

STUDY ABROAD CLEARANCE PROCESS

Students planning to study abroad will submit their proposal to study away to the Office of International Study. They will then be prompted to complete the Pre-Screen Traveling Form (PSTF) online. Once the student completes this PSTF, a registered nurse and or nurse practitioner from Health Services reviews the information on the form and medical record. Based on this review the student will receive notification if they are cleared to travel. If not cleared to travel the student will receive notification of what clearances are needed and whom to contact. For some students a clearance from the Stone Center Counseling Service will be required. If that is the case, Health Services will refer the student to the Stone Center Counseling Service (Stone Center). Once the referral is received by the Student Care Coordinator (SCC) the student will receive instructions from the SCC. The purpose of the clearance process is to assess the student's readiness to study abroad, and to formalize a support plan while abroad. SCC is the point person managing the Study Abroad Clearance (SAC) at the Stone Center Counseling Service. We want our students to have a great experience and part of making this happen is to plan and prepare accordingly. If notified that clearance is needed from the Stone Center, please follow the appropriate path as stated below:

STUDENTS IN TREATMENT WITH A THERAPIST AT THE STONE CENTER

Please inform your therapist that you applied to study abroad and will need them to complete a study abroad clearance. Your therapist will work with you to complete this process. The therapist will notify the SCC when the clearance is completed and the status. The SCC will be responsible to update the Study Abroad online App.

STUDENTS IN TREATMENT WITH OUTSIDE THERAPIST, PRESCRIBER OR BOTH

Wellesley College requires documentation in letter form from a current therapist, and if taking psychotropic medications also from the prescriber, addressing your readiness to study abroad. Please have each of your current mental health providers identify what services/supports might be required on-site if a concern arises while abroad.

Your therapist and prescriber respectively must include/address the following in their letter:

Provider's name, address, and contact information

Length and frequency of treatment

Date of last appointment with student

Clinical diagnosis

Professional opinion regarding the student's readiness to travel/study abroad

Suggested mental health supports needed while abroad

Spell out the supports the therapist is able and/or willing to provide while abroad (Please be specific)

FOR PRESCRIBERS ONLY

Prescriber's name, address, and contact information

Length and frequency of treatment

Date of last appointment with student

Clinical diagnosis

Professional opinion regarding the Student's readiness to travel/study abroad

Suggested mental health supports needed while abroad

Current medication(s) and doses

Compliance with regime

Plan to get medication while abroad and responsible party to ensure continuation of regime without interruptions

Please submit your documentation by Mail, Fax or Email to:

Stone Center Counseling Service

Attn: Sandra Acevedo, LICSW

Student Care Coordinator

106 Central Street, Wellesley MA 02481

Phone 781-283-2839 / Fax 781-283-3769 /sacevedo@wellesley.edu

Once the support letters are received, the SCC will review the information; in some cases the SCC may need to consult with your therapist/prescriber. Study Abroad Consent forms are available on our website under Policies & Forms ; please send documentation with signed consents to allow for follow-up. Sometimes the documentation submitted is not sufficient or lacks clarity on how clinical supports or medication will be obtained while the student is traveling. The SCC may request a face-to-face with the student to finalize the process. Please be aware that this process may take multiple visits. If a meeting is needed we encourage you to schedule this appointment promptly. Students can schedule a consultation with SCC for Study Abroad Clearance by calling the Stone Center Counseling Service at 781-283-2839. The SCC is available Monday through Friday 8:30AM to 4:30PM during the School Calendar year. Once the clearance process is completed the SCC will update the Study Abroad Clearance online database.

STUDENTS IN NEED OF CLEARANCE NOT CONNECTED TO A PRIVATE PROVIDER OR A STONE CENTER THERAPIST

The SCC will be responsible to provide Study Abroad clearance to students who are not currently connected to a mental health provider. Students need to schedule a face-to-face appointment with the SCC as soon as they are informed by Health Services that a Study Abroad clearance by the Stone Center is necessary. Please be aware that this process may take multiple visits. We encourage students to schedule this appointment promptly. Students can schedule a consultation with SCC for Study Abroad Clearance by calling the Stone Center Counseling Service at 781-283-2839. The SCC is available Monday through Friday 8:30AM to 4:30PM during the academic year. Once the clearance process is completed the SCC will update the Study Abroad Clearance online database.

It is the student's responsibility to ensure that the documentation is received by the deadline to allow sufficient time for review of the documentation. Outside documentation is due November 24th for SPRING Study Abroad and April 15th for FALL or academic year Study Abroad to allow adequate time for review and consultation.

It is expected that all students will have been evaluated and a clearance determination made by December 1st for SPRING Study Abroad / May 1st for FALL or academic year Study Abroad.