



# MSU STUDENT APPLICATION FOR STUDY ABROAD

Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035

We are pleased you are interested in applying to study abroad through Michigan State University. **This application is for students who currently attend Michigan State University (MSU).** If you are not a current MSU student, please contact the Office of Study Abroad to obtain the appropriate application materials or visit <http://studyabroad.msu.edu/applications/index.html>. MSU students who are at least 18 years of age or older can also **apply online** at [http://ntweb11.ais.msu.edu/osa\\_db/overview.htm](http://ntweb11.ais.msu.edu/osa_db/overview.htm).

Attached to this application is the **MSU Study Abroad Policies and Procedures for MSU students** document. Please read this before applying and when you submit your application, detach it for future reference.

Name: \_\_\_\_\_ MSU PID #: \_\_\_\_\_  
Last First

Additional phone numbers: Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
(In addition to what you may have on file in the Student Information System (SIS) (see MSU Study Abroad Policies and Procedures))

Name of study abroad program: \_\_\_\_\_

Country/countries of program: \_\_\_\_\_

Semester/term and year of program: \_\_\_\_\_

MSU study abroad program     NON-MSU study abroad program: Please include your host institution contact (for emergencies):  
Name Telephone E-mail

Number of credits you plan to take abroad: \_\_\_\_\_ Do you plan to use financial aid?  yes  no  
(Including loans, scholarships and grants; does NOT include OSA Scholarships)

If yes, have you filed a FAFSA for the study abroad period with the Office of Financial Aid?  yes  no  
(If not, complete one as soon as possible.)

### **EMERGENCY CONTACTS**

Please list two different contacts who should be notified in case of an emergency

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Last First

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Last First

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail (if applicable): \_\_\_\_\_

### **REFERENCES**

Please list the name, telephone number and e-mail of two references who may be contacted regarding your participation. (Do NOT list friends or family members)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How did you learn about study abroad at MSU? (check **all** that apply)

- Study Abroad Office     Department/College     State News     Friend     Study Abroad Catalog
- AOP     Web     Study Abroad Fair     Former Participant     Class
- Residence Hall     Faculty member     Other

Which of the following most influenced your decision to apply for this particular study abroad program? (select **one** only)

- Degree requirements     Educational goals     Faculty member     Foreign language study     Affordability
- Career enhancement     Academic adviser     Academic challenge     Personal growth

Have you traveled abroad for longer than a week?  yes  no

- If yes, where?     Canada     Mexico     Continental Europe     Africa     Asia
- Oceania     UK/Ireland     Middle/Near East     Latin America/Caribbean

Did the study abroad program at Michigan State University influence your decision to attend MSU?  yes  no

## **ESSAY**

If you are applying to a fall semester, spring semester, or an academic year program you must also submit an essay with your application. Some summer programs also require an essay. Please check with the program leader or the Office of Study Abroad about your program requirements.

Essays must:

- Include your name and the name of your program and its location
- Be typed and no longer than one page in length
- Incorporate the following:
  - o Why you want to study abroad and why you are interested in this particular program
  - o How studying abroad will help you meet your academic, professional and personal goals
  - o What personal strengths you have that support your acceptance into this program
  - o How you plan to apply your experience upon returning to the United States

Essays should be attached to your application form and be submitted together by the appropriate deadline.

## **RELEASE OF STUDENT INFORMATION**

During the course of your participation in a study abroad program, the Office of Study Abroad may wish to provide relevant information from your educational records to your parents, guardians, or other third parties. Depending on the circumstances, information to be released might include your student account information, information about the program in which you are enrolled, or non-emergency information related to your health or safety.

Please choose one:

- I authorize the Office of Study Abroad to provide relevant information from my educational records as described above.
- I do not authorize the Office of Study Abroad to provide relevant information from my educational records as described above.

I also authorize the Office of Study Abroad to release my information to the following individuals: \_\_\_\_\_

## **APPLICATION AGREEMENT**

The statements below refer to the **MSU Study Abroad Policies and Procedures for MSU students** attached to this application form (online at [http://ntweb11.ais.msu.edu/osa\\_db/policies.htm](http://ntweb11.ais.msu.edu/osa_db/policies.htm)). Check each statement after you have read and understood each item.

