

## How to Apply to the Lutheran College Washington Semester

### When to Apply

The Lutheran College Washington Semester accepts applicants on a first-come, first-served basis, so you are encouraged to complete the application process as early as possible.

For the Fall Semester

- **Recommended time to start application:** January 15
- **Early Action Submission date (recommended):** March 1
- **Application Deadline:** April 1

For the Spring Semester:

- **Recommended time to start application:** June 1
- **Early Action Submission date (recommended):** August 1
- **Application Deadline:** October 15

### Steps in the Application Process

1. Contact the Valpo LCWS Program Director (currently [Prof. James Old](#)) to set up a meeting to discuss the program and your application to it. This meeting will allow you to clarify any information on the application, confirm questions about the program, gain a better understanding of the intensity of the program, and discuss your interest in the program.
2. Complete the [Valpo LCWS Internal Application](#).
3. Your primary advisor will be contacted to confirm that they are aware you are applying to the program and that the LCWS program will fit into your degree program. (You should consult with your primary advisor *before* beginning the application process.)
4. Once the first 3 steps are complete, the Program Director will review your application within 7 business days.
5. If you are approved to continue with the application process, you will be provided with instructions to complete the **Lutheran College Washington Semester External Application**. This application will require you to submit the following:
  - a résumé
  - a sample cover letter
  - two-letters of recommendation
  - an unofficial transcript (available on datavu)
  - an application deposit of \$250

The LCWS staff will provide you with instructions about how to format and submit these documents.

6. Before you can receive final approval, you must return a scanned or paper copy of the [LCWS Program Agreement and Release of Liability](#), signed by you and your guardian.

### **Payment of Fees and Withdrawal/Cancellation Policy**

Upon enrollment in the LCWS program (operated by a party other than Valparaiso University), Lutheran College Washington Consortium will submit to the University the statement for tuition and fees for payment. The University will then submit the balance due to LCWC. The participant will be billed by the University for the program charges and general fee, less any financial aid that is applicable to the program and any deposits made directly to LCWC by the participant.

For student withdrawals or program cancellations, refunds will only be given in accordance with the LCWC Refund Policy.

More information about the Lutheran College Washington Semester is available at [washingtonsemester.org](http://washingtonsemester.org)