Study Abroad Application and Portal

Frequently Asked Questions

Academic Advisor Approval Recommendation: You must discuss your academic plans with your faculty advisor and have them complete the recommendation through the application site. See below. Follow the instructions listed on the portal. When completing your portion of the form, remember the [required academic courses](#) for students who plan to study abroad.

To submit the form, type in your academic advisor's name under 'Directory lookup,' then search.

👤 Academic Advisor Approval Recommendation Required

You must discuss your academic plans with your faculty adviser and have them complete and sign an adviser approval form. See SAIP office website for guidance: https://www.pitzer.edu/offices/study-abroad/academic-planning

Instructions:

- Complete this step 2-3 weeks before the application deadline.
- Under 'Directory lookup', type in your academic adviser's name, then search. If they do not appear, select 'Recommender Not Listed' and manually input your adviser's name and email address.
- Enter your course plan. List course titles and details (see program page). Follow these academic requirements:
  - Take the equivalent of a full-time course load on your program.
  - Take a language class or a class in the local language.
  - Take a core class that focuses on the history or culture of the host country.
- After submitting, a request to complete the form will be emailed to the faculty member.

Directory lookup

Name or email address [_____]   **Search**

If your recommender does not appear, select 'Recommender Not Listed.'

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Directory lookup

Name or email address
studyabroad@pitzer.edu   **Search**

	Name	Email
○	Recommender not listed	

Q Search again   **✉ Send request**

Once you've selected "Recommender not listed," the option to manually enter the advisor's information will appear. Complete the questions and select "Send request." **If the "Send request" button is not working or you receive an error message, your answers may be too long, or the formatting is off on one of the responses.**

Reduce the characters in your response and/or fix the formatting, and the "Send request" button will be enabled.

Application Essays: The essay questions ensure students have considered why they plan to study abroad and researched the program structure.

> The purpose of Question 1 is to have students describe the structure of their program. We want to make sure you understand what you've signed up for! Questions to consider: Is your program a university-based option or a cultural immersion program, or does an organization run it? Is it a family, dorm, apartment, or other stay? What is the academic structure and offerings?

> The purpose of Question 2 is to have students think about how a semester away fits into their overall goals and plans. Questions to consider: How does this fit into your Pitzer College goals?

Non-Approved Programs: Students applying to a non-approved program will have additional essay questions and forms to complete. [Visit the website](#) for more information about the non-approved program petition.

Transcript: Upload an unofficial transcript into your portal. Students can download an unofficial transcript on [Home | Portal](#). From the homepage, click "Student" (second tab from left in the top grey menu bar) -> scroll down -> find "Transcripts" heading and click "View unofficial transcript".

Deadline: Students needing to meet the Nov 15 deadline must submit their study abroad application by 11:59 pm Pacific on November 15. Students needing to meet the May 1 deadline must submit their study abroad application by 11:59 pm Pacific on May 1. You cannot submit your application until all documents and forms are completed. Once everything is complete, a SUBMIT button will appear on the application, and you can submit it. The system will lock your application at midnight.

Late Applications: Students who submit their study abroad application by the deadline will receive priority during the review process. *The study abroad office may accept late applications IF space is available for an approved program*. **No late applications will be accepted for non-approved programs.**