

“To travel is to discover that everyone is wrong about other countries.” – Aldous Huxley

Directions for Study Abroad Application Packet

*****Please note: Students participating in a program that is NOT a short-term faculty-led program must complete the ‘Additional Forms’ as well.**

1. **USF Study Abroad Application**: Complete the entire application.
2. **Disciplinary Verification Form**: By completing this form, you are giving the IPO access to any disciplinary action that you have received while at USF.
3. **Study Abroad Academic and Business Approval Form**: This form must be signed and completed by your faculty advisor, financial aid advisor and the business office. This will ensure that you have enough funds to cover your study abroad program and are eligible to go abroad.
4. **Waiver and release agreement**: Read and sign this form. If you are under 21, you must have your parents and guardians sign this form as well.

Additional Forms: Must be completed by all students who are not participating in a short-term faculty-led program

5. **Faculty Reference**: Give this form to a faculty member who has instructed a 3-credit course for which you have completed and received a grade at USF. Have this person return the form to the International Programs Office in Motherhouse, Room 226.
6. **Off-Campus Course Approval Form**: Use this form to seek approval for the courses you wish to take overseas. This is EXTREMELY important to ensure you receive credit for the classes you take.
7. **Application for Study Abroad Program Provider**: Programs that are not run through USF require another application. The IPO will tell you exactly which application to complete and submit.
8. **Personal Essay (EXCHANGE STUDENTS ONLY)**: A brief essay of two pages is required of all exchange student applicants. Please answer two of the three questions listed below in your essay:
 - Why did you choose this specific program/ country and how does it align with your career and academic goals?
 - How will you integrate yourself in the university and city where you study? Please give specific examples.
 - Provide examples of what you will do to prepare yourself to be successful during your exchange program abroad?

Additional Information

Passport

You must have a valid passport to study abroad. The IPO will provide you with an application or you can go online at www.travel.state.gov to download and application. You can get passport photos taken at a local CVS or Walgreens store. Start this process early. It can take up to eight weeks to get a passport. If you already have a passport, be sure that it will not expire while you are studying abroad. **Once you have your passport, please submit a photocopy to the IPO.

Visa Application

Some countries require that you obtain a visa to study in that country. In some cases applying for a visa is very involved. Before you can apply for a visa, you MUST have your passport. Check with the IPO to determine whether you will need to apply for a visa.

Vaccinations

Some countries require that you have certain vaccines before you can enter their country. Please visit www.vaccines.gov/travel to find out what vaccines you may need prior to your trip.

Deposit

Once you submit your entire study abroad packet, you will need to pay your deposit in the Cashier's Office, Tower Hall S207. Your space will NOT be held until you submit your deposit.

WHEN YOU HAVE COMPLETED ALL OF THE ABOVE FORMS, RETURN THE ENTIRE PACKET TO THE INTERNATIONAL PROGRAMS OFFICE FOR FINAL PROCESSING.

“The real voyage of discovery consists not in seeking new landscapes, but in having new eyes.” –Marcel Proust

University of St. Francis Study Abroad Application

Name of Participant: _____			
Location of Program(City and Country): _____			
Program Provider (if applicable): _____			
Faculty Leader (if applicable): _____			
Please circle the type of program you are applying for:			
Short-term faculty-led	Long-term Semester	Exchange	Summer

1. Passport Number (write NA if you do not have a passport yet): _____

2. a. Passport Issue Date: _____ b. Passport Expiration Date: _____

3. Male: _____ Female: _____

4. Date of Birth: _____

5. Email Address: _____
(most frequently used)

6. Telephone Number: _____
(most frequently used)

7. Citizenship if it is other than US: _____

8. Emergency Contact (include relation to you, cell phone number, and e-mail address):

9. Current class standing: Freshman _____ Sophomore _____ Junior _____ Senior _____

10. Expected date of graduation: _____

11. Major(s): _____ Minor(s): _____

12. Cumulative GPA: _____

13. How did you become interested in this Study Abroad Program?

Former Student ____ Brochure ____ Friend ____ Poster ____ Website ____ Other _____

14. Have you ever traveled abroad? If yes, where and for what purpose?

15. Are you the first person in your family to study or travel abroad? (circle one)

Yes

No

16. Are you an athlete? If so, what sport do you participate in at USF?

Study Abroad Academic and Business Approval Form



To be completed by USF Student:

Name _____ Student ID# _____

Major: _____ 2nd Major/Minor: _____

Study Abroad program (term/year/location): _____

Student phone: _____ USF Academic level: _____

Student Signature: _____ Date _____

I understand that I am required to meet with the following USF Departments to review my options, deposit requirements, and financial aid awards to finalize my semester term of Study Abroad. I understand that there may be additional expenses as well as extra fees for travel, passport application and educational expense for my semester abroad.

