CLARK UNIVERSITY

LEEP CENTER

INSTRUCTIONS FOR STUDY ABROAD AND AWAY APPLICATION – SPRING 2019

Deadlines:

Fall/Full Year Programs: March 1st	**Spring Programs:** September 15th	**Summer Programs:** March 15th

Students are required to submit BOTH their Clark application for approval AND their program application by the stated Clark deadlines. Any delay in your program application may jeopardize your Clark approval.

*** Applications are due by 5pm on the deadline to the Office of Study Abroad and Away Programs.*

In order to submit your application, you must complete the steps below:

1. **Finalize your program selection and review application requirements**

2. **Meet with your faculty advisor to complete your "Course Credit Approval Form"**
   - Review the included directions.
   - You must receive faculty approval even if you are not requesting PLS or major waivers.

3. **Request a faculty member to complete the included recommendation form**

4. **Write a 1 page long essay describing:**
   - Your primary motivation for studying abroad/away in your chosen location and how your program will support your personal, academic and professional goals. *Be specific.*
   - A challenge that you anticipate experiencing abroad or away and how you plan to overcome it.
   - Studying away and abroad should include cultural engagement and personal development. Name at least one goal that you have for yourself in this area and how studying away will help you accomplish it.

5. **Prepare a Financial Aid & Budget Management Plan**

6. **Pay the $100 application Fee**
   - To pay online: CUWeb Student Account (www.CUWeb.clarku.edu) > Student Services and Financial Aid.
   - Go to "View and Pay Student Account" > Make a payment > Study Abroad/Away Application Fee.
   - You may also pay at the Cashiers Office on the 3rd floor of the ASEC building.
   - Be sure to save your receipt for submission with your application.

7. **Download your unofficial Clark transcript**
   - Log on to your CUWeb Student Account (www.CUWeb.clarku.edu).
   - Select "Student Services & Financial Aid" tab > Click "Student Records" > "Unofficial Academic Transcript."
   - Print your transcript as a PDF by selecting print, change printer, save as PDF.

8. **Review your resume with Career Services**
   - In advance of the deadline, submit your resume online via Clark Recruiter or meet your LEEP Center Advisor or staff from Career services to review your resume.

9. **Obtain Copy of your Passport Photo Page**
   - If renewing write "renewal in process" on application.

10. **Complete the application to your study program and include proof of submission**

After Submitting Your Application: Within 2-4 weeks after the deadline, you will receive an approval status via e-mail. If approved, you will need to confirm your intended participation and submit any additional forms by the provided deadline.

CLARK UNIVERSITY

LEEP CENTER

CHECKLIST FOR STUDY ABROAD AND AWAY APPLICATION

- Please review the attached instructions page for guidance on how to complete your application.
- Submit both your Clark and program-specific application by the Clark deadline.

- *Please place all forms/documents in order of the checklist below.*
- *Only complete and organized applications will be accepted.*

Forms to submit:

☐ Checklist for Study Abroad and Away Application
☐ Application for Approval
☐ Health and Disability Management Plan
☐ Course Credit Approval Form
☐ Faculty Reference Form *(Provide to a faculty member who will submit it on your behalf)*
☐ Financial Aid & Budget Management Plan

Additional Documents to submit:

☐ Essay
☐ Resume
☐ Unofficial Clark transcript
☐ Copy of Passport photo page – if you are a dual citizen, please provide copies of both passports
☐ $100 non-refundable application fee confirmation
☐ Proof of application submission to your study program
ex. Screenshot of your application submission, email receipt, photocopy of completed cover page

☐ Program Nomination Forms (If applicable)

☐ **Senior Statement** (only if studying abroad during 2nd semester of senior year)

To be completed by student:

Name:			
Program:		**Semester:**	

Questions? Contact the Study Abroad and Away Office at 508-793-7363 or studyabroad@clarku.edu

CLARK UNIVERSITY

LEEP CENTER

APPLICATION FOR APPROVAL TO STUDY ABROAD AND AWAY

I am applying to a [ ] Clark-approved program [ ] non-Clark program / leave of absence
Period of study: Academic Year 20_____ / Fall 20____ / Spring 20____ / Summer 20_____

Name: Clark ID#:

Program Name: Program Track:

Program Country: Program City:

Home Address: City, State:

Zip code: Country: Cell phone:

Clark Email: Other Email:

Date of Birth: Race/Ethnicity: Gender Identity:

