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<http://www.stcloudstate.edu/studyabroad>

## SCSU Study Abroad Application Packet

Program Name \_\_\_\_\_ Term: Fall \_\_\_\_\_ Winter \_\_\_\_\_  
 Spring \_\_\_\_\_ Summer \_\_\_\_\_  
 Program Location \_\_\_\_\_ Year: \_\_\_\_\_

**Deadlines:** Summer Programs – February 1<sup>st</sup>  
 Fall Programs – March 1<sup>st</sup>  
 Spring Programs – October 1<sup>st</sup>

Students applying for any of St. Cloud State University's study abroad programs must fill out the attached application forms and submit it before the deadline date. Applications will be considered on a space available basis after the deadline date. The packet consists of the following items:

- \_\_\_ **Application Form** (Be sure to sign and date your application.)
- \_\_\_ **Study Abroad Essay** (From two to four pages, typewritten: stating your purpose & goals for choosing study abroad.)
- \_\_\_ **Enrollment Agreement** (In duplicate: Keep one copy for your files.)
- \_\_\_ **Current Transcript** (Australia, Germany Business/Engineering, and South Africa semester-long programs require an Official SCSU transcript. Unofficial copies, printed from your student account, may be accepted by all other programs.)
- \_\_\_ **List of foreign language classes** (Where applicable. Include grade, instructor's name, and phone number.)
- \_\_\_ **\$75 Application Fee.**
  - **SCSU Students** pay at Administrative Services 123. Please attach the receipt to your application. (Account #900700)
  - **Non-SCSU Students** please attach your check payable to the "Center for International Studies".
- \_\_\_ **Academic Approval Form** (May be submitted after acceptance. Requires signature of Academic Advisor)
- \_\_\_ **Scholarship Application Form** (optional)

**In submitting this application, you are committing yourself to a serious academic and cross-cultural learning endeavor. The University is also committing itself on your behalf with its funds and resources. In submitting this application, a minimum deposit of \$400 is required before departure and before financial aid may be applied towards the program cost. Withdrawal after application, but before departure, will result in the loss of your application fee and any non-recoverable costs, which the University may have paid on your behalf. Withdrawal after departure for any reason will result in the loss of the full program fee (see Enrollment Agreement). Withdrawal must be done in WRITING by completing a cancellation form and submitting it to the Center for International Studies. Your signature below indicates that you agree with these conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<i>Office Use Only</i>	Date Received: _____	Payment: Check No. _____	Receipt Number: _____
	Received By: _____	Cash _____	



**SCSU Study Abroad  
Information Sheet**

Please describe any medical problems (including any allergies and required medicines) which would have an effect on your stay abroad? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Accommodations:** If you require any special accommodations or wish to have a dependent accompany you during this study abroad experience, please contact the Center for International Studies at the time of application, to allow the Center ample time to consider your request.

Are you currently receiving any financial aid?	Yes ( )	No ( )
Do you plan to apply for financial aid for your study abroad program?	Yes ( )	No ( )
Are you on work study?	Yes ( )	No ( )
Have you ever traveled or studied outside of the United States?	Yes ( )	No ( )

When/How Long? \_\_\_\_\_ Where? \_\_\_\_\_

Have you studied any foreign languages? Yes \_\_\_ No \_\_\_ If yes, what language(s)? \_\_\_\_\_

Why would you like to participate in this study abroad program? (Give a brief summary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about this study abroad program? Check all that apply.

_____ Classroom Presentation	_____ Study Abroad Fair	_____ Newspaper Add
_____ Flyers in Bathroom	_____ Flyers in Res. Hall	_____ Students who have Studied Abroad
_____ Professor	_____ Kiosks	_____ Other

May the Center for International Studies release your name and address to present or potential participants?  
Yes \_\_\_ No \_\_\_

*I certify that all statements on this form are true and accurate to the best of my knowledge.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Request for Academic Approval to Study Abroad - Instructions

Before we can register you at SCSU for your study abroad program, the enclosed *Academic Approval to Study Abroad* form must be completed and returned to the Center for International Studies. This form certifies that your advisor/department is aware of, and approves your decision to study abroad and transfer credit back to your home institution. It also assures you that if you successfully complete the courses listed on the form, you will receive credit towards your degree program. Approval by the Dean's office may be requested if the advisor or department has questions regarding approval of courses. **Courses not pre-approved by your advisor can not be guaranteed for credit.**

**Remember: It is your responsibility to inform your advisor of any changes in your course schedule while you are abroad and receive approval for new courses. Please copy the CIS Office in this correspondence.**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND SUBMIT THE COMPLETED FORM TO THE CENTER FOR INTERNATIONAL STUDIES PRIOR TO PRE-DEPARTURE ORIENTATION.

1. **Fill out the information requested in the top part of the form.** Please type or print clearly. Be sure to indicate whether your study abroad program is sponsored by SCSU or another institution.
2. **Before meeting with your advisor:** Use the available resources in the Center for International Studies (catalogs, course lists, website, etc.) to compile a list of courses you would be interested in taking while abroad. Try to list more courses than you would be able to complete during your term abroad to ensure maximum flexibility. **Bring copies of course descriptions to show your advisor.**
3. **Meet with your academic advisor** (if you have a double major or minor, meet with both advisors) and discuss your study abroad program and the course choices you have made. Working with your advisor(s), complete the course list section of the form, being sure to indicate how the course will apply to your degree program. List the SCSU equivalence where relevant. Feel free to make additional copies of the form if more space is needed. **Your advisor(s) will sign and date the form and should make a copy to put in your academic file.**
4. A signature from the department chair is necessary **ONLY** when the courses selected will apply to your major or minor program.
5. Once the form is completed and you have obtained all required signatures, **return the original form to the Center for International Studies.** The Center staff will then register you for the appropriate courses for your study abroad program following pre-departure orientation.
6. Students wishing to apply for financial aid for their study abroad program must submit a copy of the completed approval form to the Center for International Studies in order for aid to be processed.