Student Signature _____ Date _____

To be completed by USF Departments in the order listed below:

1. Faculty Advisor: _____ Date _____

Note/Items to be completed _____

2. Financial Aid Services and Business Office (Tower Hall, N320)

Counselor/Director Signature: _____ Date: _____

Note/Items to be completed _____

4. International Programs Office (Motherhouse, C226)

Director Signature: _____ Date: _____

Note/Items to be completed _____



Disciplinary Verification Form

Participant Section

I authorize the Office of Student and Alumni Affairs to release details of my disciplinary records to the International Programs Office.

Participant Name

Study Abroad Program

Participant Signature

International Programs Office Section

_____ Applicant's record **does not** make mention of any previous disciplinary problems, including warnings for probations.

_____ Applicant's record **does** make mention of previous disciplinary problems, including warnings for probations. (If permissible, attach any information received for further discussion.)

Request for Approval of Study Abroad Courses

PLEASE NOTE:

Effective June 1, 2004, there is a \$25 charge per credit hour for review and posting of transfer credit for continuing USF students. **NOTE: Thirty of the last 36 hours before graduation must be taken at USF.**



Completed by Student:

Name _____ Student ID# _____ Class Level: Fr So Jr Sr
 Major _____ 2nd Major _____ Semester you plan to graduate _____
 I am requesting approval to transfer the following courses from _____ to be taken _____.
 (college/university/program provider) (semester / year)

I plan on taking _____ hours at USF during the semester I take this(se) course(s). (Must be completed. Any hours over 18 TOTAL is an overload and must be specifically approved by the dean of your college. Unapproved overload transfer hours will NOT be transferred.) Courses must be taken in the term approved. If courses are taken a different term, they must be approved again.

Host Univ. Course Dept.& No.	Host University Course Title	Host Univ. Credit Hours	USF Course Equivalent or Requirement Fulfilled	USF Credit Hours

I understand that grades must be “C” or better in order for the University of St. Francis to accept the work. Upon completion of my coursework, I must request a copy of my transcripts to be sent from the institution listed above to the Registrar’s Office at St. Francis.

Student Signature _____ **Date** _____

Approval of Advisor _____ **Approval of Dean/Assoc. Dean** _____ **Approval of International Programs Office** _____
 _____ Date _____ Date _____ Date _____

Completed by Registrar:

- Approved
 - Approved – *because you have reached the maximum number of hours transferable from a community college, we will substitute the course(s) listed above for elective hours you transferred in earlier.*
 - Denied
- Registrar’s Signature** _____ **Date** _____



Study Abroad Faculty Reference

As part of the application process, students interested in participating in a semester-long study abroad program must have one faculty reference to support their application for admission. Participating in a study abroad program requires that a student is extremely mature, independent and responsible. Please fill out this form and return to the International Programs Office in Motherhouse 226.

Student Name _____

Faculty Reference _____ Faculty Ext _____

Department _____

How long have you known the applicant? _____

What are the applicant's strengths and weaknesses? _____

In your opinion, does the applicant have a clear motivation for studying abroad? ___ Yes ___ No

In your opinion, does the applicant have the ability/maturity to study abroad? ___ Yes ___ No

In your opinion, does the applicant have an ability to communicate? ___ Yes ___ No

In your opinion, does the applicant have the ability to cope with ambiguity? ___ Yes ___ No

In your opinion, does the applicant have the ability to work within a group? ___ Yes ___ No

Any additional comments _____

Faculty Signature _____

Date _____



WAIVER AND RELEASE AGREEMENT FOR STUDY ABROAD PROGRAM

University of St. Francis offers students the opportunity to enroll in overseas study abroad programs, some operated by different education institutions. Certain potential risks to personal health and safety are associated with international travel and residence in a foreign country. By your participation in the study abroad program you understand and agree to accept the associated risks. University of St. Francis cannot guarantee the health and safety of participants in a study abroad program or eliminate risks from study abroad environments.

Please read, sign, and return this form before your study abroad program begins. Students who fail to return this form will not be allowed to participate in any programs offered through the International Programs Office.

In consideration of USF providing me the opportunity to participate in the study abroad program, I hereby agree and attest to the following:

- **Risks of Study Abroad**: I understand that there are certain risks associated with international travel and residence in a foreign country and that University of St. Francis cannot control these risks. These risks may include without limitation exposure to serious health and safety hazards up to and including injury, death; transportation accidents; storms, floods, earthquakes, and other natural disasters; infectious diseases, inadequate medical care; remote access to medical treatment; criminal activity against me; armed insurrections; and terrorist activities.
- **Personal Conduct**: I understand and agree to abide by all applicable policies, rules, and regulations of the study abroad program. I acknowledge that I will be subject to sanctions enforced by University of St. Francis if I am not in compliance with these rules and regulations, including without limitation loss of monies paid to the program, early termination from the program, and disciplinary consequences up to and including expulsion. I agree to read thoroughly all materials provided to me by USF and any hosting universities related to my study abroad program. I agree to attend and participate in any pre-departure or other orientation or information sessions required of me by USF related to my study abroad programs.
- **Local Laws and Customs**: I recognize that when traveling abroad, I will be serving as an "ambassador" of the United States and USF and I agree to display behavior appropriate to these expectations. Before I leave for my program, I agree to learn and research the country of study in order to become familiar with its laws and customs. I Agree to respect and adhere to the laws and customs of the host country or countries, and the countries through which I travel. I understand that the violation or disrespect for those laws and customs may result in consequences including without

