

EXTERNAL STUDY ABROAD PROGRAM APPLICATION

CSB|SJU STUDENTS ENROLLING IN A STUDY ABROAD PROGRAM: SPONSORED BY ANOTHER U.S. COLLEGE OR UNIVERSITY OR ENROLLING DIRECTLY IN A FOREIGN UNIVERSITY

Application Checklist:

You **MUST** meet with an Education Abroad Advisor at OEA before you apply and submit your External Study Abroad Program Application. You should plan to submit:

- Application for External Study Abroad Program
- A copy of your passport
- A passport sized photo for ISIC card

Deadlines to submit application:

November 15th – Spring Programs*

April 15st – Fall, Year-Long, or Summer programs*

**Please note: These date are CSB|SJU deadlines for submission. The external program may have different deadlines for application. It is important to be aware of the external program's deadlines.*

Academic Matters:

- Students on Academic or Disciplinary Probation are **NOT** eligible for External Study Abroad.
- All External Programs must be fully accredited and must be approved by an Education Abroad Advisor before applying.
- Students must enroll in at least the equivalent of **12** CSB|SJU academic credits to be considered a full time degree seeking student at CSB|SJU during the external semester/year abroad. You will not be required to withdraw from CSB|SJU for the semester/year nor reapply for admission.
- Students applying for an External Study Abroad program during the summer term will not be enrolled at CSB|SJU.
- An external study abroad program may only count for elective credits with approval of the Academic Advising Office and a grade of "C" or higher must be earned. If you wish to fulfill any Major/Minor/Core/Common requirements while on the external program, you will need to secure the approval of each appropriate department for the transfer of any credits you expect to earn while abroad.

Pre-approval is required for all coursework to be transferred from the host institution to CSB|SJU

- Courses to be applied to **major/minor** requirements must be approved by the appropriate **department chair**
- Courses to be applied to **Common Curriculum** requirements must be approved by the **Academic Advising Office**.
- Courses to be applied as **elective** credits must be approved by the **Academic Advising Office**.
- Credits may be transferred only upon receipt of an official transcript from the accredited host university/college sent directly to the Office of Education Abroad at CSB|SJU, verifying completion of pre-approved courses with final grades of "C" or better. A transcript evaluation will be completed by the Registrar's Office once an official transcript from the study abroad institution is received.
- Students must receive a grade of "C" or higher in order to transfer academic credits. Pre-approved courses will be noted on your CSB|SJU transcript as *Transfer Credits*. No transfer academic credits will be noted or calculated in your cumulative CSB|SJU GPA.
- Students will be e-mailed registration material for the upcoming semester's registration by the Registrar's Office & the Office for Education Abroad. This will be sent to your CSB|SJU email address. Students will register using Banner unless accessing Banner is not possible.

- Seniors must ordinarily be in residence for the two semesters immediately preceding graduation. "In residence" is defined as enrollment as a full-time student at CSB|SJU for a minimum of 12 credits per semester. Any student wishing to register for an External Study Abroad Program during one of their two last semesters of their Senior year must receive approval from the Academic Advising Office. Seniors will **not** be allowed to register for a year-long External Study Abroad Program.

Financial Matters:

- Your CSB|SJU student account must be current prior to participating in an External Study Abroad Program. Any charges owed to SJU or CSB will be paid first before funds are sent to the host institution.
- The student will be charged the same study abroad fee that is charged to students who apply for a CSB|SJU study abroad program. The fee for the 2009-2010 academic year will be \$225 per semester. This fee will be charged to your student account after the application is approved and submitted to the Registrar's Office.
- As a student on a semester-long external or direct enrollment program, you will remain enrolled at CSB|SJU; however, you will not pay tuition and fees at CSB|SJU for that semester. You will make all payments directly to the sponsoring provider.
- State and Federal financial aid may be available to help finance a semester or academic year-long external program. No financial aid is available for summer external study abroad programs. No institutional scholarships or internal financial aid will be transferred to the other institution.
- A financial agreement may be completed by the Director of Financial Aid at CSB|SJU and a representative from the host institution. ***It is advised that you meet with a Financial Aid advisor on your campus to discuss the financial aid procedures.***

Your signature below verifies the following:

- I understand that I am electing to participate on an external study abroad program that is not endorsed by CSB/SJU and acknowledge that CSB|SJU is in no way responsible for the quality or conditions of my External study abroad program.
- For myself, my heirs, and successors and assigns, I hereby release, indemnify and hold harmless CSB/SJU from any and all loss, cost, damage, liability or expense (including reasonable attorneys' fees), resulting in any way or arising out of my participation in the External study abroad program.
- I release CSB|SJU of all liability and waive all claims against CSB|SJU in respect to my participation in this external program.
- I understand that it is my personal responsibility to ensure coverage and protection for any accident, disability, repatriation or any loss related to my person, my property or my activities throughout my participation in the External Program. It is my responsibility to determine and acquire the appropriate levels and applications of insurance coverage and policies.
- I fully understand and agree that I am responsible for any expenses not covered by any insurance coverage plans and policies.
- The Office for Education Abroad requires that applicants and participants are in good academic and disciplinary standing at the university and I authorize the staff of OEA at CSB/SJU to access my academic and disciplinary records.
- I understand that it is my responsibility to obtain academic transcripts from my External program and send them to the OEA office.
- I agree that I will make all payments to the External Study Abroad program.
- I authorize OEA to bill my student account for the External Study Abroad Program application fee.
- I understand that the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, affords students the right to authorize the release of education information to third parties. I also understand that studying off-campus may involve circumstances which require CSB/SJU to release certain information to third parties, but for which it may be difficult to obtain my prior written permission. For these reasons, I herewith authorize university officials to release my education information to parties who, in their judgment, have an interest in the program contemplated by this document provided that those officials, in their judgment, are acting in my interests as well. This authorization is valid from the time I submit this signed document to OEA through a period of one semester after my program ends abroad.

