



## Overseas & Off-Campus Programs Application Checklist

### *2025-2026 Programs Application Due Dates*

Summer/Fall/Full Year Programs: October 7, 2024

Spring Programs: February 3, 2025

**Please note: Part A and Part B are both due by the application due date.**

#### **Part A**

- ☐ [Application](#) (including [essay responses](#))

Information needed to complete application:

- ☐ Passport Information
- ☐ Parent/Guardian Information
- ☐ Emergency Contact Information
- ☐ Academic Information (student ID, GPA, major, language(s) studied)

- ☐ [Two Academic References](#) (contact 3-4 weeks prior to application deadline)

#### **Part B**

After submitting your application, please follow these instructions for submitting your remaining application materials.

- ☐ Passport Photo
  - Please read through [this article](#) for guidance on taking a passport photo, and make sure that your photo meets these State Department [requirements](#). You can download an app, such as Passport Photo Booth ([iOS](#) and [Android](#)), or you can use the 'Square' mode on your phone. The US Department of State also has a [photo cropping tool](#) to resize your photo to the correct dimensions. You will submit the passport photo by emailing it to [overseas@lclark.edu](mailto:overseas@lclark.edu).
- ☐ Unofficial Transcript
  - Students can download their unofficial transcripts for free in [WebAdvisor](#).
  - The unofficial transcript should be submitted via email to [overseas@lclark.edu](mailto:overseas@lclark.edu).
  - *First-Year/Transfer Students:* Submit your current course enrollment as found in [WebAdvisor](#). Transfer students may submit an unofficial transcript from their previous institution.
- ☐ Advisor Approval Form (found on the [Apply](#) page of our website)
  - Please complete the form digitally, and make an appointment with your Faculty or College Advisor to discuss how the program aligns with your academic goals at Lewis & Clark.
  - You should sign the form using the digital signature function of Adobe Reader (download it for free [here](#)).
  - Once your Advisor has digitally signed your form, submit the PDF via email to [overseas@lclark.edu](mailto:overseas@lclark.edu).

**Please visit the [Apply](#) page of our website for additional information, or email questions to [overseas@lclark.edu](mailto:overseas@lclark.edu)!**