

**INSTRUCTIONS FOR STUDY ABROAD AND AWAY APPLICATION**

**Deadlines:**

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| **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.***

**You will need to complete the steps below before submitting your application:**

1. **Meet with your faculty advisor to complete your "Course Credit Approval Form".**

(*Even if you are not requesting major or minor credit, this signature indicates approval of your plan to study abroad.)*

1. **Request a faculty member to complete a recommendation.**

*(If your program requires one, a copy of that form may be used; otherwise please use the included form.)*

1. **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 Cashier’s Office on the 3rd floor of the ASEC building.
* Be sure to save or print your receipt for submission with your application.

1. **Download and print your unofficial Clark transcript**

* Log on to your CUWeb Student Account ([www.CUWeb.clarku.edu](http://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.

1. **Review your resume with Career Development and print for Study Abroad**

* In advance of the deadline, have the most recent copy of your resume approved at Career Development drop-in hours and submit this resume with your application.

1. **Include a copy of your Passport Photo Page**

* If renewing, write “renewal in process” on application.

1. **Write a 1 page long essay**

* 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.*
* Identify a challenge that you have encountered in the past and how you overcame it. Explain how these skills might help you overcome challenges that you anticipate experiencing abroad or away.
* 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.

1. **Prepare a Financial Aid & Budget Management Plan**
2. **Complete the application to your study program and include printed proof of submission**
3. **Make a copy of everything for your records**



**APPLICATION FOR STUDY ABROAD AND AWAY**

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| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Program:** |  | **Semester:** |  |

* Review the attached instruction 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.*

*Make a copy of your application documents for your own records.*

**Submit in the Following Order:**

* + Application Approval Information page
  + Health and Disability Management Plan
  + Financial Aid & Budget Management Plan
  + Course Credit Approval Form
* Signed Confirmation of Intent to Participate Form
* 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 (this can be a screenshot of the confirmation page or a physical receipt from the Cashier’s Office)
* Faculty Reference Form *(Provide to a faculty member who will submit it on your behalf)*
* Proof of application to your study program (this can be a screenshot of your application submission, email receipt, photocopy of completed cover page)

***If Applicable:***

* Senior Statement (only if studying abroad during 2nd semester of senior year)
* Statement of academic support: If your GPA is below the recommended 3.0, please submit an additional essay that addresses any setbacks in your academic progress and how you plan to ensure academic success while abroad.
* Program Nomination Form (your program will provide guidelines for this form if required): If you are unable to complete your program application without a completed nomination form, please contact the study abroad office so that we may complete this form.

***Questions? Contact the Study Abroad and Away Office at 508-793-7363 or*** [***studyabroad@clarku.edu***](mailto:studyabroad@clarku.edu)



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| --- | --- | --- | --- |
| **STUDY ABROAD/AWAY APPLICATION FOR APPROVAL**  **INFORMATION PAGE** | | | |
| **Name:** |  | **Date:** |  |
| **Program:** |  | **Semester:** |  |
| **Period of study** | * Academic Year 20\_\_\_\_\_\_\_ * Fall 20\_\_\_\_ * Spring 20\_\_\_\_ * Summer 20\_\_\_\_\_ | **I am applying to** | * Clark-approved program * non-Clarkprogram / leave of absence |

|  |  |
| --- | --- |
| **Biographical Info** | |
| **Clark ID:** | **Clark E-mail:**  **Non-Clark Email:** |
| **Address** | **City, State, Zip:** |
| **Country:** | **Date of Birth:** |
| **Race/Ethnicity:** | **Gender Identity:** |
| **Citizenships (list all):** | **Are you a US greencard holder?**  Yes No |
| **Academic Info** | |
| **Major/s:** | **Minor/Concentration:** |
| **Graduation Year:** | **Class standing while away (ex: “2nd semester junior”)** |
| **GPA:** | **Are you a first generation college student?**  Yes No Unsure |
| **Financial & Disciplinary** | |
| **Do you receive tuition assistance through a parent who is employed by Clark?**  Yes No | **Do you receive a Pell Grant?**  Yes No |
| **Have you ever been on social or academic probation?**  Yes No | **If yes, please explain:** |

* *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.*

**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. Developing a plan will help ensure 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 in contact with your program to discuss any needs well in advance.*

*Applicants are required to return this form, 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? | Yes – go to Question 2  No – skip to Question 4 |
| 1. Have you spoken with your doctor about continuing management while abroad or away from Clark? |  |
| 1. What do you do to manage this at Clark? |  |
| 1. Do you have a disability for which you will need accommodations while abroad? (Ex. physical, learning, visual, etc.) | No – skip to Question 6  Yes  You will need to get a letter from Student Accessibility Services so that you can receive services abroad.  University and living facilities in other countries may not meet American standards of accessibility for persons with physical or learning disabilities. |
| 1. What accommodations are available at your site? |  |
| 1. Have you checked that any medications you currently take will be available in your program site? Will any medication need special handling? | Students are recommended to bring a 3 month supply of their medication abroad. Students should check with their international health insurance provider to ensure the legality of their medication or availability abroad. |
| 1. Do you have any dietary restrictions or allergies? | Yes   1. Have you researched if your dietary needs can be met where you will be? 2. If not, have you decided that you will be able to eat what foods are available?   No |
| 1. Is there any other information that you would like to include in your Health Management plan for going abroad or would like to share with the Office of Study Abroad? |  |

