



# APPLICATION FOR MSU STUDENTS



Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035



*We are pleased that you are interested in applying to study abroad through Michigan State University. This application packet is for MSU students. If you are not an MSU student, please contact the Office of Study Abroad to obtain the appropriate application.*

## APPLICATION PROCESS

You can apply for this program at the MSU Office of Study Abroad, 109 International Center, or by mail. Selection of applicants is done on a rolling admission basis - that is, applications are accepted and students are evaluated and considered for acceptance throughout the academic year. However, applying early and meeting the minimum eligibility requirements does not guarantee acceptance.

**We strongly recommend that you apply early since many programs will be filled to capacity prior to the following deadlines (applying early may also enable you to take advantage of group flight discounts). In some cases, you may submit an application after the deadline but your acceptance may be influenced by the late submission.**

### OCTOBER 15

deadline for WINTER BREAK and SPRING SEMESTER programs

### MARCH 1

deadline for SUMMER and FALL SEMESTER and ACADEMIC YEAR programs

## ELIGIBILITY and ACCEPTANCE

You must be in good academic standing, with a GPA of at least 2.00 (or the minimum GPA as determined for the program), at the time of application. Meeting this minimum GPA does not, however, guarantee acceptance: additional eligibility criteria may apply (see program brochure), and you must be judged academically prepared by appropriate program faculty members. Acceptance to all programs is based, minimally, on a faculty review of your transcript and a review of the Judicial Affairs Office records. Your transcript and status report from the Judicial Affairs Office will be obtained directly by the Office of Study Abroad and need not be submitted with your application.

At acceptance, you will receive an official acceptance letter including a *Decision Form* and *Statement of Responsibility*. By signing and returning these forms you will be notifying the Office of Study Abroad that you either wish to participate in, withdraw from, or transfer from the program. These forms must be returned within two weeks of the date of your acceptance letter.

Your participation may be denied if your conduct prior to departure raises doubts that you should be allowed to participate in an international experience.

## FEES

**A \$100 application fee is required.** By signing your application, you agree to pay this fee. You will receive a bill from the MSU Student Accounts Office for the application fee that is applied to the cost of the program and is non-refundable once you are accepted into the program. If you wish to withdraw your application, you are required to complete a *Decision Form* (included with your acceptance letter, available at the Office of Study Abroad or on the OSA web site, <http://studyabroad.msu.edu>). This must be done **before or within two weeks of the date of the acceptance letter** in order to receive any refund.

**Once accepted into a program, you will be billed for a non-refundable and non-transferable \$200 deposit.** This deposit will be posted and due on your student account and must be paid by the due date indicated on the bill. It will be applied to the cost of the program. **If you do not pay the deposit by the due date indicated on the bill, the deposit will accrue monthly late charges until it is paid in full.** If you should decide to withdraw or transfer from the program after acceptance, you are still responsible for paying this \$200 deposit. (See *Withdrawal or Transfer* section for details.)

If you are unable to pay the deposit by the due date, you are encouraged to apply for a short-term loan with the MSU Office of Financial Aid. Students who are wait-listed because a program is filled to capacity will not be billed the \$200 deposit until formally accepted. The application fee will be refunded to wait-listed students who are unable to participate due to program space limitations.

## STUDENT HANDBOOK

You will receive a Study Abroad Student Handbook when you submit your application. This handbook contains important information about safety, health, and adjustment issues, as well as OSA policies and procedures, and should serve as your final reference if you have any questions. Please read the contents carefully.

## FINANCIAL AID AND SCHOLARSHIPS

You can use your MSU financial aid to help cover the cost of participating in a study abroad program. If you indicate on your application that you plan to use financial aid to help pay for your study abroad experience, the Office of Study Abroad will forward a Financial Aid Approval Form that includes all anticipated costs to the MSU Office of Financial Aid for processing.

Scholarships available through OSA are awarded to qualified MSU students on the basis of financial need and/or academic performance. Applications are available at the Office of Study Abroad or on the Web at <http://studyabroad.msu.edu>. The scholarship deadlines are October 15 for winter break and spring semester programs and March 1 for summer, fall and academic year programs.

## WITHDRAWAL

You must inform the Office of Study Abroad, not the program faculty leader, when you withdraw from a program by completing a *Decision Form* (included with your acceptance letter, available from the Office of Study Abroad or on the Web at <http://studyabroad.msu.edu>). Otherwise, you will continue to receive and be responsible for payment of the tuition and course fees and/or instructional fees and study abroad program bills. The Office of Study Abroad will not accept verbal cancellations by phone or e-mail notification; withdrawal **must be in writing**. You will be allowed a grace period of two weeks after the date of the acceptance letter, to withdraw from a program without financial obligation. If, however, you have not notified the Office of Study Abroad **in writing** that you wish to withdraw within this two-week grace period, your \$100 application fee, \$200 deposit, and further program fees (see below) will still be posted and due on your student account.

