

## **STEPHENS COLLEGE INTERNATIONAL EXPERIENCE APPLICATION**

An international experience 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, professional and academic goals. If you are interested, please contact Lynda Baumgartner, [LBaumgartner7704@stephens.edu](mailto:LBaumgartner7704@stephens.edu) Office: Dudley 102

### **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 the Coordinator of International Experiences 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 Coordinator.
6. Upon approval of your application by the Study Abroad coordinator, the student will enroll with the program provider (online).

The process of selection to actual application can take 8-10 months of preparation. It is **CRITICAL** that you keep your advisor informed to ensure that you will not get behind in your Stephens programming.

### **IMPORTANT DUE DATES:**

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

**Fall Semester**

**Winter Break**

**Spring Semester**

**Summer & Yearlong Study Abroad**

#### **Application Due:**

**February 9, 2018**

**September 21, 2017**

**September 21, 2017**

**February 9, 2018**

**IMPORTANT:** Stephens works with multiple providers of international programming. It is **CRITICAL** to pay attention to their application deadlines because they are different!

**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 your acceptance into the program.**

## **PROGRAM INFORMATION**

**Please choose which type of Study Abroad Program you will be entering:**

\_\_\_ **Study Abroad with an Affiliated University** (list on website):

\_\_\_ Ewha \_\_\_ Regent's \_\_\_ AI \_\_\_ ISA\* \_\_\_ Butler\* (IFSA) \_\_\_ Arcadia\*  
\_\_\_ PAA \_\_\_ TAL \_\_\_ UMC \_\_\_ NUI \_\_\_ SAI\*

**Volunteer:** \_\_\_ TWW \_\_\_ Kaya \_\_\_ Outreach 360

**\*Please specify country and university:** \_\_\_\_\_  
Departure date \_\_\_\_\_ Return date: \_\_\_\_\_ Section: \_\_\_\_\_

\_\_\_ **Study Abroad with an Unaffiliated University** \_\_\_\_\_  
\_\_\_ Faculty Led Study Abroad Program – Institution \_\_\_\_\_  
\_\_\_ **Internship**

Term you're applying for: \_\_\_ Fall 20\_\_\_ \_\_\_ Spring 20\_\_\_ \_\_\_ Summer 20\_\_\_ \_\_\_ Other \_\_\_\_\_

**Understand that NO Stephens College institutional aid will apply to any study abroad program other than Ewha.**

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### **STUDENT INFORMATION:**

\_\_\_\_\_

Last Name	First Name	M.I.	Student ID Number	
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Date of Birth: \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_

Email Address	Class Standing (Fr, So, Jr, Sr)
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\_\_\_\_\_

Campus Address /Local Address	City	State	Zip Code	Local/cell phone
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\_\_\_\_\_

Permanent Address	City	State	Zip Code	Permanent phone
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Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

### **EMERGENCY CONTACT**

By signing this form you authorize Stephens College to contact the following person should condition emerge that appears to be dangerous for you or others and thus requires assistance or intervention (e.g. if you are incapacitated in some way, unconscious, delirious/confused, behaving unusually, seriously ill, unable to communicate, communicating incoherently, etc.):

\_\_\_\_\_

Name of Contact	Relationship	Email Address
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\_\_\_\_\_

Address	City	State	Zip Code
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\_\_\_\_\_

Daytime phone	Evening phone
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Does this person have a valid passport while you're abroad? \_\_\_\_\_

**If this person is not one of your parents, please answer the following:**

Are you claimed as a dependent by your parents?  Yes  No  No parents living

Will this emergency contact keep your parents informed?  Yes  No  No parents living

Note: If you answered YES to question #1 and NO to question #2, your Emergency Contact won't be keeping your parents informed. Please know that your parents will have the right to sign a FERPA waiver, which identifies you as a dependent and authorizes us to provide them with the requested information.