**To Academic Advisors:**

The course list provided by the student, on the reverse side of this form, constitutes a *proposed* course of study based on the best information available at the time of completion. Signing this form constitutes an agreement between the student and his/her academic advisor or major/minor sponsoring department that the courses listed will, upon successful completion, be applied to the student's degree program in the manner specified for each course.

Advisors should be aware that students are likely to change some or all of their courses after arrival at their host institution, when actual course availability and scheduling will be known. It is the student's responsibility to contact his/her advisor to seek approval for any courses not listed on the reverse. Failure to seek approval for a given course or courses does not disqualify the student from receiving credit, but the application of that credit to the student's degree program cannot be guaranteed.

**For SCSU students on non-SCSU programs or students from other institutions only:** *The transcribing institution for this program is recognized as a degree-granting institution of higher education and the credit earned on this program will be accepted for transfer to the student's home university (see reverse).*

**Officers from institutions other than SCSU:** Transcripts will be issued by St. Cloud State University.

Thank you very much for your assistance and cooperation with this process. Your participation helps to assure the educational quality and relevance of the student's study abroad experience. If you should have any questions or concerns about this process, please feel free to contact us.

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## Study Abroad Autobiographical Essay

### **Instructions for the Study Abroad Essay:**

Your essay should be between two to four pages in length.

- I. Please type your essay. It should be double spaced with your name on each page.
  
- III. The essay should contain the following information.
  - A. Tell us what factor(s) encouraged you to decide to study abroad during college?
  
  - B. Describe any intercultural experience you have had; the skills you applied, the lessons you learned, and the implications for your academic and personal pursuits. Relate this to your program choice.
  
  - C. Describe your academic, career, and personal goals. Indicate as concretely as possible how your choice of this program would contribute to your meeting these goals.
  
  - D. Information about your background and family life
    1. Siblings
    2. Parents and family structure
    3. Characteristics of family and hometown
  
  - E. Yourself as a person:
    1. Interests
    2. Any needs or concerns that should be made known to the academic director or host family.



## ENROLLMENT AGREEMENT AND CONTRACT

I hereby apply for admission to one of St. Cloud State University's study abroad programs. In consideration of the acceptance of this application, and in consideration of the commitments made by St. Cloud State University, its faculty, students, and staff to the program, I agree to the following terms and conditions:

1. I agree to pay all tuition, fees, transportation charges, room and board, and all other expenses in connection with my participation in the program. I agree to the cancellation policy as stated below and on the payment information sheet. I understand and agree that withdrawal after application, but before departure will result in the loss of my application fee and any non-recoverable costs, which the University may have paid on my behalf. Withdrawal after departure for any reason will result in the loss of the full program fee. Withdrawal must be done in **WRITING** by completing a Cancellation Form and submitting it to the Center for International Studies. I understand and agree that the program fee is never pro-rated.
2. I understand that the program cost may vary slightly depending upon international exchange rates, unforeseeable events and other unexpected occurrences. I agree to pay for possible increases upon request from the Center for International Studies.
3. Accompanying this application is the sum of \$75.00. I understand that this deposit is non-refundable.
4. I understand that St. Cloud State University, its faculty, students and staff, have made the commitments to this program in consideration of, among other things, my enrollment therein. I agree that the University's acceptance of this application is made in consideration of and with the understanding that I am committed for the entire period of the program. I understand that in the event I withdraw or am terminated for due cause from the program any time after its commencement, the university may retain tuition, fees, and other program costs.
5. I agree that the University, acting through its faculty and staff, may terminate my participation in the program for the following reasons:
  - A. Unacceptable academic performance. (i.e. failure to maintain a 2.0 GPA, regardless of my cumulative GPA.)
  - B. Personal conduct adversely affecting the interest and/or reputation of St. Cloud State University. (Including the use, possession, distribution or sale of illegal drugs/controlled substances.)
  - C. Failure to abide by the program rules and policies provided by the Center for International Studies and the Program Director/Coordinator.
  - D. Failure to abide by the host country laws and customs.
6. I understand that officials of St. Cloud State University reserve the right to make changes or substitutions in the program, and give authorization for these changes by the Center for International Studies.
7. I understand that St. Cloud State University, its faculty and staff are not responsible for any injury, loss, damage, delay, irregularity, or expense arising from the use of any common carrier vehicle, accommodations, or services as the result of accidents, strikes, war, weather, sickness, quarantine, governmental restrictions, and other matters beyond the University's power to control, and in the consideration of the commitments herein contained, I hereby release the University, its faculty and staff from any claim or liability arising as a result of my voluntary participation in this program.
8. I understand that St. Cloud State University requires students to accept travel arrangements to the study abroad site, which are made by the Center for International Studies. No exception will be granted without permission of the Associate Vice President for Academic Affairs/International Studies.

**CANCELLATION POLICY:** Students who withdraw from the program 60 days prior to departure will receive a full refund less the application fee and non-recoverable costs. There will be a cancellation fee for all withdrawals from International Programs after the 60-day limit described above. Students who withdraw from the program fewer than 60 days prior to departure will be assessed a \$250.00 Cancellation Fee to cover administrative costs and advanced payments committed by the Center for International Studies. The application fee and any non-recoverable costs will also be forfeited. **Withdrawal from the program must be done in WRITING by completing a Cancellation Form and submitting it to the Center for International Studies.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name, Term & Year: \_\_\_\_\_



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Program Name, Term & Year: \_\_\_\_\_