- I have read and understand the **MSU Study Abroad Policies and Procedures**.
- I understand that a **\$100 application fee** will be posted and due on my MSU account for each program to which I apply. By submitting this application, I understand I am obligated to pay this fee unless I submit, in writing to the MSU Office of Study Abroad, the withdrawal of my application prior to accepting admission into a program. I also understand a \$200 deposit will be posted on my student account once I return the required forms indicating that I accept admission into the program.
- I understand I will be notified of my acceptance by an official letter from the Office of Study Abroad that will be sent to the applicable address I have registered with the University. I also understand my acceptance letter will include the required forms that I must return within two weeks from the date of my acceptance letter or I will be withdrawn from the program. I understand that if I am denied acceptance into the program, my student account will be credited for the \$100 application fee.
- I understand that if I will be under the age of 18 at the time of participation I will be required to carry a Travel Permission for Minors Form available from the Office of Study Abroad. I understand it is my responsibility to complete this form and if not, I may be denied access to board the aircraft or enter the country.
- I give OSA permission to order and release my student records and transcript to persons directly involved with the acceptance and processing of my application.
- I understand the Office of Study Abroad may contact my emergency contact listed on the application in the case of an emergency that affects me or my program.
- I have read and understand the withdrawal and transfer policies of the Office of Study Abroad. I understand I must submit the withdrawal or transfer of my application **in writing to the MSU Office of Study Abroad** in order for it to be officially recognized.
- I understand that the *Study Abroad Student Handbook* contains important information related to my study abroad experience. I further understand that it is my responsibility to read the handbook and to follow the procedures as outlined. I acknowledge that the handbook will be sent to me with my acceptance packet and is available online at <http://studyabroad.msu.edu/abcs/>. I also understand I can obtain a copy at any time by visiting the Office of Study Abroad in the International Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if participant is under age 18): \_\_\_\_\_ Date: \_\_\_\_\_

# Study Abroad Policies and Procedures for MSU students

This document is a summary of policies and procedures that **MSU students** should understand before applying to a study abroad program. Please detach these pages before submitting your application. This document does not replace the *Study Abroad Student Handbook*.

## APPLICATION PROCESS

You may apply for a program up to 18 months in advance. The following deadline dates should be taken into consideration before you apply to a program:

October 15:	Winter break and spring semester programs
January 15:	Spring break programs
March 1:	Summer, fall and academic year programs



Since selection is done on a rolling admissions basis, we strongly recommend that you apply early as many programs will be filled to capacity prior to the above deadlines (applying early may also enable you to take advantage of group flight discounts). Some programs have earlier application deadlines - check the program's Web page to determine if there is a different deadline. Applying early does not guarantee acceptance.

In some cases, you may submit an application after the deadline but your acceptance may be influenced by the late submission.

## APPLICATION FEE AND DEPOSIT

**A \$100 application fee is required.** You will receive an electronic bill (e-bill) from the MSU Student Accounts Office for the application fee that is applied to the cost of the program and is non-refundable once you accept admission into the program. If you are denied admission into the program, you will receive a full refund of the \$100 application fee.

**Once you return the forms indicating your acceptance of admission you will be billed a non-refundable and non-transferable \$200 deposit (if applicable).** This deposit will be posted and due on your student account and must be paid by the due date indicated on the e-bill. It will be applied to the program fee.

If you do not pay the application or deposit by the due date indicated on the e-bill, they will accrue monthly late charges until paid in full. If you are unable to pay these bills by the due date, you are encouraged to apply for a short-term loan with the MSU Office of Financial Aid. Students who are wait-listed because a program is filled to capacity will not be billed the \$200 deposit until formally accepted.

The application fee will be refunded to wait-listed students who are unable to participate due to program space limitations.