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**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](https://www.clarku.edu/undergraduate-admissions/majors-academics/undergraduate-program/), 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 Dean DeMoura in the Dean of the College office. 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**

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

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Abroad Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester Away: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor / Concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Course Title** | **# of host credits** | **# of Clark units** | **Major / Minor Approval**  (Faculty Initial) | **PLS waiver Requested** | **PLS Approval**  (Dean Initial) |
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**I do not plan to receive major or minor credit during my time abroad**

**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 1, Major (Required) Date

Printed Name and Department

Signature, Faculty Advisor 2, Major / Minor / Concentration Date

Printed Name and Department

*Please contact the Study Abroad and Away Office at 508-793-7363 or* [*studyabroad@clarku.edu*](mailto:studyabroad@clarku.edu) *with any additional questions or concerns.*

**STUDY AWAY BUDGET PLAN**

***This form is a tool to help you understand the actual costs of your program and how much to budget.***

***This is not a bill and actual amounts may change. Program costs should be verified by the program. Questions about your financial aid package should be directed to the Office of Financial Assistance.***

|  |  |
| --- | --- |
| **Expenses Payable to Clark University** |  |
| **Semester Tuition**  *Students on Clark-approved programs will pay tuition to Clark and will not pay the “educational expenses” of the program cost.* | $22,865 |
| **Clark Study Abroad Fee**  *This fee will be charged to your student account at the same time as tuition*. | $1,000 |
| **Clark Tuition & Fees**  *For year-long programs, double the cost of tuition and fees.* | **$23,865** |
| GeoBlue insurance *(if applicable; approximately $50/month)* |  |
| **Total Clark Charges** |  |
| **Expenses Payable to Program** |  |
| **Housing**  *Students will pay housing costs and any other fees directly to the program.* |  |
| **Other program fees** *(medical insurance, deposits, course fees, etc.)* |  |
| **Total Program Charges** |  |
| ***Total Clark charges + program charges =***  *\*These are the total amount of charges that you should expect to be billed for in advance of your semester away. Scholarships and financial aid can be applied to this amount.* |  |
| **Additional Expenses** | |
| *As you do while at Clark, you will incur additional expenses. You will not be billed for these expenses, but you should incorporate these costs into your budget. Costs of what an average student may expect to spend while on site for a semester can be found on your program’s website or from Clark’s Study Abroad Office.* | |
| International airfare |  |
| Food |  |
| Health / Immunizations / Medication |  |
| Local transportation (bus pass, subway pass, taxis) |  |
| Books & Academic Supplies |  |
| Passport & Visa materials |  |
| Emergency cash |  |
| Independent travel/Entertainment |  |
| **Total Additional Expenses** |  |
| **Scholarships & Financial Aid applicable**  *(this is the total amount of scholarships and loans you receive, including State, federal, Clark-awarded and external scholarships)* |  |
| **Total Cost**  ***(Total Clark charges + program charges + additional expenses) –***  ***(Scholarships & financial aid)*** |  |



**Confirmation of Intent to Participate**

**Participation in a study abroad/away program is contingent upon the following conditions:**

* Maintaining the general requirements stated in Clark’s Eligibility Requirementsfor the period of study, as outlined in the pre-departure handbook, including maintaining good academic and social standing.
* Confirmed admission by the host program.
* Payment of all fees when due, including a $1,000 study away fee for each semester away, billed to your Clark student account
* Participation in the general Pre-departure orientation as well as all additional program orientations required by Clark University and/or the host program.
* Meeting any additional provisions set forth in your admission and/or approval.
* Adherence to the policies outlined below:
* **Communication:** All communication from Clark related to program participation will be sent to a Clark University email account. It is the responsibility of the student to read and save all application, acceptance, billing, immigration and arrival information provided by both Clark and the host program; to respond to deadlines as indicated, and to share this information with parents/guardians. By not adhering to deadlines and Conditions of Participation, program participation may be jeopardized.
* **Health Insurance:** Massachusetts State Law requires all students carry valid U.S. health and emergency insurance while away in order to remain registered as a Clark student.
  + Students studying outside of the United States are required to have additional comprehensive international health and accident insurance – including coverage for political, medical, and disaster evacuation as well as repatriation, for the duration of the time abroad.
  + Unless your program is run through AIFS, Augsburg CGEE, CAPA, CET, CIEE, CIS, Euroscholars, or SIT, who include the insurance as part of their programs, students are automatically enrolled in Clark’s international insurance plan offered through GeoBlue.

**After Submitting Your Application:**

By submitting an application for approval, it is expected that students are intending to participate in their chosen program. Within 2-4 weeks after the Clark deadline, you will receive an approval status via e-mail. Once you are approved, you will confirm your intended participation and submit any additional forms by the provided deadline. If for any reason you decide to withdraw, you MUST inform Clark Study Abroad in writing as soon as possible.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(print)**

**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](mailto:studyabroad@clarku.edu) or to Study Abroad via campus mail.