

## **STEPHENS COLLEGE STUDY ABROAD APPLICATION**

Studying abroad can be one of the most rewarding experiences of your college career, but it will take research and careful academic planning to assure that the program you choose will help you meet your personal and academic goals. Once you've chosen a program, you will need to apply for admission and work with your academic advisor to determine how the courses you plan to take will fit into your degree plan. The Study Abroad Program Coordinator will help you through these procedures.

### **Important Steps:**

1. Study your options. Review programming offered on the Stephens Website:  
**<http://www.stephens.edu/academics/abroad/>**
2. Set up an appointment with Study Abroad Coordinator to discuss your choices and review application process.
3. Discuss your decision with parents and determine how you will finance this trip.
4. Discuss your thoughts with your advisor (before completing the application)
5. Complete the Stephen's College application and submit to the Study Abroad Coordinator.
6. Enroll with the program provider (online) that you have selected.

If you have any specific questions about a particular program, contact information is found on their website. The process of selection to actual application can take 6-8 months of preparation. It is **CRITICAL** that you keep your advisor informed to ensure that you will not get behind in your Stephens programming. If you are fairly sure that you will be studying abroad, I would recommend that you go ahead and get your passport. If you have a passport, make sure you are aware of its expiration date! Scholarship information is on the Stephens website. Searching for scholarship opportunities takes time and there are deadlines!

### **IMPORTANT DUE DATES:**

#### **I plan to study abroad:**

#### **Application Due:**

**Fall Semester**

**March 1, 2012**

**Winter Break**

**September 14, 2012**

**Spring Semester**

**September 14, 2012**

**Summer & Yearlong Study Abroad**

**March 1, 2012**

**IMPORTANT:** Stephens works with multiple providers of study abroad programming. It is **CRITICAL** to pay attention to their application deadlines because in some cases they are different than those of Stephens.

**Study Abroad Orientation- will be conducted prior to departure.**

**Please note:** There is a **non-refundable \$75.00 application fee**. Your application will not be reviewed without payment. Cash, credit cards or checks/money orders made payable to Stephens College are accepted. **DEADLINES listed above are FIRM!!**

**IMPORTANT: Do NOT purchase airline tickets until you have received official notification from Stephens and the Provider of acceptance to the Study Abroad Program.**



**OFFICE OF REGISTRAR**

1. Has the student been on academic probation?     Yes     No  
(If yes, please explain on the reverse side)

2. Cumulative Grade Point Average \_\_\_\_\_

3. Total Number of college credits completed \_\_\_\_\_

Student will be off campus: \_\_\_\_\_  
Term/Year

REGISTRAR: Does the student need to do anything in advance of her departure in order to be prepared to **RETURN to campus**?  
IF so, please note:

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

\_\_\_\_\_  
Registrar's Signature                      Print Name                      Date

**OFFICE OF ACCOUNTING**

**STUDENT ACCOUNTS:**

- The account for this student is in good standing and has an accurate billing address.
- The account for this student is NOT in good standing. (Please attach a brief explanation on a separate sheet)

\_\_\_\_\_  
Accounting Office Representative                      Print Name                      Date

## Financial Planning Worksheet

Student Name:	Student ID:
Year in School:	Degree Program/Advisor:
Applying for Study Abroad w/ which provider:	Enrollment period: Fall 20__ Spring 20__ Summer 20__

Email: \_\_\_\_\_ **(the one that you read!)**

Number of Hours you are enrolling in: \_\_\_\_\_ Internship: Yes Hours: \_\_\_\_\_ No

**BUDGET: (attach documentation found on website if needed)**

Tuition:	\$
Other Fees (labs, technology, etc):	\$
Room:	\$
Meals:	\$
Books/Supplies:	\$
Airfare (round trip):	\$
Transportation (in country):	\$
Visa:	\$
Passport:	\$
Personal Expenses (food, gifts, sightseeing, personal care, etc):	\$
Health Insurance:	\$
Housing Deposit (usually paid by the student with reimbursement if no damages)	\$
Other: (Please explain in detail)	\$
<b>TOTAL:</b>	\$

Note: All programming is a little different. It is important to review your information thoroughly.

