

**HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE**  
**SUMMER/FALL 2021 GEO VIRTUAL PROGRAMS**  
**APPLICATION INSTRUCTIONS & REQUIREMENTS**

**Application Deadline:** GEO Applications are accepted on a ROLLING basis **until April 27, 2021**  
For a list of eligible programs/courses please email [geo@hampshire.edu](mailto:geo@hampshire.edu)

**PREPARATION:** To do before applying for a GEO Virtual Program/Course:

- 1) **Refer** to the [GEO Virtual Webpage](#) to understand the differences between Exchange/Field Study Semester options, Partial/Supplemental Options, and application process and deadlines
- 2) **Review** the Summer/Fall 2021 Virtual Programs List for current programs
- 3) **Make an advising appointment** with GEO on Maison.io or by emailing [geo@hampshire.edu](mailto:geo@hampshire.edu) to discuss specific program options and application processes.
- 4) **Discuss** plans with your advisor or division II/III committee. Students applying to Virtual Field Study or a partial / supplemental virtual course must also have them complete the Virtual Programs Faculty Approval Form.
- 5) **Students applying for a partial/ supplemental virtual course must apply to GEO** for pre-approval to apply to a Virtual Program or Course by above deadline.
- 6) **Apply to the program** provider or host institution by their deadline.

**GEO APPLICATION INSTRUCTIONS/REQUIREMENTS:**

- 1) Students apply online through **HampGOES**: <https://hampshire-horizons.symplicity.com/>
- 2) Go to link above and log in to the system using your HampNet username and password
- 3) Search for Virtual Programs under “Programs”
- 4) Applications can be started and completed at a later date. **Note that faculty recommendations and transcript requests can take up to 2 weeks, so we suggest getting those going as soon as possible.**
- 5) Application Requirements
  - a) **Transcripts:** Transcripts are **REQUIRED for full semester Exchange and Field Study Programs.** Upload a copy of your full undergraduate transcript(s). Hampshire students should allow **at least 10 days** for [Central Records](#) to process transcript requests. Students applying to just one virtual course (supplemental virtual) do not need a transcript unless explicitly asked for by the host institution or provider.
  - b) **Personal Statement:** Upload a 1-page, typed, double-spaced statement, explaining why you would like to participate in this program, relationship to academic work, and any relevant preparation, including course work, language study, internship/volunteer/work experience, or other pertinent activities. If the host provider/institution requires a personal statement you may upload a copy of their statement
  - c) **Academic Recommendations: ONLY for semester Virtual Exchange.** At least **two (2) weeks** before the deadline, go to “Recommendation Requests”, Step #2 in HampGOES, and request recommendations from two (2) faculty. Recommendation Type: GEO Recommendation.
  - d) **Virtual Programs Faculty Approval Form:** Required for everyone except Exchange.
- 6) Host Institution Application
  - Students must apply to the program by the host institution/provider deadline.

- Students may begin application process BEFORE applying to GEO but they may not submit application without prior approval from GEO or until their GEO application has been approved.
- Depending on the type of program students should be prepared to submit the following to the host institution or provider:
  - Updated Resume/CV
  - Cover letter
  - Transcript
  - List of relevant coursework (esp. language preparation)
  - Faculty recommendation (Field Study or partial/supplemental virtual)
  - Home Institution Approval Form (GEO will fill this out once your Hampshire application has been approved)
  - Other supplemental materials (passport etc.)

### **APPROVAL PROCESS & NEXT STEPS**

- 1) **GEO Approval:** Approval process for GEO semester Exchange and supplemental virtual courses will be on a rolling basis until the deadline.
- 2) **Host Institution/Program Acceptance:** Upon approval from GEO, students submit application to host institution by their deadline.
- 3) **Confirming Participation:** Once you have been accepted by the host institution/program you must then confirm your participation with GEO.
- 4) **Supplemental Virtual:** Students who are only taking ONE virtual course as a supplement to their Hampshire course load must submit the Virtual Program Student Agreement to confirm participation in the course/program. Please read the Virtual Program Participation and Withdrawal Policy.
- 5) **Semester Exchange ONLY:** If you are applying to go on a full semester of virtual Exchange, you must complete the CASA online enrollment form. You must also complete any additional post-acceptance materials as necessary.