

# Online Application Customization Request

# SIT Study Abroad

a program of World Learning



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Tel 802 258-3212 | Toll Free 888 272-7881 | Fax 802 258-3296 | [www.sit.edu/studyabroad](http://www.sit.edu/studyabroad) | [www.worldlearning.org](http://www.worldlearning.org)

SIT Study Abroad is please to provide an online application experience that works with and satisfies the needs of our partner institutions. Please answer the questions below and return with your signature to SIT Study Abroad. This document will be kept on file as record of your request.

**Submission:**      Yes    No      **Do you want your student to be able to submit directly to SIT?**

If **yes**, your institution can still include an additional message that applicants will see before proceeding to the next section of the online application. The message you choose will also display at the bottom of the final application screen.

***Example 1:** University of XX students must first be approved by the Office of International Education at the University of XX. Names of students approved for SIT semester programs will be sent to SIT by the Office of International Education at UX. Students will be copied on the email to SIT. The student will then be instructed to complete his/her application online. SIT will not accept an application for the semester/year without the approval of UX. For specific information on applying to study abroad with SIT, visit the Office of International education's web site or come to the office located in XX Hall.*

***Example 2:** The Office of International Education at XX University requires that you print a copy of your online application and submit it to them at 100 XX Hall. You may submit your application to SIT online, however all references must be submitted through the Office of International Education.*

If **no**, please specify the message to be displayed before an applicant continues to the next section. Student will have the single option of "Print My Application" when they reach the end of the application. A PDF will open directly within the browser where students can print and/or save a copy of their application. Write your message in the space below.

***Example 1:** All University of XX students must make an appointment with the Office of International Programs at UX as part of applying to an SIT Study Abroad program. This office will help you complete your Approval of Participation Form, and will ensure that you follow all the correct procedures for program approval, credit transfer, financial aid and billing. The Office of International Programs is located in XX Hall.*

***Example 2:** XX College requires that students submit their applications through the Study Abroad Office. Please print the pages you have completed so far and take them, with the rest of your application, to the Study Abroad Office. You can schedule an appointment with the Director of Study Abroad, Dr. Jane Doe, by calling (xxx) xxx-xxxx, stopping by her office (xxx Hall 100) or by emailing [xxx@ux.edu](mailto:xxx@ux.edu).*

**Academic References:**      Yes    No      **Do you want any special message displayed to applicants that accompanies the Academic References section of the application?**

***Example:** University of XX students will submit these through the online University of XX study abroad application. Academic References will be forwarded to SIT if you are recommended by the University of XX after your application is complete.*

**Approval of Participation:**      Yes    No      **Do you want any special message displayed to applicants that accompanies the Approval of Participation section of the application?**

***Example:** Please use the University of XX version of the Approval of Participation form listed on the checklist page of the online University of XX study abroad application and submit the University of XX Study Abroad Programs. This form will be forwarded to SIT if you are recommended by the University of XX after your application is complete*

Transcripts: Yes No Do you want any special message displayed to applicants that accompanies the Transcripts section of the application?

*Example: University of XX students MUST submit all required transcripts to SIT. Transcripts are NOT forwarded to SIT by the University of XX Study Abroad Programs office.*

Personal Experience and Academic Background: Yes No Do you want any special message displayed to applicants that accompanies references to this section?

Essays: Yes No Do you want any special message displayed to applicants that accompanies references to the Essays section of the application?

*Example: The University XX Study Abroad Office also requires submission of your SIT Study Abroad essays into the University of XX's online study abroad application. Thus, it is recommended that you save your essays in a document so that you can copy and paste them in both locations (note recommendations above for copy/pasting)*

Independent Study Proposal (ISP): Yes No Do you want any special message displayed to applicants that accompanies references to the ISP section of the application?

Are the students' research applicable towards an Honor's Thesis their home college/university and/or do you wish to publish your research in some capacity?" Yes No

*Example: If yes; any research that conducted by students on an SIT study abroad program must be approved by the University XX Human Research Committee (HRC) if you hope to use it for an Honor's thesis or other publication later. If you hope to use or publish your research at the University of XX upon return, you must complete an online "CITI" course through the HRC website, at the link below. You will be prompted to register on the site. Once you have registered, select the "social behavioral" group (NOT the "students in research group"). Continue on to complete the CITI Social Behavioral modules. In total, the modules should take 3-4 hours to complete, but you don't need to complete everything in one sitting. When you have completed the modules, print the certificate that verifies you have completed the modules. You should keep it for your records.*  
[http://www.university\\_of\\_XX.edu/VCRResearch/HRC/EducationalTools.html](http://www.university_of_XX.edu/VCRResearch/HRC/EducationalTools.html)

Signature \_\_\_\_\_ Name and title \_\_\_\_\_

Name of institution \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

You may also indicate to SIT Study Abroad the names of college/university study abroad advisors who you would like to have access to our Online Advisor Tools. These tools allow advisors to log into SIT applicant information to monitor and track students' applications to SIT programs.

1) Name and title \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

2) Name and title \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

3) Name and title \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

SIT Study Abroad is constantly looking for new and innovative ways to better serve your institution. Please feel free to contact your University Relations Manager to suggest additional functions you would like us to consider building in subsequent releases of the SIT Study Abroad Online Application.