

Study Abroad

Dr. Chris McGrew
Director, CGE

Dr. Zachariah Mathew
Associate Director, CGE

Ms. Kristi Barley
Assistant Director of Faculty Initiatives, CGE

www.indstate.edu/studyabroad

Who can Study Abroad?

- Student must have completed at least 2 full semesters at a college or university.
- Student must have a 2.5 GPA or higher
- Student must be in good Academic Standing
- Student must be in good Conduct Standing

Study Abroad Process

 **Indiana State University**
Study Abroad Application Date: _____

Personal Information

Name: _____
First Middle I. Last Nickname

Date of Birth: _____ Gender: _____
Month/Day/Year

ISU email: _____@sycamores.indstate.edu

Secondary email: _____

Cell phone number: _____

ISU Student ID number: 991- _____

Passport number: _____ Date of exp.*: _____

My passport has not arrived yet
**Passport must be valid for six months after return from program*

Country(ies) of citizenship: _____

Education Information

Class standing while abroad: Fr. So. Jr. Sr.

Expected graduation date: _____ Cumulative GPA*: _____
**2.5 cumulative GPA requirement at time of DEPARTURE, some programs require a higher GPA*

Major(s): _____

Minor(s): _____

Current Mailing Address

Street _____

City _____ State _____ Zip Code _____

Date to use this address: _____

Permanent Address

Same as above

Street _____

City _____ State _____ Zip Code _____

Program Choice One semester Two semesters
I am applying for a program beginning in:
 Fall 20__ Spring 20__ Summer 20__

Affiliate Company (if applicable): _____

Host Institution: _____

Program City & Country: _____

Start Date: _____ **End Date:** _____

How do you plan to pay for the program?

Financial Aid Personal Funds Scholarship(s)
 Other _____

If seeking financial aid, make an appointment with the financial aid office and bring estimated budget as soon as possible.

Are you one of the following?:

21st Century Scholar
 Honors Student
 Network Scholar
 University Honors Scholar
 President's Scholar
 Athlete
 Veteran

Optional Information

Please indicate racial/ethnic background

American Indian or Alaska Native Asian
 Black/African American Hispanic/Latino
 Native Hawaiian/Pac. Islander Mixed Race
 White Decline to answer



08/2016

1. Meet with Study Abroad

- Students set up advising session with the Study Abroad office.
- During this meeting, the student and an advisor discuss host schools and countries, academic term possibilities, course options, affordability, and more.
- Student is then provided an application to complete to apply to the study abroad program at ISU.

Faculty Recommendations

- As part of their initial application to the Study Abroad program, every student is required to have at least two Faculty Recommendations.
 - This form must be completed by two to three professors who have had the student in class.
 - It covers academic performance, motivation, personal maturity, emotional stability, the student's ability to tolerate differing viewpoints, and more.

Study Abroad Process

2. Meet with Academic Advisor

- Student needs to identify at least eight courses at their host school that they wish to take, and get the ISU equivalency determined with their academic advisors. These choices are usually courses that apply towards the student's degree, but can be electives.
- **Note:** They will not be taking all eight courses. Students typically do not register for courses until they arrive at the host university, and having additional classes allows for leniency in registration if other courses are already full.

Academic Course Planning

- By the time that a student meets with their academic advisor, they should have a list of courses they are interested in taking at their host university.
 - If need be, the study abroad office can attempt to get course syllabi from the host universities. This is not always available, so approval may need to be based off of the course descriptions.
 - Syllabi are typically not available until after the semester begins at the host university.

Academic Planning Form

This form helps determine the connection between degree requirements and study abroad coursework for all Indiana State University students wanting to fulfill degree requirements while studying abroad. Complete as many equivalency lines as possible and attach a separate sheet if needed. *Keep a copy of this form for your personal records.*

Name: _____ Email: _____ @sycamores.indstate.edu
 991#: _____ Study Abroad Term(s) & Year(s): _____ Affiliate Company (if applicable): _____
 City & Country: _____ Major(s): _____ Minor(s): _____

I understand how my study abroad courses can be applied to my degree. Application of study abroad coursework to degree requirements may be contingent upon final approval of department or college advisor or after completion of the study abroad program.

Signature: _____ Date: _____

Use the space below to indicate the courses you plan to take abroad:

Host Institution Course #/Title <small>(ex. EC101A- Microeconomics)</small>	ISU Course Equivalent #/Title <small>(ex. ECON 201- Principles of Microeconomics)</small>	Hours/ISU Credits	Course Previously Accepted at ISU Yes/No	Signature of Appropriate Department Head (If previous answer is No)	Date	Equivalency Applicable* to all Students Yes/No

Courses marked with a "Yes" and a Department Head signature will become permanent ISU course equivalencies. Courses marked with a "No" will be considered one time equivalencies

ADVISORS' SIGNATURES & COMMENTS

I have met with this student and discussed Study Abroad plans in relation to his/her academic plans.

Primary Advisor (i.e. Major, University College, Honors Advisor)
 Print Name: _____ Signature: _____ Date: _____
 Comments: _____

Secondary Advisor (if applicable (i.e. Minor))
 Print Name: _____ Signature: _____ Date: _____
 Comments: _____

Study Abroad Process

3. Meet with Financial Aid

- The SA Office should provide an Estimated Budget that shows the overall price of academics, housing, excursions, and personal costs.
- Students should take this budget, and meet with a financial aid advisor to discuss loan options, scholarships, and other means of payment.

Study Abroad Process

4. Enrollment in the Host University

- Once approved for Study Abroad, the student works with the SA office to get enrolled in their host university.
- Finalize housing, course enrollment, finances, etc.

We also want to verify at this time that the student's Study Abroad file is completed: All documents submitted, passport information, emergency information, etc.

Study Abroad Process

5. Final Steps

- Once approved into the Study Abroad program, a final budget will be sent to Ms. Darla Grigg in Financial Aid.
 - This budget outlines the program costs (tuition, housing, excursions, etc.), as well as an estimated individual costs to the student.
- A Cost Sheet outlining charges needed to the student's account is sent to Ms. Lori Holycross in the Controller's Office.
- A list of students planning to study abroad is sent to Ms. Jennifer Lawson in Registration and Records. Jennifer will enroll them in IS 398, a placeholder course here at ISU.

Online Application

- In 2017, we hope to be upgrading to an online application and a more organized communication system.

<http://www2.indstate.edu/crm/forms/sa-application.php>

- This should help streamline the process for students, academic advisors, and Study Abroad staff.