limitation my dismissal from the program and loss of monies paid, disciplinary consequences up to and including expulsion, and criminal prosecution. I acknowledge that the violation of such laws and customs may have legal ramifications with consequences to me beyond the control of USF representatives and U.S. government. USF shall not be responsible in any way for securing, or attempting to secure, my release if I am held or prosecuted by foreign authorities. I also agree and abide by any travel advisories issued by the United States or local governments.

- **Reason for Dismissal**: If I am dismissed from the study abroad program, I will be sent home at my own expense without refund of any monies and will remain responsible for all program fees and expenses incurred related to my participation in the program. The established USF academic policies regarding grades and withdrawal will be followed. Reasons for dismissal include, but are not limited to the following: any acts which directly or indirectly jeopardize the health, safety, and welfare of the student, other students of the program or program personnel, violations of the host country's civil and/or criminal statutes, illegal or excessive use of alcohol; the possession, use of distribution of, or any attempt to use or distribute any illegal drugs or controlled substances as defined under Illinois or local foreign laws; fighting with, or assault of program faculty or other personnel or other students with the program; intentional damage to, or destruction of, any attempt to damage or destroy program property or property of program personnel or other program students.
- **Waiver and Release**: I acknowledge that my participation in the study abroad program is completely voluntary and is provided by USF as a benefit to me. As a participant of the program, I recognize and acknowledge that there are certain risks of physical injury and other injuries and losses, and I agree to assume the full risk of any injuries, including death, damages or losses which I may sustain as a result of my participation. I do hereby full waive, release and discharge University of St. Francis, its Board of Trustees, affiliates, officers, agents and employees from any and all claims (including without limitation those from injuries, including death, damages or loss of credit, other losses, or expenses of any kind) arising out of or in any way connected to the study abroad program and my participation in the program. I hereby waive, release and warrant that I shall not bring any claim, by lawsuit, or otherwise, against University of St. Francis, its Board of Trustees, affiliates, officers, agents and employees directly or on my behalf or and is binding upon myself and my spouse, children, heirs, executors, administrators and assigns.
- **Indemnification**: I further agree to indemnify and hold harmless University of St. Francis, its Board of Trustees, affiliates, officers, agents and employees (the "Indemnitees") from any claim, loss, or expense whatsoever, including without limitation reasonable attorneys' fees, brought against or suffered by any of the Indemnitees due to any injury or loss in connection with my participation in the program, including without limitation any injuries caused by the negligence of USF, or as a result of my acts or omissions in connection with the program, or arising out

of a claim directly or indirectly related to such participation brought by any other person and arising out of my acts or omissions.

- **Severability**: The provisions of this Waiver and Release Agreement shall be deemed severable and the invalidity or unenforceability of any provision shall not affect the validity and enforceability of other provisions herein.
- **Authority to Consent**: I warrant and represent that I am at least eighteen years of age and have the capacity and ability to fully authorize the consents and agreements contained herein.

I have read and fully understand this Waiver and Release Agreement and execute it of my own free will and without any reservation whatsoever.

Signature of Participant/Date

Signature of Parent/Guardian/Date (for participants under the age of 21)



PAYMENT AGREEMENT FOR ICISP STUDY ABROAD PROGRAM

University of St. Francis offers students the opportunity to enroll in overseas study abroad programs, some which are operated by the Illinois Consortium for International Studies and Programs (ICISP). Full payments for ICISP study abroad programs are due before the beginning of the study abroad semester.

USF has agreed to pre-pay the program fee to the ICISP programs, but once this payment is made by USF, students are responsible for paying their USF tuition payments as usual, even if they decide to cancel the study abroad program or to leave the study abroad program early.

Students will be billed USF tuition and the USF Study Abroad fee as usual. Please read, sign, and return this form before your study abroad payment deadline is due and before the study abroad program begins. Students who fail to return this form will not be allowed to participate in any programs offered through the International Programs Office.

In consideration of USF providing me the opportunity to participate in the study abroad program, I hereby agree and attest to the following:

I understand that withdrawal or termination from the Study Abroad program, pursuant to this Agreement, whether or not authorized by University of St. Francis or voluntary on my part, shall not diminish, or otherwise affect my obligation to make any and all payments due to University of St. Francis.

I have read and fully understand this ICISP Study Abroad Payment Agreement and execute it of my own free will and without any reservation whatsoever.

Signature of Participant/Date

Signature of Parent/Guardian/Date (for participants under the age of 21)