If you are doing an Internship, Volunteer work or have been accepted by an unaffiliated university/provider, please provide us with the following information:

Name of group/university \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Phone/email: \_\_\_\_\_  
Briefly describe purpose: \_\_\_\_\_  
Location of your experience: \_\_\_\_\_

**Student must complete Consortium Agreement if this is academic programming and they want to use financial aid (SEE Registrar)**

**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:

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

\_\_\_ Student will remain enrolled as a Stephens College student during this experience

\_\_\_ Student must complete Leave of Absence Form Date completed: \_\_\_\_\_

\_\_\_\_\_  
Registrar's Signature                      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)

\_\_\_ The student needs to complete Authorization to Hold a Federal Student Aid Credit Balance Form  
\_\_\_ Should a student request that check be sent to parents/legal guardian then an address must be provided below

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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>	<b>\$</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**

<u>Student name/Date of trip/duration</u>	
<u>Affiliate Name:</u>	
<u>Non Affiliate (Direct Enroll)</u>	

**Choose one:**

\_\_\_\_\_ Option #1 Student traveling with affiliate listed above and is **using** financial aid

\_\_\_\_\_ Option #2 Student traveling with affiliate listed above and will **NOT use** financial aid

\_\_\_\_\_ Option #3 Student will pay the non-affiliate directly (Direct Enroll). This student will **not be using** financial aid and will need to complete Leave of Absence Form (see Registrar)

\_\_\_\_\_ Option #4 Student is enrolling with non-affiliate (Direct Enroll) and **will use** financial aid. Student is required to complete a **Consortium Agreement** by all parties, prior to getting final approval for this study abroad experience. Consortium Agreement form was given to student: \_\_\_\_\_ Date distributed \_\_\_\_\_ Date received

What is the expense for room and tuition:

What is **TOTAL** estimated cost of trip:

Sources of funding: (review with financial aid representative)

Qualify	Title	Amount	Date Available
	Federal Pell		
	Federal Direct Stafford		
	Student Alternative Loan		
	Federal Direct Parent Plus		
*	Cost of Attendance		
	Access Missouri		
	Scholarships that student needs to apply for:		
	1.		
	2.		
	3.		
	Savings Plan?		
	<b>TOTAL AMOUNT AVAILABLE</b>		

\*Requires a co-signer

\_\_\_\_\_ (Student initial and date) Student has been advised to consult financial aid calculator.

**Scholarships:**

Stephens College Scholarships do 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!**

**GREAT list of outside scholarships:**

<http://studiesabroad.com/admissions/documents/scholarships/study/outside-scholarships>

**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).

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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 an Orientation prior to departure. I also agree to complete a survey upon return to campus and I might be asked to do a presentation.**

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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.

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**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 \_\_\_\_\_

<b>Overseas Course Name</b>	<b>Credit Hours</b>	<b>Type of Credit Elective or CORE</b>	<b>Stephens Equivalent Course #</b>	<b>Notes</b>

**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. Students electing to sign up for **INTERNSHIPS MUST have a faculty member agree to supervisor this. Student must complete Internship Contract. Signature required by supervisor:**

\_\_\_\_\_. **Approved internships are worth 1 credit hour.**

Summer internships will require that the student be registered through Stephens for that credit hour and the student will be billed.

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

**IF student is registered for INTERNSHIP and/or "Core" class, department chair must sign**

*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/Volunteer**  
Student completes top half of form and leaves it with Student Services (in Stamper) to complete

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**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 an international experience.

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 an international experience 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, Dudley 102,  
Box 2081, Ext 4317*



## **Pre Departure Questions**

In order to better understand your reasons for selecting this international experience, please address the following: (submit with your application)

1. What do you currently know about the culture/people of the country that you have selected to visit?
2. Why did you select this programming? Why is it important to your education, career and personal development?
3. What do you hope to get from the classes/volunteer/internships experience?

Please type and double-spaced. Upon your return, you will be asked to respond to these questions.

## **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.

**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 C or better.