

STEPHENS COLLEGE STUDY ABROAD APPLICATION FOR SUMMER/SHORT-TERM PROGRAMS

An international experience can be one of the most rewarding experiences of your college career, but it takes research and careful planning to assure that the program you choose will align with your personal, academic and career goals.

First steps:

- Explore your options. Review programs on the Stephens website:
<https://www.stephens.edu/academics/academic-support/study-abroad/programs/>
- Set up an appointment with the Study Abroad Coordinator to discuss your choices and review the application process
- Discuss your plans with your family
- Discuss your plans with your academic advisor
- Begin filling out the Financial Planning Worksheet.

Next steps:

- Complete this Stephens College Study Abroad Application and submit to the Study Abroad Coordinator.

Deadlines:

I plan to study abroad:

Stephens SA application due:

Winter Break 2018-19

September 21, 2018

Summer 2019

February 8, 2019

- After your Stephens Study Abroad application has been approved by the Study Abroad Coordinator, you can enroll with your program provider.
- It is CRITICAL to pay attention to their application deadlines!

My program application deadline is: _____

Orientation will be conducted prior to your departure. The Study Abroad Coordinator will contact you with date(s) and time(s).

IMPORTANT: Do ***not*** purchase airline tickets until you have received official notification from Stephens (that your Study Abroad application has been approved) ***and*** from your provider (that you have been accepted into the program).

STUDENT INFORMATION

Last Name First Name M.I. Student ID Number

DOB: ___ / ___ / ___ Email _____ Class Standing: Fr So Jr Sr

Degree program: _____ Minor(s): _____

Campus or local Address City State Zip cell phone #

Permanent Address City State Zip permanent phone #

Name of Emergency Contact Relationship Email address

Daytime phone Evening phone

Will this person have a valid passport while you are abroad? _____

By signing below you authorize Stephens College to contact the above person should circumstances require intervention (e.g. if you are seriously ill, incapacitated, or pose a threat to the health or safety of yourself or others).

Student signature _____ Date _____

Please indicate the period when you will be abroad:

_____ Winter Break 2018-2019 _____ Summer 2019

Indicate the program you are applying to below:

Affiliated programs:

- _____ AIFS Study Abroad location/university: _____
- _____ Arcadia University location/university: _____
- _____ DIS location/university: _____
- _____ E=i2
- _____ IES Abroad location/university: _____
- _____ IFSA location/university: _____
- _____ ISA location/university: _____
- _____ Performing Arts Abroad location/university: _____
- _____ Study Abroad Italy (SAI) location/university: _____
- _____ Theatre Academy London
- _____ Univ. of Mo. faculty-led program location: _____

]Direct Enroll Programs:

- _____ Accademia Italiana, Florence
- _____ National University of Ireland, Galway
- _____ Regents University, London

Volunteer Programs:

- | | |
|------------------------------|-----------------|
| _____ Kaya | location: _____ |
| _____ Outreach 360 | location: _____ |
| _____ Performing Arts Abroad | location: _____ |
| _____ Travelers Worldwide | location: _____ |
| _____ World Endeavors | location: _____ |

Study Abroad at an Unaffiliated University:

_____ institution: _____

Faculty-led Study Abroad Program:

_____ institution: _____

Departure date: _____ Return date: _____

CONSORTIUM AGREEMENT

If you will be studying, interning or volunteering with an unaffiliated provider, please provide the following information:

Name of program/university _____

Address: _____

Contact name: _____ Phone/email: _____

Briefly describe purpose of travel _____

Location of your experience: _____

You must complete a *Consortium Agreement* if this is academic programming and you wish to use financial aid (see Financial Aid).

LETTER OF RECOMMENDATION

Applicants are required to obtain one letter of recommendation from a Stephens faculty or staff member. Things for the recommender to consider include the applicant's character, campus citizenship, extra-curricular involvement and leadership, as well as the applicant's personal and academic strengths and weaknesses. The letter should also address how the applicant might adapt to living and studying abroad. The recommendation letter should be sent in a sealed envelope or sent by e-mail directly to the Study Abroad Coordinator.

GRADES

For students studying abroad with affiliated programs, all grades will be posted and will affect your Stephens College GPA. For student studying with other programs, the semester hours earned will be added to your transcript as long as the grade received was a "C" or above. The credit will be transferred without grade points and will not affect your Stephens College GPA.

