

Faculty-led Program Application Instructions

Make sure to check the webpage for the program that you plan to participate on by visiting www.umsl.edu/studyabroad. The specific program sites list payment deadlines and other application requirements that are unique to each program. Space is limited and awarded on a first-come basis. Apply early to secure your spot on the program.

***Summer Iklaina Archaeological Project AND Spring Semester in Greece / MO Greece Program Applicants:** Please utilize the application form on the specific program page to apply and review the additional materials you will need to submit with your application and deposit.

Please return all application and acceptance materials to:

**Study Abroad Office, 261 MSC
Attn: (Program Name)
One University Blvd.
St. Louis, MO 63121**

Application Process

- ❑ 1. Complete the **Faculty-led Application Form**. All fields are required unless otherwise noted. If completing manually, please print clearly.
- ❑ 2. Complete the optional **scholarship application form and essay**. The Center for International Studies provides scholarships to qualified **UMSL students** who study abroad for credit. These scholarships are merit-based. The scholarship application deadline is the same date as the study abroad application deadline. Students should not base their participation in study abroad on the assumption of receiving a scholarship.
- ❑ 3. **Non-Refundable Deposit**. Please include check or money order made out to UMSL for the program fee deposit (please see specific program page on the Study Abroad site www.umsl.edu/studyabroad for details). We do not accept credit card payments or cash. The deposit will be refunded *only* if you are not selected to participate in the program. If you are accepted, no deposit money will be returned. The deposit part of the total program fee.
- ❑ 4. **Photo**. Submit one ID-sized photo with your study abroad application. Passport photos or informal photos are both acceptable. Please check with your individual program page to see whether or not your program may require additional official passport photos. Print your name on the back of the photo.
- ❑ 5. All **non-UMSL students** must include an official **transcript** from their home university. If you cannot have an official transcript issued directly to you, please have it sent to the Study Abroad Office (see above address). Additionally, all non-UMSL students must include a **letter of recommendation** from a current faculty member.
- ❑ 6. **Interview**. Some programs may require an interview prior to acceptance. You will be contacted once all application materials are received if an interview is necessary.

After the deadline, the Director of the Center for International Studies and the faculty program director will consider your application. You will be notified of acceptance/denial via e-mail.

IF YOU ARE ACCEPTED:

If accepted, you will be required to complete the required documents. Read all documents carefully and contact the UMSL study abroad office should you have any questions. You are welcome and encouraged to complete the required documents as early as possible.

- ❑ **Study Abroad Acceptance** form. Read carefully and sign. This will be emailed with your acceptance packet.
- ❑ **Risk and Release** form. Read carefully and sign. This will be emailed with your acceptance packet.
- ❑ **Health Information** form. All information will be shared only as necessary for your health and safety and will not affect your acceptance into the program. This will be emailed with your acceptance packet.
- ❑ **Credit Seeking Applicants:** Complete the **CE Credit Registration** form. If completing manually, please print clearly.
- ❑ Pay your remaining **program fee balance**. Note program fee payment dates on your program webpage. Program fees must be paid by check or money order made payable to UMSL and brought or sent to 261 MSC by the specified date. If you are participating for non-credit, include the non-credit fee with your program fee payment. *Failure to pay program fees by the deadline will jeopardize your participation.*
- ❑ **Tuition Fees:** After you are sent registration instructions by the Study Abroad Office, tuition fees will be billed to your student account and will be due to the UMSL cashier's office. Have tuition paid prior to departure in your program and by the cashier's deadline. Cashier's late fees to apply. See cashier's website for payment schedules. (<http://www.umsl.edu/services/cashiers>).
- ❑ If you have been awarded a scholarship, you must return the **Conditions of Acceptance for Study Abroad Scholarship** form.
- ❑ For all faculty-led programs, **HTH Health Insurance** is included in the program fees unless otherwise noted. This is required and cannot be waived. The Study Abroad Office will register you for the duration of the program. If you intend to stay abroad for beyond the dates given, you will need to purchase additional insurance. The Study Abroad Coordinator will provide you with more details via e-mail.
- ❑ Enroll in **Medex**. This is required for all students.
- ❑ There is a **mandatory online orientation**. You will receive instructions in your acceptance letter. All UMSL students will also be required to attend your program specific faculty-led orientation as well as the UMSL in-person orientation. The study abroad orientation is usually held on a Friday afternoon. You will be notified of time and location. Non-UMSL students are not required to attend the in-person orientations. They should, however, be in direct contact with the faculty leader to gather any required pre-departure information.

- ❑ Apply for a **passport** right away, as it takes several weeks to process. If you have a passport make sure it will be valid for 6 months after your planned return to the U.S. You may apply for a passport in the Center for International Studies' Passport Application Acceptance Facility on UMSL's campus. You can set up an appointment by calling 314.516.7297.
- ❑ **Visas.** Check the website the country's embassy in the US (i.e. French Consulate in Chicago, etc.) in which you will be a student for visa requirements. Most short term programs do not require a visa, however, it is your responsibility to determine whether or not you will need a visa. In some cases an application for a visa can take up to three months.
- ❑ **Check on health requirements and necessary immunizations.** Please visit the Center for Disease Control (www.cdc.gov) site and click on "Traveler's Health" which has a listing of such requirements.
- ❑ Although not required, it is recommended that students purchase the **Student Identity Card**, ISIC, available in 366 SSB.

NOTE ON WITHDRAWALS FROM THE PROGRAM:

- ❑ Program fee deposits are non-refundable unless you are denied admission to the program
- ❑ Once accepted you are responsible for any fees paid on your behalf. Refunds of program fees are not guaranteed.
- ❑ Once registered for the class(es), refunds for tuition and fees follow the Cashier's Office guidelines.

Please return all application and acceptance materials to:

**Study Abroad Office, 261 MSC
Attn: (Program Name)
One University Blvd.
St. Louis, MO 63121**

Contact the office at studyabroad@umsl.edu or 516-5229 with any questions.

www.umsl.edu/studyabroad
Updated: July 2011