Major/s: Minor/Concentration:

Class standing while away: Grad Year: GPA:

Example: "2nd semester Junior"

Citizenship(s) Passport Number: Date of Expiration:

**If you are currently applying for or renewing your passport, write "application/ renewal in progress" and provide previous passport info.*

I am a dual citizen: [ ] yes [ ] no **I am a US greencard holder:** [ ] yes [ ] no
If a dual citizen, please indicate the passport you will be traveling on: _____

Do you receive tuition assistance as a Clark family member? (Is a parent employed by Clark?) [ ] yes [ ] no
Do you receive grants, scholarships or loans from Clark? [ ] yes [ ] no
Do you receive a Pell Grant? [ ] yes [ ] no
Have you ever been on social or academic probation? [ ] no [ ] yes If yes, please explain:

- I understand that any violation of university academic and disciplinary policy may affect my eligibility to study abroad.
- I hereby authorize the release of my academic, disciplinary and medical records, including mental health records, to the Study Abroad Office. I also authorize the Study Abroad Office to further release any of such records that they deem relevant or necessary to the study abroad agents in the country where my study abroad program occurs.

Signature **Date**

Clark University does not discriminate against qualified persons on the basis of race, color, sex, sexual orientation, religion, national origin, age as defined by law, or handicap. Clark University is an Affirmative Action/Equal Opportunity institution.

CLARK UNIVERSITY

LEEP CENTER

STUDY ABROAD AND AWAY HEALTH AND DISABILITY MANAGEMENT PLAN

Student Name: _____ **Program:** _____

Studying abroad can cause normal stress that may exacerbate existing physical or emotional conditions. Disclosing information about your current physical and emotional wellbeing will help us to best advise you for a healthy time away.

Most programs provide reasonable accommodations for students, but this does not guarantee that accommodations or medications you are used to will be available. It is important that you are aware of these limitations during the application process and plan for your needs well in advance.

Applicants are required to return this form signed, but all information is voluntary. Your approval status will not be affected based on the information you provide. Please provide your answers below or on a separate page as needed.

1. Do you currently see a health professional for any ongoing physical or mental health needs? If yes, please describe how you manage this and what your plans are for continuing management while abroad or away from Clark?

2. University and living facilities in other countries may not meet American standards of accessibility for persons with physical or learning disabilities. Do you have a disability for which you will need accommodations while abroad? (Ex. physical, learning, visual, psychological, communication, etc.) Note: Students need to be registered with the Office of Student Accessibility Services to receive accommodations while off campus.

3. List medications that you currently take and your plan for continuing your medication abroad. Have you checked that these medications will be available in your program site? Will any medication need special handling?

4. List any dietary restrictions or allergies and your plans for managing these while abroad or away from Clark.

5. Is there any other information that you would like to include in your Health Management plan for going abroad?

- The answers and information I have given on this form and any attachments are complete and accurate to the best of my knowledge.
- I hereby authorize the release of my medical records, including mental health record, to the Study Abroad and Away Office. I also authorize the Study Abroad and Away Office to release any such record that they deem relevant or necessary to the study abroad agents where my study abroad program occurs.

Signature **Date**

INSTRUCTIONS FOR OBTAINING PRE-APPROVAL FOR COURSES TAKEN ON A STUDY ABROAD AND AWAY PROGRAM

Please complete this form together with your faculty advisor and submit as part of your application.

---

1. Select the courses you wish to take during your program

- Courses are not guaranteed to run each semester for some programs, so it is wise to have back-up courses pre-approved.

2. Fill in your course selections and number of credits you will earn for each course

- Remember that you are looking for the appropriate number of credits and NOT number of courses.
- Students should take the equivalent of 3.75- 4.5 Units (or 15-18 US credits) per semester. Any overloads must be approved by Academic Advising.
    - **One Clark unit is approximately equivalent to 4 US credits, 6-8 ECTS or 15-20 UK credits. These are approximate and you must check with the Office of Study Abroad and Away for how your exact courses will transfer.**

3. Major / Minor / Concentration Credits

- Provide this form, along with copies of syllabi for all proposed courses, to the appropriate department administrator if requesting major/minor/concentration approval.

4. Program of Liberal Studies (PLS) Credits

- If you wish courses to be evaluated for a Program of Liberal Studies requirement, write the requirement for which you want the course considered (i.e. HP, SP, etc.), in the column marked "**PLS Requested**". You must receive PLS approval from the Director of Academic Advising. Please include a course description / syllabi with your request.

