



**INTERNATIONAL AND INTERCULTURAL
CENTER**

GUIDE TO STUDY ABROAD APPLICATION PROCESSES FOR A SEMESTER OR ACADEMIC YEAR

INTRODUCTION

Congratulations! You have chosen to move forward with your plan to study abroad! This Guide will provide you with information about the requirements and procedures to apply.

To study abroad you will need to negotiate complex processes. Although we have described the process as having steps, the steps are not sequential; you will often be working through multiple steps at the same time. To get started, read through this entire document and then work through your questions with the help of the International and Intercultural Center (IIC) Director of Study Abroad, Judeen Schulte. All of us in the IIC look forward to helping you achieve your dreams for studying abroad.

Criteria and Guidelines for Approval for Study Abroad: As an Alverno student, you are:

- a. An independent learner with a consistent record of academic achievement.
- b. Capable of living and working in new and different surroundings by being able to adjust, adapt, be flexible, and responsive to new situations.
- c. In good academic standing at the time of application and while in INS 299.
- d. In good financial aid standing.
- e. Usually at an advanced (upper level) status at the time of study abroad.
- f. Positively endorsed by all identified personnel and offices.

Endorsements Needed

- a. Academic advisor(s)
- b. Coordinators of your major and minor areas of study
- c. Dean of Students
- d. Assessment Center
- e. Business Office
- f. Financial Aid Office
- g. Registrar
- h. Internship Director or Dean of Education if you plan to participate in an international service learning experience, an international internship, or an international student teaching placement.

PROCESS FOR APPLYING FOR STUDY ABROAD

STEP 1 – Enroll in *INS 299 Orientation to Study Abroad* the semester before you will go abroad.

STEP 2 - Submit the Alverno College *Application to Study Abroad*.

DEADLINES FOR STEP 2

For fall study abroad, submit your complete application no later than the first day of classes the prior spring semester. Take INS 299 in that spring semester.

If you plan to go abroad in the spring or summer semester, submit your complete application no later than the first day of classes the prior fall semester. Take INS 299 in that fall semester.

1. **Application:** Answer all questions on the application and provide all the requested materials. At the end of this document, you'll find a checklist to help you. It has the materials listed that you are required to submit with your application.
2. **Passport:** Attach a **color** copy of the photo and data page of your passport to your application. If you do not have a passport at the time you apply, submit a copy of the application verification. Lack of a passport will **not** delay consideration of your application but it may delay other aspects of this process, so you are advised to get one as soon as possible! See the separate Passport flier or get information at: <http://travel.state.gov/content/passports/english.html>.
3. **Personal Essay:** See the instructions, questions, and criteria in the application form for your essay. Submit a copy of it with the application; send an e-file to Judeen.Schulte@alverno.edu.
4. **Recommendations:** Ask a faculty member who knows your **academic work** well to complete the *Faculty Evaluation for Study Abroad*. Ask an advisor, faculty, or staff member who knows your **character** well to write a *Letter of Recommendation*. Forms are provided in your package and you may request electronic copies of them. The recommendations should be sent to the IIC directly and are due at the same time or before your application is due.
5. **Résumé:** Along with the application form, submit a copy of your current résumé. Contact the Career Education Center if you need help developing your résumé.
6. **Visa:** A visa is a legal document issued by selected governments that set the terms and conditions for entry and length of stay for foreign nationals. If needed, you will work with the IIC staff to obtain the visa for the country in which you are studying. You may obtain information about obtaining a visa at the embassy website of the country or countries in which you plan to study, teach, work or visit. See <http://www.usembassy.gov/>.
7. **Health insurance:** Alverno College requires that you have health and medical insurance for the duration of your time abroad that includes coverage for medical evacuation and repatriation of remains. . Also, many countries require you to provide proof of insurance in order to obtain a visa and sometimes at the Port of Entry. Health insurance coverage is included in some programs but if it is not, the IIC will enroll you in an insurance plan and the premium cost will be added to your Alverno student tuition bill. This requirement cannot be waived and the health insurance you may use in the U.S. will not be usable abroad.
8. **Interning, Student Teaching and Working Abroad:** If you wish to do your student teaching or internship abroad you will need to discuss this with your faculty advisor and the IIC **at least one year in advance**.
 - If you are interested in an international internship, contact the Internship Department first. It may not be necessary for you to complete the IIC Application.
 - Most internships and teaching placements abroad will not be paid positions.

- If you wish to participate in a *paid* internship or teaching placement or want a part-time job while studying abroad, you will need to find out what is legally allowed by the country. Whether or not you are paid may influence the type of visa you will obtain.

STEP 3 – Establish your budget and provide for your financial support.

DEADLINES FOR STEP 3

If you plan to go abroad in the fall, this step should be completed prior to or by June 1.

If you plan to go abroad in the spring, this step should be completed prior to or by November 1.

