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BARD PETITION TO STUDY AWAY

The **Petition for Study Away** is now completed online. These instructions are for **Study Abroad and/or at Bard NYC**. You can apply for more than one program in a single petition. Your academic advisor(s) must submit their approval of your plans, regardless of the destination.

For Study Abroad: You'll be asked to submit a proposed course list (with course descriptions, if possible) as well as your answers to the following questions:

1. What are your reasons for wanting to study abroad?
2. What is your rationale for choosing the program of study you're pursuing? How will studying with/at this program/institution benefit you, academically and otherwise? (*Differentiate if applying for multiple programs.)
3. How does studying abroad relate to your academic program of study? (*If you're a joint/double major, be sure to speak to both areas of study and whether you'll take coursework in both while abroad.)
4. In what ways might studying abroad impact your work/studies at Bard upon your return?

For Bard NYC: You'll be asked to submit a statement thoroughly discussing the following:

1. Why do you want to spend a semester at Bard NYC?
2. How do you see your internship and studies at Bard NYC intersecting with your program of study at Bard?

INSTRUCTIONS: We recommend that you complete the application **on a computer**. It works best on **Google Chrome**. To start your Petition, please use the QR code above or click this link:

<https://bard.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgramAngular&id=76883>

- Click on the APPLY NOW button (mid-page, left), then click OK
 - **If you've registered for another Bard Abroad program in the past** (such as a Language Intensive), log back into the portal and start work on your Petition. If you need a password reset, click on "Forgot Password."
 - **If this is your first time using this portal**, click "Create Account" **Note:** this site is unrelated to BIP or your Bard Account.
 - Fill out the User Registration page, then follow instructions from there
 - Once you create a login and password, be sure to note it down somewhere or save in your keychain.
 - Select term you wish to study away (click "Academic Year" if you'll study away a full year), then OK
 - Click the red "GET STARTED" button at the top **to read all instructions and carefully follow them**; there are several requirements to complete.
 - Each "Questionnaire" will automatically save after you have made edits, but will not be considered completed until you have clicked "done." **Email Trish Fleming if you click "done" then realize that there's something you actually want to change.**
 - Questionnaires can be completed in steps (logging back in each time); you do not need to complete them all at once.
 - **To log back in later after you're opened the initial application, DO NOT click the link above! Click here:** <https://bard.studioabroad.com/index.cfm?FuseAction=Security.AngLogin> (bookmark that login), then click on "Petition for Study Away", and keep working.
- **CHECK YOUR PASSPORT TODAY, if you'll study abroad.** It must expire 6 months **AFTER** the end of your desired semester away (a full year after if you're going to Spain). Email Trish Fleming if you need help in renewing (or applying for your first passport).