1. Some housing plans include some meals
2. Deposits are paid by the student and reimbursed at the end of the term (after dorm inspection)
3. Health Insurance might be included with program fees

**ONCE YOU HAVE COMPLETED YOUR BUDGET**, you need to **visit** the Financial Aid Office to discuss funding options for this trip. **(BEFORE YOU LEAVE CAMPUS)**

### **OFFICE OF FINANCIAL AID**

\_\_\_ Option A: Student will be eligible to receive the following aid programs:

- \_\_\_ Federal Pell Grant (need to complete the FAFSA to apply)
- \_\_\_ Federal Direct Stafford Loans (need to complete the FAFSA to apply)
- \_\_\_ Student Alternative Loan
- \_\_\_ Federal Direct Parent PLUS Loan

\_\_\_ Option B: Student will NOT be eligible to receive any aid programs

\_\_\_ Option C: Student has declined to apply for and/or accept any aid any aid programs

**Note:** If you (the student) elect to use Option A, the Financial Aid Office will use your budget worksheet to determine the amount of money that you will qualify for. Financial Aid will notify you of the amount that you qualify for. It is very possible that you will receive this information by EMAIL! This information should be shared with your parents. Do not make final plans until you know the amount of the loan!

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Financial Aid Signature/date

**Scholarships:**

Stephens College Scholarships to not apply to overseas travel. There are scholarships available through providers and additional sites are on the Stephens web page:

<http://stephens.edu/academics/abroad/scholarships/>.

**Scholarships are “time sensitive” and need to be applied for in advance of deadlines set by study abroad providers!**

## **DEPARTMENT OF HOUSING AND RESIDENCE LIFE**

I’m going for the summer **(No signature required)**

This student has been informed of the proper procedures to secure housing upon returning to campus after study abroad program (Spring/Fall semester study abroad only).

\_\_\_\_\_  
Residence Life Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**I understand that if I withdraw from a program after registration deadlines, it could result in cancellation fees that I am responsible for. I understand that I will be required to purchase International Health Insurance for the duration of my trip. I agree to attend a Study Abroad Orientation prior to departure.**

## **STUDENT SIGNATURE**

I understand that my failure to abide by the study abroad policies and regulations of Stephens College during the time of preparation and throughout my study abroad term(s), may result in refusal of transfer credit, financial aid, and/or on-campus housing upon my return.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

## **ACADEMIC DEPARTMENT APPROVAL**

**To the Student:** I hereby authorize my Academic Advisor and Registrar to communicate information contained in my records & to complete the stated questions below. I understand that this form is a required component of my study abroad application.

**Student Name:** \_\_\_\_\_ **Major/Minor:** \_\_\_\_\_

**This form is to be completed by the Academic Advisor responsible for credit approvals.**

Would you recommend this student to study abroad?  Yes  Yes, with reservations  No  
(If yes with reservations or no, please explain on the reverse side)

### Course Pre-Approval Process:

Please review the student’s academic program at Stephens College and the proposed course of study/curriculum of the study abroad program. Based on your review with the student, please complete the following information.

Institution Name (overseas) \_\_\_\_\_ Term/Year of Study Abroad \_\_\_\_\_

Overseas Course Name	Credit Hours	Type of Credit Elective or CORE	Stephens Equivalent Course #	Notes

**Will grades transfer or only credit? \_\_\_grades will transfer \_\_\_credit only**

\* Stephens Affiliate programs will transfer as grades and will affect the students GPA. Lists of participating programs are available on the Stephens website - <http://www.stephens.edu/academics/abroad/programs/>. All other programs are credit only transfers.

