit what information Mills Study Abroad staff can share with anyone besides you. The following question allows you to authorize Mills Study Abroad staff to communicate with specific individuals (i.e. parent/guardian, sibling, partner) if you wish to do so.

REQUIRED: Do you grant permission for Mills Study Abroad staff to share information about your Mills Study Abroad program with individuals specified by you (list below)?

PART III: Authorized Contacts

FIRST AUTHORIZED PERSON

First Name: Last Name:
Telephone: Secondary Phone: E-mail:

Full Mailing Address:

Relationship to Student:

This person is my primary emergency contact while I am abroad.

You are required to list your primary emergency contact below if you have not listed one above.

First Name: Last Name:
Telephone: Secondary Phone:

E-mail:

Relationship to Student:

SECOND AUTHORIZED PERSON

First Name:

Last Name:

Telephone:

Secondary Phone:

E-mail:

Full Mailing Address:

Relationship to Student:

This person is my secondary emergency contact while I am abroad.

You are required to list your secondary emergency contact below if you have not listed one above.

First Name:

Last Name:

Telephone:

Secondary Phone:

E-mail:

Relationship to Student:

PART IV: Study Abroad Plans

1. Term of Study:

2. Program of Choice: List the program and/or exchange to which you are applying. If you are applying to multiple programs, please indicate your top choice first.

2a. Program Title: List the program title given to your program by the sponsor/exchange institution(eg. "STEM Summer Research-Limerick"):

2b. Program Location (City/Country):

3. Eligibility Requirements:What are the eligibility requirements for the program?

3a. If you do not currently meet all of the eligibility requirements for this program, please explain how you will meet them by the start of the program.

PART V: Alternate Program Choices

If you are applying to alternate programs, please list them here. If not, you can leave this section blank.

4. Alternate Program #2 (Sponsor Institution or Exchange Institution):

4a. Program Title. List the program title given to your program by the sponsor/exchange institution(eg. "STEM Summer Research-Limerick"):

4b. Alternate Program #2 Location (City/Country):

5. Eligibility Requirements: What are the eligibility requirements for the program?

5a. If you do not currently meet all of the eligibility requirements for this program, please explain how you will meet them by the start of the program.

6. Alternate Program #3 (Program Provider or Exchange Institution):

6a. Program Title. List the program title given to your program by the sponsor/exchange institution(eg. "STEM Summer Research-Limerick"):

6b. Alternate Program #3 Location (City/Country):

7. Eligibility Requirements. What are the eligibility requirements for the program?

7a. If you do not currently meet all of the eligibility requirements for this program, please explain how you will meet them by the start of the program.

PART VI: Statement of Purpose

As part of your application to Mills Study Abroad, you are required to prepare an essay of approximately **500 words**. In your essay, please describe your specific motivations for participating in study abroad and selecting your particular program. Discuss how study abroad will contribute to your academic, personal, and/or professional goals. For students applying to the [Gilman Scholarship](#), you may use your Gilman Essay for this portion of the application.

PART VII: Student Acknowledgements and Signature

Please read and check the following items to indicate your acknowledgement:

I understand that I must meet [Mills' eligibility requirements](#) to be approved for Mills Study Abroad. I understand that approval of my Mills Study Abroad application is offered on the condition that I continue to meet all eligibility requirements and can be rescinded if I am found not to meet those requirements.

I understand that approval to participate in Mills Study Abroad does not guarantee my admission to the program(s) for which I apply and is at the discretion of the program or host institution.

I understand that I must attend the Mills Study Abroad Pre-Departure Orientation the semester prior to participating in Mills Study Abroad. If I provide written proof of an academic or athletic obligation that conflicts with the date of the Orientation, I understand that I will have to make alternate arrangements to obtain required pre-departure information. I understand that failure to make alternate arrangements may make me ineligible to participate in Mills Study Abroad.

I understand that many accessibility needs can be accommodated on Mills Study Abroad programs with the required documentation provided. I understand that I am responsible for disclosing any accessibility needs directly to my program in order to make arrangements for accommodation while I am abroad. I understand that I may need to work with [Mills Student Access and Support Services](#) (access@mills.edu) and my program to make accessibility arrangements.

Student Name

Student Signature

Date