

Completing the Application Process for Study Abroad

Prior to applying (at least one year prior to start of program):

- Attend information sessions
- Discuss classes and options with advisor
- Research programs online and with study abroad director
- Decide on location and best time to study abroad
- Make appointment to meet with study abroad Director (Dr. Amy Simes, Nicarry 120)

Once you have decided on a program there are two stages to the application process (at least 6 months prior to program):

Stage 1: Fill out Elizabethtown College application paperwork

- Meet with study abroad Director
- Fill out Center for Global Citizenship (CGC) application form (pink)
- Fill out two transcript requests
- Receive a copy of the Elizabethtown College Study Abroad Policies
- Pick up the Elizabethtown College Study Abroad Agreement, sign it, and return it to the study abroad Director along with health insurance policy information
- Pick up the course approval form and start working on courses you plan to take
- For all programs other than BCA, pick up Dean of Students reference form and complete International SOS card purchase agreement (your Etown account will be charged \$50)

Stage 2: Fill out program-specific paperwork and ***return all forms to study abroad office***

- A. For Elizabethtown College partnership/affiliate programs
- AustraLearn (pick up catalog from study abroad office)
 - a) application form
 - b) faculty reference
 - c) statement of purpose
 - d) photos (4)
 - e) check for application fee (\$30)
 - BCA (pick up application form from study abroad office or BCA office)
 - a) application form
 - b) statement of purpose
 - c) references (advisor, English/writing reference or language reference, Dean of Students)
 - d) photos (4)
 - e) check for application fee (\$50)
 - Queen's Univ. ISC at Herstmonceux Castle
 - a) application form (download or pick up from study abroad office)
 - b) bursary form for US students (optional)
 - Nihon University, Tokyo (speak with Dr. M. Bhattacharya, Wenger 372)
 - a) application form (Form A) (pick up from study abroad office or download from website)
 - b) financial certificate (Form B)
 - c) arrival schedule (Form C)
 - d) photo (1)

- School for Field Studies (SFS) (speak with Dr. T. Murray, Ebenshade 373)
 - a) application form (pick up from study abroad office or download from website)
 - b) references (academic reference, character reference)
 - c) participation approval form (completed by study abroad director)
 - d) application fee (\$45)

- B. For non-affiliated study abroad programs (such as ISA, IES, AIFS, CEA, etc.)
 - a) application form
 - b) any required references
 - c) personal statement (if required)
 - d) any other required forms
 - e) any required photos
 - f) application fee (if required)

(Note: summer program applications will vary slightly from above)

If you haven't already done so, apply for a passport (your program will provide information about visas) Pick up a passport application from the study abroad office, or download one from the Dept. of State website: <http://travel.state.gov> You can either mail your passport application or you can go to the Elizabethtown public library and have them process it. Allow 6-8 weeks for processing unless you pay the extra \$60 expediting fee which will speed it up to about 2-3 weeks.

Return course approval form to study abroad office by deadline

List more classes than you plan to take, get your advisor's signature and any required Department Chair signatures. Sign the form and return it to the study abroad office. The study abroad Director will sign the form and send it to the Registrar who will approve your course choices (or add comments) and copy the final form to you.

Forms can also be downloaded from the study abroad website: www.etown.edu/OIP

Attend the pre-departure orientation meeting **This is required!**

At this meeting you will receive:

- pre-departure packet with important information about preparing to go abroad
- information about billing, financial aid
- housing information for when you return
- forms for forwarding your mail, de-registering from your classes, etc.
- information about health insurance, health issues, safety concerns while overseas
- your International SOS card

Complete all forms immediately sent to you by your program provider and return them directly to your program provider

- housing forms
- group flight forms (or book your flight independently)
- visa forms (very important – time sensitive!)
- medical forms
- course request forms

Apply for overseas health insurance **This is required!** Do not assume that your US policy will work overseas. The study abroad director and your program coordinator can help you choose a policy that will be recognized overseas.

Stay in touch by email, take all your pre-departure notes with you and HAVE A GREAT TIME!!