1. Work with the Director of Study Abroad to establish an estimated budget for your study abroad. To prepare for the discussion, please identify your expenses in these areas:
 - a. The Alverno tuition for a semester or year abroad
 - b. Alverno campus fees
 - c. Health and medical insurance
 - d. Lodging – rent, utilities
 - e. Applicable monthly charges, e.g., telephone, cable, Internet, etc.
 - f. Transportation – bus, car (including insurance)
 - g. Usual food costs – daily, eating out
 - h. Medications
 - i. Personal needs – toiletries, gifts, haircuts/ products, etc.
 - j. Usual monthly entertainment costs
 - k. Vacations, weekend trips, etc.
2. Research your program to anticipate the costs that will be included in the study abroad:
 - a. Fees for program enrollment, if applicable
 - b. Visa fee, if applicable
 - c. Round trip airfare
 - d. Lodging while abroad
 - e. Food
 - f. Transportation
 - g. Daily living expenses
3. After completing the **Cost Comparison** form with the IIC representative, meet with a staff member in the Financial Aid Office to discuss your scholarship and loan options. Determine if you are a Pell recipient. Review and follow up on resources identified in the financial and scholarship materials available through IIC.
4. To be certain you will have the funds you need to live and study abroad, Alverno College will consider your approval to study abroad as conditional **until you have provided certified proof of sufficient funding** to the IIC.

Provide this certified proof by completing and returning the *Student Statement of Evidence of Financial Support for Study Abroad* along with certified bank statements. A separate document provides more information and specific directions. It is titled

Financial Statement Instructions: Proof of Financial Support Required of Students Wishing to Study Abroad. The requirement is fully explained in that document.

No exceptions to this requirement and the deadlines will be made. If you are unable to meet the deadline, your study abroad will be delayed or approval could be rescinded altogether.

STEP 4 - Receive an approval letter from the IIC.

Upon receipt of the approval letter, you will need to:

1. Complete and return the *Acceptance Response* form according to the timeline.
2. Register for a schedule of Alverno College Exchange Program Courses numbered INS 498. (We will discuss this more in INS 299.)
3. Apply to the program or university you have chosen.
4. Attend all class sessions of INS 299 *Orientation to Study Abroad*.
5. Choose the courses (some programs call these “modules”) you will take abroad. Work with the Director of Study Abroad and your Advisor(s) to complete the **Course Equivalency** form. Discuss your course choices with your faculty advisor to confirm your courses will transfer.
6. Assemble your funding and provide certified proof as explained above.
7. Maintain your “Good Standing” classification.

STEP 5 – Receive your acceptance letter from your study abroad program or university.

Usually, additional requirements for on-campus arrival are included with your acceptance letter from abroad. Share the acceptance letter and requirements with the IIC.

STEP 6 – Make pre-departure arrangements with Alverno College.

1. If needed, apply for a visa for the country in which you’ll be studying.
2. Begin the visa application process as soon as you are accepted by the international university, if U.S. biometric information is required.
3. Complete and return the following documents that you will receive in INS 299:
 - a. Emergency Notification
 - b. Release and Waiver
 - c. Health Information and Emergency Medical Permission
 - d. Information for Health & Medical Insurance Enrollment for Travel Abroad
 - e. Flight Information (this information is needed as soon as you have it as it is the basis for identifying the dates for your insurance if insurance is not part of your program)
 - f. Final Release Form that indicates endorsement by all offices and personnel.

STEP 7 – Arrange for your lodging abroad and book your transportation.

1. Arrange for housing, as offered through your program, meeting application deadlines.
2. Arrange for your flight to and from your program. When you do, be sure to review the academic calendar of the program or university you will be attending and note:
 - a. When you need to arrive for any orientation activities;

- b. What time you need to arrive to take advantage of any transportation to campus being provided by the program;
- c. If transportation to campus will not be provided, determine how you will travel to campus and whether you will be using public transportation or should pre-book a car service. This may influence the time you choose to arrive at the host country airport.

STEP 8 – Arrive at your study abroad program or university.

Complete the “Arrival Verification” form for the IIC and e-mail or fax it to the International and Intercultural Center office. The fax is 1-414-382-6160.

<input checked="" type="checkbox"/> Checklist for Submission of Application to Study Abroad	
_____	Application
_____	Color copy of the photo and data page of your passport
_____	Your academic evaluation
_____	Validation matrix
_____	Class schedule
_____	Current résumé
_____	Faculty recommendation
_____	Letter of recommendation

<input checked="" type="checkbox"/> Endorsements Needed	
_____	Academic Advisor
_____	Coordinators of Majors and Support (s)
_____	Dean of Students
_____	Assessment Center
_____	Business Office
_____	Financial Aid Office
_____	Registrar
_____	Internship or Dean of Education