

# PETITION TO STUDY ABROAD

To be used for all international leaves of absence for 2017-2018

## GENERAL INSTRUCTIONS:

The JYA Petition to Study Abroad application consists of (4) separate parts.

**Part I** - is to be completed online by the student. Once you have submitted Part I, you must print it out, attach your [statement of purpose](#) and have your advisor sign it before handing it in to the Office of International Programs, Main N-173, before the deadline at **3:00 pm on Monday, December 5, 2016**.

[Part\\_II.pdf](#) - Major Advisor Recommendation

[Part\\_III.pdf](#) - Faculty Recommendation

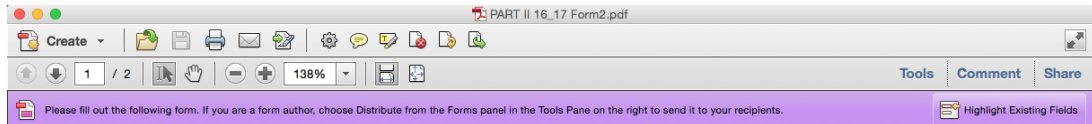
[Part\\_IV.pdf](#) - Foreign Language Recommendation\*

\* Only necessary if your program is language based

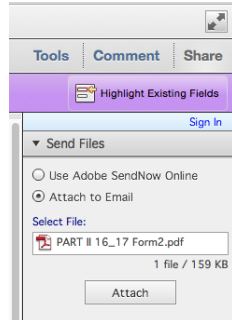
## INSTRUCTIONS FOR FACULTY RECOMMENDATIONS:

1. Open the fillable PDFs below and complete the top section (to be completed by the student).
2. Save the changes you have made to the fillable PDF
3. Send to Faculty to complete the rest of the form. Please include a note requesting that they complete the form, print it out, sign it and hand it in to the JYA office by **Friday, December 9, 2016**. You should be mindful of the fact that faculty are generally busy at the same times during the semester that you are, therefore please give some thought in advance to who and when you ask!
4. If using Adobe Acrobat or Reader, you can send using the following method. If using Preview or another program, simply send by email.

In Adobe Acrobat or Reader, Click on the SHARE button in the upper right hand corner of the document.



Click on ATTACH and send the form to the appropriate faculty member.



All students should refer to the Fundamentals of Study Abroad, at <http://jya.vassar.edu> for information concerning college policies governing Junior Year Abroad.