

SUNY POTSDAM
STUDY ABROAD APPLICATION INSTRUCTIONS

Complete the **SUNY Overseas Academic Program Application package** available on line <http://www.potsdam.edu/academics/international/studyabroad/forms.cfm>

A complete application package includes:

- Application (Form OAP-1, two pages)
- Study Statement (Form OAP-2, one page)
- Foreign Language Proficiency Form (Form OAP-3, one page, when applicable)
- Confidential Academic Reference Form, Academic Reference #1 (Form OAP-4, one page)
- Confidential Academic Reference Form, Academic Reference #2 (Form OAP-4, one page)
- Judicial Review Form for Study Abroad (two pages)
- Official Transcript(s) from all colleges/universities attended
- Any additional host university abroad application(s) as indicated

"Special" SUNY Potsdam Campus Instructions:

- Be sure your home campus study abroad office is aware of your plans to study abroad and bring the original 2-page application to your study abroad adviser for his/her signature at the bottom of page 2.
- Be sure your academic advisor is aware of your plans to study abroad and your academic advisor has signed your "Study Statement."
- Make a copy of all your application package documents for your records prior to mailing the originals.

For students applying to a SUNY Potsdam study abroad program who are NOT currently enrolled at SUNY Potsdam:

The following additional forms are required of you.

- SUNY Potsdam's Non-Matriculated Student Application <http://www.potsdam.edu/extendeded>
- SUNY Potsdam's Pre-Admission Form/Student Immunization Form and Meningitis Form <http://www.potsdam.edu/SHS>

Please return all of the required forms listed above to:

SUNY Potsdam
Office of International Education & Programs
Sisson Hall 130
44 Pierrepont Avenue, Potsdam NY 13676-2294

Email: international@potsdam.edu

Fax: 315-267-4890