1. 2. 3. 4. 5.

 **Concentration Track Concentration ASK Approval**

 **Form and Essays Advisor Advisor (Registrar) email**

1. **IR Conc. Form & Essays**
* Complete the 2-page IR Concentration Form and compose your Personal Statement and Additional Academic Goals essays (from the on-line concentration form in ASK).
* You must list a course for all 14 requirements and language, even if you have not yet taken these courses or plan to study abroad.
* This draft forms the basis of discussions with your advisors.
* Remember, this is a plan and will likely change. *Next…*

**2. Track Advisor**

* Take *printed* copy of essays and IR Concentration Form to a Track Advisor for preliminary approval.
* See IR website for advisors and office hours. *Next…*

**GOOD TO KNOW!**

**Incomplete forms are not accepted.**

**Forms, essays, transcripts will not be read on a laptop.**

**Concentration Forms not signed by a track advisor are not accepted.**

**ASK submissions that have not been pre-approved by the concentration advisor are not accepted.**

**Special accommodations are not made for students who miss the filing deadline.**

**IR Concentration must be filed in person.**

**3. IR Concentration Advisor**

* Take *printed* copy of essays, internal transcript, and completed IR Concentration Form, signed by the Track Advisor, to the Concentration Advisor (Dr. Claudia Elliott) who will discuss courses and planning and give final approval.
* Students planning to study abroad the following semester should also bring their OIP course approval form.
* Submit approved IR Concentration Form to the IR office. *Next…*

**4. Registrar**

* Fill out and submit approved course plan and essays in ASK.
* Be sure to list all 14 courses (15 for Honors) and all language courses. Otherwise, the form will be returned for revisions. *Next…*

**5. Approval Email**

* Concentration filing is not complete until you receive confirmation. Be sure to check your email in-box! If you need to make a correction you will need to resubmit, and reconfirm.

**IR IS A LARGE CONCENTRATION –
PLAN AHEAD Students who wait until April are likely to miss pre-registration.**