5. Faculty Advisor Approval

- This form MUST be signed by your faculty advisor(s), indicating their approval of participation in your selected program, even if you are not requesting major credit.

NOTE: Once your program begins, you MUST email your faculty advisor at Clark and the Study Abroad and Away Office with any course changes. Save your academic-related correspondence and work performed while away. This is important in case there are questions on grading or academic integrity.

- ✓ **Clark-Approved Programs**: Courses taken on a Clark-approved program must be taken for a letter grade. Internship programs must be taken Pass/Fail.

- ✓ **Non-Clark and Summer programs:** All students on a non-Clark program will receive transfer credit provided a C or above is earned.

CLARK STUDY ABROAD AND AWAY COURSE/CREDIT APPROVAL FORM

Name_____ ID#_____ Cell _____

E-mail address_____ Graduation Year _____ GPA_____

Study Abroad Program_____ Semester Away: _____

Major 1_____ Faculty Advisor 1_____

Major 2_____ Faculty Advisor 2_____

Minor / Concentration _____ Faculty Advisor _____

Course Title	**# of host credits**	**# of Clark units**	**Major / Minor Approval** (Faculty Initial)	**PLS waiver Requested**	**PLS Approval** (Academic Advising sign)

Faculty Approval:

I have met with the abovementioned student and confirm that they are on track to complete all academic requirements, based on their completed coursework and proposed courses during their study abroad / away program.

Signature, Faculty Advisor, Major (Required) Date

Printed Name and Department

Signature, Faculty Advisor, Major / Minor / Concentration Date

Printed Name and Department

Please contact the Study Abroad and Away Office at 508-793-7363 or studyabroad@clarku.edu with any additional questions or concerns.

CLARK UNIVERSITY

LEEP CENTER

Clark Study Abroad and Away Faculty Recommendation Form

All students must obtain a recommendation from a faculty member who has taught you at the college level for a grade (may be a TA or non-Clark professor). If your program requires a recommendation, you must fill out a separate recommendation to meet those specific criteria for the program.

Student Name			
Study Away Program			
Graduation Year		Major(s)	

TO THE REFEREE:

How long have you known the applicant?	
In what capacity?	

Please report on the student's strengths and weaknesses, as well as any aspect of the applicant's character or personality that might affect their success on a study abroad program. Please provide any information regarding the applicant's academic qualifications, strengths and weaknesses, sense of responsibility, motivation, character, and ability to work with others.

How would you characterize your support of this student's plans to study away or abroad?

Enthusiastically		Favorably		Mildly		With Reservations	

Name of Professor (print):			
Position / Department:			
Signature:		Date:	

Return the completed form to studyabroad@clarku.edu or to Study Abroad via campus mail.

Write an approximately one page essay (single or double spaced) describing the following:

- Your primary motivation for studying abroad/away in your chosen location and how your program will support your personal, academic and professional goals. *Be specific!*
- A challenge that you have encountered in the past and how you overcame in.
- Name at least one goal that you have for yourself while studying away and what steps you have in place to accomplish it.

STUDY AWAY FINANCIAL AID AND BUDGET MANAGEMENT PLAN

Name: _____ Program: _____ Term Away: _____

This form is intended to ensure you have researched and understand the cost of your study abroad or away semester/s. If you have any questions about how to fill out this form, please contact studyabroad@clarku.edu. Questions about your financial aid package should be directed to the Office of Financial Assistance at (508) 793-4748 or finaid@clarku.edu .

Expenses Payable to Clark University		
Tuition and Fees *(Clark tuition, study away fee, supplemental health insurance)*	$23,900 (semester)	$46,800 (full-year)
- Total Clark grants/scholarships per semester		
- Non-Clark financial aid per semester		
Total Due to Clark **(Total Clark Charges – Financial Aid & Scholarships)**		
Expenses Payable to Program		
Housing		
Other program fees (medical insurance, etc.)		
Program scholarships applied (if applicable)		
Total Due to Program		
Personal Expenses		
International airfare		
Meals & Food		
Books and academic materials		
Immunizations / Medication		
Local transportation (bus pass, subway pass, taxis)		
Passport & Visa materials		
Emergency cash		
Independent travel/Entertainment		
Total Personal Expenses		
Total Cost		
Total Clark charges + program charges + Personal expenses		
- External scholarship		
Total Cost for Study Away		