

Office for Education Abroad

College of Saint Benedict
Saint Joseph, Minnesota 56374

Saint John's University

EXTERNAL/CONSORTIUM STUDY ABROAD 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

This Application is used to maintain your academic file at CSB|SJU for a semester or a full academic year. You will be considered a full time degree-seeking student at CSB|SJU during this semester/year. You will not be required to withdraw from CSB|SJU for the semester/year nor reapply for admission.

Seniors must ordinarily be in residence for the two semesters immediately preceding commencement (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/Consortium 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/Consortium Study Abroad Program.

Students will be e-mailed (through your CSB|SJU e-mail address) registration material for the upcoming semester's registration by the Registrar's Office and the Office for Education Abroad. Students will register using the Banner system with other continuing students unless accessing Banner is not possible. ***You must supply the Office for Education Abroad with your e-mail address, mailing address and telephone number so these materials can be forwarded to you and if necessary sent by Express Mail or Federal Express.***

Students 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 2008-2009 year will be \$225. The fee will be charged to your student account after the application is approved and submitted to the Registrar's Office.

You will need to secure the approval of each appropriate department for the transfer of any credits you expect to earn while abroad. To use any of the courses to satisfy CORE requirements, you need the approval of an Academic Advising official or the Registrar's Office. To use any courses for satisfaction of major/minor requirements, you must have the approval of the chairperson of the department. It is prudent to obtain these approvals before departure. Students must have an official transcript sent directly to the Registrar's Office at CSB|SJU. A formal transcript evaluation will be completed by the Registrar's Office. Approved courses will have the credits accepted in transfer and noted on your CSB|SJU transcript as *Transfer Credits*. No grades will be noted or calculated on your CSB|SJU transcript.

Upon completion of a Consortium Agreement between SJU or CSB and the host school; students will have their state and federal aid sent to the study abroad (host) institution for that semester. This Agreement is completed by the Director of Financial Aid at CSB or SJU and a representative from the host institution. Any charges owed to SJU or CSB will be paid first before funds are sent to the host institution. No CSB|SJU scholarships or financial aid will be transferred to the other institution. ***It is advised that you meet and discuss the financial aid procedures with a member of the Financial Aid staff on your campus.***

The *Application for External/Consortium Study Abroad Programs* and a copy of the completed application form provided by the foreign study program should be submitted to the Office for Education Abroad (Main Building G004 at CSB) for final approval before departure for the program abroad. A current transcript should also be submitted with the application form.

INFORMATION SHEET

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

NAME _____ Date _____

Major _____

Minor _____

Advisor _____

Location of program you wish to join:

Country _____

City _____

University _____

Semester and Year _____

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
If true, approximately how much cheaper? _____

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/academic advisor to discuss this program. YES NO

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

**OFFICE FOR EDUCATION ABROAD
COLLEGE OF SAINT BENEDICT|SAINT JOHN'S UNIVERSITY
SAINT JOSEPH, MINNESOTA 56374**

APPLICATION FOR EXTERNAL/CONSORTIUM STUDY ABROAD PROGRAMS

I. STUDENT INFORMATION

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

School Address _____

Phone # _____ Banner ID # _____

Permanent Address _____

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

Major _____ Minor _____

Academic Advisor _____

Name of Parent/Guardian _____

Address of Parent/Guardian _____

Telephone (Day) _____ (Evening) _____

E-Mail address: _____

II. EXTERNAL PROGRAM/COLLEGE/UNIVERSITY INFORMATION

Name of College/University _____

Address _____

Name of Office or Contact Person _____

Departure Date _____ Return Date _____

Mailing Address Abroad _____

Telephone # Abroad _____ Fax # Abroad _____

E-Mail Address if other than CSB|SJU address _____

III. ACADEMIC PROGRAM

Term of Study: (check one and fill in year)

_____ Year 20____ - _____ _____ Spring 20____
_____ Fall 20____ _____ Summer 20____

COURSES: List all courses--titles, course numbers, and credits expected--into the major, minor, CORE, and electives categories.

COURSES INTENDED TO FULFILL MAJOR REQUIREMENTS:

	<u>Title</u>	<u>Course Number</u>	<u>Credits</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Approval of Department Chair _____
(Signature) (Date)

Notes/Conditions/Chair's Comments _____

COURSES INTENDED TO FULFILL MINOR REQUIREMENTS:

	<u>Title</u>	<u>Course Number</u>	<u>Credits</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Approval of Department Chair _____
(Signature) (Date)

Notes/Conditions/Chair's Comments _____

COURSES INTENDED TO FULFILL CORE REQUIREMENTS:

	<u>Title</u>	<u>Course Number</u>	<u>Credits</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Approval of Academic Advising Officer or Registrar's Office

(Signature) (Date)

Notes/Conditions/Comments _____

COURSES INTENDED TO FULFILL ELECTIVE REQUIREMENTS:

	<u>Title</u>	<u>Course Number</u>	<u>Credits</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Approval of Academic Advising Officer or Registrar's Office

(Signature) (Date)

Notes/Conditions/Comments _____

V. FINAL APPROVAL: Director of International Education

(Signature) (Date)

Copies to:

- _____ Student
- _____ Registrar
- _____ Academic Advisor
- _____ Financial Aid

Office Use Only:

_____ Date Submitted
Notes: _____

