

## ***Fashion Merchandising and Design Planning Your Regent's University School of Fashion and Design Study Abroad Experience***

*The Key to Success: Start Early – One year prior to your planned semester abroad!*

### 1. Advising at WMU Study Abroad

- See Anastassia Kaml in the WMU Study Abroad Office for an overview of the Regent's application process. The WMU Study Abroad office is located on the second floor of Ellsworth Hall. You may either make an appointment (preferred) or visit during walk-in hours. Contact Study Abroad at (269) 387-5890 or visit the website at <https://wmich.edu/studyabroad>.

### 2. Apply to WMU Study Abroad

- Online application form is available at: [Access to WMU Study Abroad Online Application](#).
- It is recommended that you apply one year prior to your planned semester. Please note that a 2.75 WMU gpa is required for admission to Regent's. If your gpa is below 2.75, discuss your options with a Fashion Merchandising and Design faculty member.
- Fashion Merchandising and Design majors can complete from 3-18 WMU credits (one to six Regent's courses), and choose to attend Regent's for one or more semesters, or for a 5 week summer session.
- Fashion Design and Development students are urged to complete FCS 2240 and FCS 3220 at WMU before attending Regents.

### 3. Acceptance from WMU Study Abroad office

- Receive an official WMU acceptance letter, WMU Study Abroad Course Pre-Approval Form and commit to the program online following instructions from the WMU Study Abroad Office. Receive information about mandatory pre-departure orientation from Anastassia Kaml.

### 4. Apply to Regents University

- Apply to Regent's School of Fashion and Design. <https://www.regents.ac.uk/about/subject-areas/fashion-design>. If you have questions about the application process, contact WMU Study Abroad Office and [inbound@regents.ac.uk](mailto:inbound@regents.ac.uk)
- As part of the application process, you will be asked to complete Regents Module Choice form to indicate the courses you wish to take. Review Regents course descriptions and syllabi for the semester of your study abroad on the Regents application page.
- Consult your Fashion Merchandising and Design faculty to determine which courses will transfer to your major. Enter your desired courses on the Module Choice form included in the application materials from Regents.
- Enter more courses that you plan to take, as all courses may not be offered by Regents during the semesters (s) in which you attend. Send the completed Module Choice form with your application materials.

### 5. Acceptance from Regent's

- Receive and review your acceptance materials from Regents.
- Submit the official acceptance letter from Regent's to Anastassia Kaml [anastassia.v.kaml@wmich.edu](mailto:anastassia.v.kaml@wmich.edu) at WMU Study Abroad.

#### 6. WMU Course Pre-Approval Form

- After you complete the online WMU application for Regents (Step 2), you will receive a WMU Study Abroad Course Pre-Approval Form from Anastassia Kaml.
- Contact Dr. Zee-Sun Yun or Kelly Weathers to obtain an approval signature on your WMU Course Approval form. **When your WMU Study Abroad Course Pre-Approval Form is complete, sign, date, and make 3 copies. Submit one copy of the form to your academic advisor and one copy to Anastassia Kaml in the WMU Study Abroad Office. Keep a copy for yourself. THIS IS AN IMPORTANT STEP. Failure to submit this form to Advising and Study Abroad may jeopardize or delay transfer credits for your study abroad courses.**

#### 7. Post Acceptance

- Make an appointment to see Anastassia Kaml in WMU Study Abroad, who will check your WMU Course Pre-Approval Form and will also help you understand program fees, financial aid budget and program billing.
- Visit Student Financial Aid at 2500 Faunce (on the second floor of the 'Birdcage') to discuss financial aid options and processes. Contact Student Financial Aid at (269) 387-6000.
- Attend a WMU Study Abroad pre-departure orientation, which are offered in late November/early December (for spring students) or Late March/April (for summer and fall students).

#### 9. In London!

- If your approved courses are not offered when you get to Regents, send an email to a Fashion Merchandising and Design faculty member (Kelly Weathers or Dr. Yun). Faculty will assist you in identifying courses that will meet the requirements of your program. Forward your electronic approvals for new courses to Anastassia Kaml in Study Abroad.
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***Learn tons and have a great time!***