I have reviewed the student's **four year plan** and the student is on track to graduate: Yes or No  
If the response is "no", please explain on the reverse side of this document.

**ADVISOR:** Please ensure that you have registered the student for courses upon their return to campus.

\_\_\_\_\_  
Advisor Signature                      Print Name                      Department                      Date

\_\_\_\_\_  
Department Chair Signature      Print Name                      Department                      Date

*ALL CORE COURSES TO BE TRANSFERRED TO STEPHENS MUST HAVE REGISTRAR'S AND DEPT CHAIR APPROVAL PRIOR TO ENROLLMENT. Course descriptions should be available on the Stephens website (by the provider), if not, contact the Study Abroad office.*

\_\_\_\_\_  
*Registrar Signature                      Print Name                      Date*

## JUDICIAL AFFAIRS FORM – Study Abroad

**To the Student:**

I understand that I am required to disclose to the SAPC my involvement in any illegal activity before I can be approved for study abroad.

- No, I have not been involved in illegal activity on or off campus.  
 Yes, I have been involved in illegal activity on or off campus (please explain and attach to form)

I hereby authorize Stephens College to communicate any information contained in my records in order for my judicial affairs officer to complete the stated questions below.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**To the Vice President of Student Services and Judicial Affairs Officer:**

The student above is applying to a study abroad program. Since studying abroad is a privilege, not a right, Stephens College Study Abroad Program Committee (SAPC) strictly enforces a check regarding student behavior in order to select the best participants.

Your student's application will not be considered complete until we receive this form. Therefore, please submit this form promptly to help ensure a timely decision.

To the best of your knowledge, has the applicant been under any disciplinary action at your college/university or the community at large?

Yes  No (If yes, please explain on the reverse side)

Would you recommend this student?  Yes       Yes, with reservations       No  
(If yes with reservations or no, please explain on the reverse side)

**VP of Student Services**

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

**Judicial Affairs Officer**

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

*Please send this form in a sealed envelope to:  
Lynda Baumgartner, Walters 103,  
Box 2081, Ext 4317*

**STATEMENT OF PURPOSE**

In order for the committee to better understand your reasons for studying abroad please write a one page essay addressing the following topics:

- 1) Why you feel the study abroad experience is important to your education, career and personal development.
- 2) What you hope to learn about yourself and your host country during your cross-cultural experience.

Essays must be typed and double-spaced. At times the Study Abroad committee will have funds to disburse in the form of scholarships. If you would like to be considered for these scholarship opportunities please write an additional paragraph addressing your financial need.

### **LETTER OF RECOMMENDATION**

Applicants are required to obtain one (1) letter of recommendation from a Stephens's faculty or staff member. Things to consider in writing the letter might include the applicant's character, campus involvement as well as the applicant's strengths and weaknesses. The letter should also address how the applicant might adapt/excel while living and studying abroad.

**Letter should be returned to the applicant (or the Study Abroad Coordinator) in a sealed and signed envelope. Not to exceed one page.**

**NOTE:** Every program varies in cost. It is important to note that when studying abroad the student will be billed the higher of the two costs (usually this is the program fees VS. Stephens tuition) YOU will need to complete a budget worksheet and review it with the Study Abroad Coordinator to determine you actual costs.

**GRADES:** Grades are very important when taking classes overseas. Students studying abroad with program affiliates, grades will affect the student's GPA. Otherwise, credits will be inserted on your transcript, but will not affect your GPA. To be accepted by Stephens, grades must be a D or better. Make sure you ask the Study Abroad Coordinator about this before you leave.

### **IMPORTANT!**

Students using financial aid **MUST** make an appointment with the Financial Aid Office to discuss payment schedules for overseas programming. Students traveling for summer or fall semester should meet with Financial Aid PRIOR to April 15<sup>th</sup> and students traveling over Spring Semester should meet with Financial Aid by October 15<sup>th</sup>.