

Study Abroad and Exchange Programs Application Instructions

Use this form as a checklist to keep track of your application process. Forms are available at www.umsl.edu/studyabroad and in the Study Abroad Office, 261 MSC.

Unless noted, return all forms to 261 MSC.

Application Process

- ❑ **1. Complete the Study Abroad and Exchange Program Application**
- ❑ **2. Submit a one-page **statement**** explaining why you wish to study in a foreign country, why you chose the program you did, what you hope to gain from the experience, and how it will complement your educational and personal goals. If your program has a language of instruction other than English, you must submit the statement both in English and in the language of instruction.
- ❑ **3. Request an official UM-St. Louis **transcript**** to be sent to Study Abroad office, 261 MSC. A “Request for Transcript” form is available in the Study Abroad Office or online. Complete the form, sign it, and bring it to the Office of Records, 351 MSC. The Records Office will send the transcript directly to Study Abroad.
- ❑ **4. Two **letters of recommendation**** are necessary. Forms are available in 261 MSC. A professor in your major must complete one form. If you are applying for a non-English language program, the second reference must be from a language instructor. Forms should be sent directly from the professors to 261 MSC.
- ❑ **5. Interview.** Many programs require an interview prior to acceptance. You will be contacted once all application materials are received to arrange an interview with the study abroad coordinator for your program.
- ❑ **6. Scholarships.** The Center for International Studies provides scholarships in addition to other financial aid which you may receive. These scholarships are merit-based. A separate essay is required. Scholarship application is available in 261 MSC. You do not have to submit a separate transcript or separate recommendations.

After You've Been Accepted

Once all materials have been received, your application will be given to the Director of the Center for International Studies for consideration. If you are accepted you must submit the following materials:

- ❑ 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.
- ❑ Sign and return **acceptance of study abroad nomination**. This will be mailed to you with your acceptance letter.

- ❑ Complete and return **application for a foreign university**, if applicable. Usually, you must complete an application for the university you will be attending. Some universities also require a language test. The foreign university may require additional materials, such as passport size photos.
- ❑ **Housing.** Check with the university about housing options and methods of payment. Often overseas universities have limited housing and require that you apply months in advance of attendance.
- ❑ **Application for Credit for Study Abroad (green sheet).** The form is extremely important in order to ensure proper credit transfer, compliance with university and department graduation requirements and scholarship disbursement. Follow the instructions on the back of the form. The original should be returned to 261 MSC.
- ❑ If you have been awarded a named scholarship, please write a **letter of thanks** to the scholarship donor. The Study Abroad Office will forward your letter.
- ❑ **Risk and Release** form. Read carefully and sign.
- ❑ **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.
- ❑ **Health Insurance.** All University of Missouri students are required to purchase HTH Worldwide insurance. Instructions will be mailed in your acceptance packet.
- ❑ **Visa.** Check the website of the country's embassy in the US (i.e. French Consulate in Chicago, etc.) in which you will be a student for visa requirements. In some cases an application for a visa can take up to three months. Most countries require a letter of acceptance from the university you will be attending in order to process the visa. Therefore you must plan ahead in order to be sure that you have all materials in the UM-St. Louis study abroad office and the University you will be attending.
- ❑ There is a **mandatory orientation** usually held on a Friday afternoon. You will be notified of time and location. You will receive instructions on registration procedures at the orientation. Do not register prior to learning this procedure.
- ❑ Purchase the Student Identity Card, **ISIC**, available in 366 SSB. \$22.
- ❑ Check to see if any **immunizations** are necessary and make arrangements to start them 2-3 months before departure.

All materials, unless noted, should be returned to the Study Abroad Office, 261 MSC. Contact the office at studyabroad@umsl.edu or 516-5229 with any questions.