## ELIGIBILITY AND ACCEPTANCE

These are college-level programs. No high school students will be considered for participation unless they have graduated and are enrolled at Michigan State University as a matriculating student. If you are a first-semester freshman or transfer student, you must provide a copy of a transcript from your previous institution.

You must be in good academic standing, with a GPA of at least 2.00 (or the minimum GPA as determined for the program), at the time of application. Meeting this minimum GPA does not, however, guarantee acceptance: additional eligibility criteria may apply (see web page or program information sheet), and you must be judged academically prepared by appropriate program leaders. Acceptance to all programs is based, minimally, on a program leader review of your transcript and a review of the Judicial Affairs Office records. Your transcript and status report from the Judicial Affairs Office will be obtained directly by the Office of Study Abroad and need not be submitted with your application.

If you are denied admission to a study abroad program based on your judicial record, you may appeal your status in writing to Julie Friend, International Analyst for Travel Health, Safety & Security at [friendju@msu.edu](mailto:friendju@msu.edu). Your appeal should discuss the infraction, the outcome, and why your status should be reconsidered. Once your written appeal is received, Ms. Friend will contact the program leader to review your record and discuss his/her reasons for your denial. If a review of your status is warranted, you will be contacted by the Office of Study Abroad for an interview. Please note that a review of your status does not automatically reverse a decision.

You will be notified of your acceptance status by an official letter from the Office of Study Abroad. Please note that although you may receive informal communication from your program leader regarding the status of your acceptance, **it is not official until you receive this letter.** Letters are sent to the current address as indicated in the Student Information System (SIS) or to your home address during winter break and summer. Acceptance is contingent on maintaining the minimum GPA required for the program and on continued review of your record with the Judicial Affairs Office.

At acceptance, you will receive an official acceptance packet that includes a *Decision Form*, *Student Health/Emergency Treatment Authorization*, *Statement of Responsibility*, and a *Study Abroad Student Handbook*. By signing and returning these forms you will be notifying the Office of Study Abroad that you either wish to participate in, withdraw from, or transfer from the program. These forms must be returned within two weeks of the date of your acceptance letter or it will be assumed that you wish to withdraw your application.

Your participation may be denied or your participation approval may be revoked if your conduct before departure raises doubts as to your suitability for program participation.

## RELEASE OF INFORMATION

Student records and transcripts will be released to persons directly involved with the acceptance and processing of a student application. In addition, during the course of a student's participation in a study abroad program, the Office of Study Abroad may wish to provide relevant information from the student's educational records to the student's parents, guardians, or other third parties. Depending on the circumstances, information to be released might include student account information, information about the program in which the student is enrolled, or non-emergency information related to the student's health or safety.

## ADDRESSES, PHONE NUMBERS and E-MAIL

The Office of Study Abroad (OSA) will contact you based on the information you have provided to the Office of the Registrar:

- LOCAL: The address and phone number at which you reside while MSU is in session. OSA will send communication to this address when MSU is in session during the fall and spring semesters, including spring break.
- PERMANENT: The address and phone number at which you reside when MSU is not in session. This will often be your parent's address. OSA will send communication to this address between fall and spring semesters and during the summer.

You can check with STUINFO to ensure your information is up-to-date. If you need to change any of this information, please contact the Office of the Registrar directly at <https://www.reg.msu.edu/StuForms/ChangeAddress/ChangeAdress.asp> (the Office of Study Abroad cannot make such changes).

Additionally, if you have indicated a cell phone or work phone number on your application form, the Office of Study Abroad may also utilize those numbers to contact you if necessary.

**All e-mail communication from OSA will be sent to your MSU e-mail account, as well as all electronic billing notifications.**

## STUDENT HANDBOOK

Students will receive a copy of the *Study Abroad Student Handbook* with their acceptance packet. The handbook contains important information about OSA policies and procedures, financial matters, travel arrangements, safety and health considerations, and adjustment issues. It is meant to be a comprehensive reference. Please read the contents carefully. Students can view the handbook online at <http://studyabroad.msu.edu/abc/index.html> or obtain a copy at the Office of Study Abroad.