Signature of Applicant

Date

OEA verifies that the applicant has met with OEA and the external program is an accredited college/university:

Signature of OEA officer

Date

INFORMATION SHEET

Semester Abroad _____ Year _____

Number of Credits: _____

This form must be filled out completely before your request for external study abroad can be finalized.

NAME _____

Birth Date (ex: 12 January 1991) _____

Major _____ Minor _____

Advisor _____

Current Class (circle one) 1st year 2nd year 3rd year 4th year

Cum. GPA _____

Location of program you wish to join:

Country _____

City _____

University or Program Provider _____

Reasons for applying for this program:

Circle all that apply and fill in blanks:

A. Cheaper than the same or similar program at CSB|SJU

Approximate cost of the program: _____

B. Offers courses that CSB|SJU Study Abroad programs do not offer

Specific area of study: _____

C. Destination not offered by CSB|SJU

D. I was not accepted into the following CSB/SJU Study Abroad Program:

a. Because the program was full

b. Because I was not qualified due to low GPA, conduct violations, etc.

c. Other: _____

E. Other reasons for participating on this non-CSB|SJU study abroad program:

I have met with my faculty or academic advisor to discuss this program. YES NO

My advisor agrees with my decision to participate on this program. YES NO

External Study Abroad Budget Worksheet

Expenses

Cost estimate

Tuition

Application fee	
Deposit	
Program/Tuition fee	

Room

Board

Meals provided by program	
Meals not provided by program	

Transportation

Round-trip air fare to program site	
Local Transportation	
Program travel on site (estimate)	

Personal Expenses

Passport, Visa, Insurance, Immunizations etc.	
Books, supplies	
Personal travel/expenses during program	
Toiletries, postage, phone, etc.	

Other Fees

Transcript fee	
Other	

Total Estimated Cost of Program

\$ _____

Resources

Amount Estimate

Family contribution	
Summer earnings	
Your savings	
Federal Pell Grant*	
Federal Stafford Loan*	
Minnesota State Grant*	
Minnesota SELF Loan	
Other	

Total Resources Expected:

\$ _____

*In order to receive your maximum eligibility for financial aid, you must be enrolled in a minimum of 15 credits for the MN Grant and 12 credits for all other types of grants and loans

****Please note:** This worksheet is designed only as a guide. It is not a guarantee or contract. Not all these expenses can be considered when determining your financial aid eligibility (e.g. vacation/personal travel).

The Office for Education Abroad

I. STUDENT CONTACT INFORMATION

Name of Student _____
(Last) (First) (Middle)

School Address _____

Phone # _____ Banner ID # _____

Permanent Address _____

Are you a U.S. citizen (circle one) YES NO

Passport number _____ Exp. Date _____

What is the country issuing the passport?

II. EMERGENCY CONTACT INFORMATION

Name of Parent/Guardian _____

Address of Parent/Guardian _____

Telephone (Home) _____ (Cell) _____

E-Mail address: _____

III. EXTERNAL PROGRAM/COLLEGE/UNIVERSITY INFORMATION

Name of College or University Abroad _____

Name of Study Abroad Provider _____

Website: _____

Name of Office or Contact Person _____

Financial Contact Person _____

US Office Address _____

Telephone # _____ Fax # _____ Email _____

Estimated Departure Date _____ Estimated Return Date _____

Mailing Address Abroad _____

Telephone # Abroad _____

IV. Course Approval Form

If you want to fulfill major, minor, CORE/Common, or elective requirements, you will need approval from the appropriate academic office or department chair

**Before meeting with the appropriate signee, you should gather course syllabi and descriptions for each course*

***You are advised to get alternate courses pre-approved (i.e. more courses than you will actually take abroad)*

in the event that courses are cancelled or there are scheduling conflicts abroad.

Courses intended to Fulfill Elective Requirements

	Title of course on	Course #	# of Credits	Title of CSB/SJU Course Equivalent	CSB/SJU Course #	# of Credits at CSB/SJU	Academic Advising Office Signature
1	Study Abroad Program	Abroad	Abroad				
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____

Notes/Conditions/Comments: _____

Courses intended to Fulfill CORE/Common Requirements

	Title of course on	Course #	# of Credits	Title of CSB/SJU Course Equivalent	CSB/SJU Course #	# of Credits at CSB/SJU	Academic Advising Office Signature
1	Study Abroad Program	Abroad	Abroad				
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____

Notes/Conditions/Comments: _____

Courses intended to Fulfill Major Requirements

	Title of course on Study Abroad Program	Course # Abroad	# of Credits Abroad	Title of CSB/SJU Course Equivalent	CSB/SJU Course #	# of Credits at CSB/SJU	Department Chair Signature
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____

Notes/Conditions/Comments: _____

Courses intended to Fulfill Minor Requirements

	Title of course on Study Abroad Program	Course # Abroad	# of Credits Abroad	Title of CSB/SJU Course Equivalent	CSB/SJU Course #	# of Credits at CSB/SJU	Department Chair Signature
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____

Notes/Conditions/Comments: _____

V. Final Approval: Office for Education Abroad Officer

_____		_____	
(Signature)		(Date)	
Copies:		Office Use Only:	Date Submitted: _____
____ Student	_____ Academic Advising	Notes: _____	
____ Registrar	_____ Financial Aid	_____	