TO BE COMPLETED BY STEPHENS REGISTRAR'S OFFICE

Has the student been on academic probation? ____ Yes ____ No

(If yes, please explain on the reverse side)

Cum. Grade Point Average _____ Credit hours completed _____

Student will be off campus: _____ semester/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 student during this experience

____ Student must complete Leave of Absence Form. Date completed _____

____ Registrar's Signature _____ Date

TO BE COMPLETED BY STEPHENS ACCOUNTING OFFICE

_____ The student's account is in good standing

_____ Billing address is accurate.

_____ The student's account is NOT in good standing. (Please explain below).

_____ The student needs to complete Authorization to Hold a Federal Student Aid Credit Balance Form.

_____ Student has requested that a check be sent to parents/legal guardians at the address below:

Accounting office staff signature

Print name

Date

FINANCIAL PLANNING WORKSHEET

Expenses:

Program fees/tuition	\$ _____
Passport and visa fees	\$ _____
Travel to/from departure airport	\$ _____
Round-trip airfare	\$ _____
Additional transportation in destination country	\$ _____
Housing	\$ _____
Refundable housing deposit	\$ _____
Health insurance	\$ _____
Meals	\$ _____
Spending money	\$ _____
Miscellaneous expenses (e.g. cell phone, prescriptions)	\$ _____
Other: _____	\$ _____

Total estimated budget: \$ _____

Funds:

Savings on hand	(\$ _____)
Family contribution	(\$ _____)
Scholarship(s) (see financial aid worksheet)	(\$ _____)
Work income prior to departure	(\$ _____)
Additional source(s) of funds _____	(\$ _____)

Total funds: (\$ _____)

Remaining balance: \$ _____

TO BE COMPLETED BY STEPHENS FINANCIAL AID OFFICE

Choose one:

_____ Student enrolling with affiliate _____ and **WILL NOT** use financial aid

_____ Student enrolling with affiliate _____ and **WILL** use financial aid

_____ Student enrolling with non-affiliate and will pay directly (Direct Enroll). This student **WILL NOT** use financial aid and will need to complete *Leave of Absence Form* (obtain from Registrar's office)

_____ Student enrolling with non-affiliate (Direct Enroll) and **WILL** use financial aid. Student is required to complete a *Consortium Agreement*, prior to getting final approval for this study abroad experience.

Consortium Agreement given to student: _____ Date. Returned complete _____ Date

TOTAL estimated cost of trip (see Financial Planning Worksheet) \$ _____

Applicable grants, loans, scholarships (review with financial aid representative):

Federal Pell Grant \$ _____

Federal Direct Stafford Loan \$ _____

Student Alternative Loan \$ _____

Federal Direct Parent Plus \$ _____

Access Missouri \$ _____

Total available _____

Additional scholarships to be applied for:

1) \$ _____

2) \$ _____

3) \$ _____

4) \$ _____

Stephens College scholarships and institutional aid do not apply to overseas travel. Scholarships available through providers and other sources are listed on the Study Abroad web page: <https://www.stephens.edu/academics/academic-support/study-abroad/programs/scholarships/> Scholarships are time sensitive and need to be applied for ahead of deadlines set by providers! A good list of outside scholarships is here: <http://studiesabroad.com/admissions/documents/scholarships/study/outside-scholarships>

TO BE COMPLETED BY ACADEMIC ADVISOR AND DEAN

Student Name: _____ Degree: _____ Minor(s)_____

Pre-approval of courses: Please review the student’s academic program at Stephens College and the curriculum of the study abroad program. Working with the student, complete the following information.

Institution name _____ Winter break/summer (circle) Year _____

Overseas Course Name	Credit Hours	Credit type (elective/gen. ed./major/minor)	Stephens equivalent #

Grades earned in Stephens affiliate programs will transfer and will affect the student's GPA. The list of affiliate programs is available on the Stephens website <https://www.stephens.edu/academics/academic-support/study-abroad/programs/>. *Grades from all other programs transfer as credit only.*

I have reviewed student’s plan and she is on track to graduate ___ Yes ___ No

I recommend this student to study abroad ___ Yes ___ No

Advisor Signature Print Name Date

Dean Signature Print Name Date

Students registering for *internships* must have a faculty member agree to serve as internship supervisor. Student must complete all CCPD internship forms.

Supervisor Signature Print Name Date

TO BE COMPLETED BY STUDENT AND VICE PRESIDENT OF STUDENTS

Student completes top half of form and leaves it with Student Development office to complete and return.

To the student:

I understand that I am required to disclose my involvement in any illegal activity before I can be approved for an international experience.

_____ I have not been involved in illegal activity on or off campus.

_____ I have been involved in illegal activity on or off campus (please explain and attach to form)

I authorize Stephens College to communicate any information contained in my records in order for Student Development to complete the questions below.

Student name: _____ Signature: _____ Date: _____

To the Vice President of Students:

The student above is applying to a study abroad program. An international experience is a privilege, not a right. In order to select the best participants, the college reviews student records.

To the best of your knowledge, has the applicant been under any disciplinary action at Stephens or in the community at large? _____ Yes _____ No
(If yes, please explain on the reverse side).

Would you recommend this student for study abroad? _____ Yes _____ No

Signature of V.P. of Students: _____ Date: _____

Please return this form in a sealed envelope to the Study Abroad Coordinator.