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BARD PETITION TO STUDY AWAY

As of the Spring 2026 term, Bard's **Petition for Study Away** will now be completed online. These instructions are for studies abroad, regardless of program, and/or at Bard NYC. You can apply for more than one program in a single Petition. We recommend that you complete the application **on a computer**. It works best on **Google Chrome**.

INSTRUCTIONS: 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, choose "Create Account" at the bottom of the "User Login" page.
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've opened the initial application, don't click the links 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.
 - **UP TO FOUR RECOMMENDATIONS MAY BE REQUIRED:** Depending on your specific case, you will be required to get approval from at least one, up to four, different sources. The four recommendation sources are: **Academic Advisor** (required for everybody); **Second Academic Advisor** (for those with joint or double majors); **Language Instructor** (for those going to a non English-based institution); and **International Student Advisor** (for students who are non-US citizens, studying here at Bard on an F1 visa). **NOTE:** we suggest that you email Advisor(s) when you submit your Recommendation requests online (in case the requests go into their SPAM folders).
 - Once you are satisfied with your answers (verifying that you have correctly followed the instructions, especially the Statement and Course Proposal questions,) click "**Submit**" at the top of the page.
 - Submitted Petitions with Advisor(s) approval will be evaluated by the Director for Study Abroad and the Dean of Studies office in that order. If your Petition to Study Abroad is approved, you will receive a Letter of Approval from the Office of the Registrar.
 - After you are approved, you will apply for your Study Abroad Program directly with the Host Institution or Program.
 - While you are completing this application, you will receive emails from Study Abroad staff and the application portal. It is very important that you check your email!
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- **CHECK YOUR PASSPORT TODAY.** It must be SIGNED and must expire 6 months **AFTER** the end of your desired semester away (a full year after if you're going to Spain).