## FINANCIAL AID AND SCHOLARSHIPS

You can use your MSU financial aid to help cover the cost of participating in a study abroad program. If you indicate on your application that you plan to use financial aid to help pay for your study abroad experience, the Office of Study Abroad will forward a Financial Aid Approval Form that includes all anticipated costs to the MSU Office of Financial Aid for processing. If you are interested in obtaining a breakdown of the total cost, please contact the Office of Study Abroad directly.

Students may also apply for scholarships offered through the Office of Study Abroad. Information about these scholarships can be found at <http://studyabroad.msu.edu/scholarships/msuosascholarships.html>. Eligibility requirements are listed with the scholarship application instructions. Deadlines to apply for these awards are:

- October 15: Winter break and spring semester programs  
January 15: Spring break programs  
March 1: Summer, fall and academic year programs

Many MSU colleges also have special study abroad scholarships. Check the OSA Web site under "Scholarships" and "You can't afford NOT to study abroad" for information on these and other funding ideas.

## WITHDRAWAL AND TRANSFER POLICY

**PRIOR TO ACCEPTANCE** - If you have not yet been accepted into a program, you may withdraw or transfer your application at any time. To withdraw or transfer your application, **you must inform the Office of Study Abroad, not the program leader**, by completing a *Decision Form* (available at <http://studyabroad.msu.edu> or at the Office of Study Abroad). The Office of Study Abroad will not accept verbal cancellations or transfers by phone or e-mail notification; withdrawal or transfer must be in writing. Prior to acceptance, the \$100 application fee is refundable if you choose to cancel. If you choose to delay participation or transfer to another program, your \$100 application fee may be transferred only once to a future program that begins within one calendar year of your first program.

**AT ACCEPTANCE** - If you have been accepted into a program you will be allowed two weeks after the date of the acceptance letter to withdraw or transfer your application to another program without financial obligation. If, however, you have not returned your *Decision Form* before or within the two weeks of the date of the acceptance letter, the Office of Study Abroad will assume you no longer wish to participate and you will be withdrawn from the program. The \$100 application fee will remain on your account. If you withdraw or transfer from a program, it is also your responsibility to withdraw from your study abroad courses. The Office of Study Abroad will not do this.

**AFTER ACCEPTANCE** - If you choose to withdraw your application after accepting admission into a program, you will be financially responsible for the \$100 application fee and the \$200 deposit. If you choose to transfer your application after accepting admission into a program, you will be financially responsible for the \$200 deposit, and the \$100 application fee will be applied to the new program. This must be done more than eight (8) weeks before the program's first day.

If you withdraw or transfer from a program after accepting admission and your written withdrawal or transfer is received at the Office of Study Abroad less than eight (8) weeks before the program's first day, you will be financially responsible for the \$100 application fee and \$200 deposit, or any non-recoverable costs (such as housing deposits, field trip pre-payments, etc.) incurred and/or committed on your behalf by MSU and its affiliates at the time of your withdrawal (whichever is more). It is your responsibility to inquire as to the estimated non-recoverable costs incurred at the time of your withdrawal or transfer. After the program's first day, you will be financially responsible for the entire program fee.

**Notification of withdrawal or transfer must be made in writing to the Office of Study Abroad before the withdrawal or transfer will be officially recognized.** The date the *Decision Form* or written notification is received is the date by which the financial calculation will be determined. If a balance is due to the Office of Study Abroad at the time of withdrawal, that amount must be paid to MSU to cover expenses incurred to that point.

If you withdraw from the program prior to the program's first day, you will be required to withdraw from your course(s) and will receive a full refund of tuition and matriculation fees. If you withdraw after the program's first day, refunds for recoverable tuition and fees will be based on the University calendar, as stated in the *Study Abroad Student Handbook*.

Please refer to the *Study Abroad Student Handbook* for complete details on withdrawing and transferring from a program.

**THANK YOU FOR YOUR INTEREST IN OUR PROGRAM; WE LOOK FORWARD TO YOUR PARTICIPATION!**