

FACULTY-LED STUDY ABROAD PROGRAMS APPLICATION CHECKLIST

**Complete the application form: “Faculty Led Study Abroad Programs”
indicating if you will be participating for credit or not for credit.**

CREDIT: CURRENT UMSL STUDENT

- Request for Transcript form.
- Scholarship application and essay
- Program fee deposit and final payment: check made out to UMSL. **NO** credit cards.
- Continuing Education registration form (short). Provided at orientation. **DO NOT** register prior to orientation
- Tuition fee and instructional technology fee. You will be billed through your student account. Scholarships, if applicable, will be deducted from tuition.

CREDIT: NON-UMSL STUDENT

- Official transcript sent to Study Abroad Office, 261 MSC.
- Program fee deposit and final payment: check made out to UMSL. **NO** credit cards.
- Continuing Education registration form (long). Return to 261 MSC.
- Tuition fee and instructional technology fee. Check made out to UMSL *OR* credit card information listed on bottom on Continuing Education registration form.
IMPORTANT: this check MUST be a separate check from the program fee deposit or final payment check.

NON CREDIT: COMMUNITY MEMBERS, STUDENTS NOT WANTING CREDIT

- Program fee deposit and final payment: check made out to UMSL. **NO** credit cards
- Supplementary non-credit fee: check made out to UMSL. **NO** credit cards

FOR ALL PARTICIPANTS

1. All study abroad participants—credit and non-credit-- are required to have medical insurance, including emergency evacuation and repatriation. The University of Missouri system has contracted with HTH insurance to provide the appropriate coverage. The insurance fee is included in the program fee for your program: approximately \$38/month. The Study Abroad office at UMSL will enroll you in this program and HTH will send you your membership card.
2. Only students enrolled at UMSL are eligible for scholarships. Students from other universities may wish to check with their financial aid office to see if student aid is available for their particular program.
3. All materials are available in the Study Abroad Office, 261 MSC. Hours of operation are 8:00 am-5:00 pm Monday through Friday. The mailing address is:

Study Abroad Office
261 MSC (MC221)
University of Missouri-St. Louis
One University Drive
St. Louis, MO 63121

Phone: 314-516-5229

Fax: 314-516-5636