It is also your responsibility to withdraw from your study abroad courses. The Office of Study Abroad will not do this.

## REFUND POLICY

Should circumstances force you to withdraw or transfer from the program prior to departure, you will receive a full refund of tuition and course fees and a refund of your program fee according to the following schedule:

If your written withdrawal is received at the Office of Study Abroad after acceptance and the two-week grace period...

- at least **8 weeks prior** to the program's first day, you will receive a refund of **all but the \$300 application and acceptance fees**.
- **less than 8 weeks but at least 4 weeks** prior to the program's first day, you will receive a refund of **65% of the program fee**.
- **less than 4 weeks but at least 2 weeks** prior to the program's first day, you will receive a refund of **15% of the program fee**.
- **less than 2 weeks** prior to the program's first day, you will receive **no refund**.

## TRANSFER

If you decide to delay your participation or transfer to another program, you must submit a new application and a *Decision Form* (included with your acceptance letter, available from the Office of Study Abroad, or on the Web at <http://studyabroad.msu.edu>). Once you have done so, your \$100 application fee will be transferred to the new program. Your application fee may be transferred once only to a future or other program that begins within one calendar year of your first program. If you decide to delay your participation or transfer to another program after acceptance, your \$100 application fee will be transferred, but the \$200 deposit will not be transferred to the new program. You will be allowed a grace period of two weeks, after the date of the acceptance letter, to transfer to another program without being billed for the \$200 deposit. If, however, you have not notified the Office of Study Abroad in writing by letter or by completing the form (e-mail is not acceptable) that you wish to transfer within this two-week grace period, your \$200 deposit will still be posted and due on your student account.

## SUMMARY

At the time of application:	\$100 fee will be billed
Before acceptance or within a two-week grace period following acceptance:	\$100 application fee is refundable/transerable
After acceptance and two-week grace period:	\$100 application fee is non-refundable, but can be transferred and \$200 deposit is non-refundable; Refund of program fee will be according to the above schedule

Your complete application must include the following items:

1. *Application*. Please type this form or print in ink. We strongly recommend that you contact the faculty leader or your academic adviser as soon as possible to discuss your selection of courses for this program.
2. *Student Health/Emergency Treatment Authorization*. Complete all spaces, and sign.
3. *Personal Essay (if applicable)*. Please type in the space provided.

**Applications will not be considered until all of these items have been submitted!**

*Thank you for your interest in our program; we look forward to your participation.*



# APPLICATION



Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035

Name: \_\_\_\_\_ MSU PID #: \_\_\_\_\_  
Last First

Sex:  F  M E-mail: \_\_\_\_\_

- MSU in-state student
- MSU out-of-state student
- NON-MSU student: Current university: \_\_\_\_\_

Name of study abroad program: \_\_\_\_\_

Country/countries of program: \_\_\_\_\_

Dates and year of program: \_\_\_\_\_

- MSU study abroad program
- NON-MSU study abroad program

**NOTE TO MSU STUDENTS:** Notification of acceptance will be sent to your current address. Bills will be sent to the address you have indicated as your billing address with the Office of the Registrar. If the following information is different than what the University has on its SIS system, you must update your changes at the Office of the Registrar through the MSU home page (<http://www.msu.edu>).

Current address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Local phone: \_\_\_\_\_  
Street address

\_\_\_\_\_ Work phone: \_\_\_\_\_  
City State Zip

Current address expires on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date of birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Citizenship: \_\_\_\_\_  
Month/Date/Year Month/Date/Year

Permanent address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Street address

\_\_\_\_\_ Work phone: \_\_\_\_\_  
City State Zip

Major: \_\_\_\_\_ MSU College: \_\_\_\_\_

Expected graduation: \_\_\_\_\_ Number of credits you plan to take: \_\_\_\_\_  
Month/Year

Status during program:  FR  SO  JR  SR  GR  Other

Current cumulative grade point average (GPA): \_\_\_\_\_ Are you an Honors College student?  yes  no

Will you be using financial aid?  yes  no Have you filed a FAFSA for the study abroad period?  yes  no  
(Including loans, MET, scholarships & grants; does NOT include OSA Scholarship) (If not, complete one as soon as possible. Available at Study Abroad and Financial Aid.)

Are you considered as a dependent on the tax form of your parent/guardian?  yes  no

Do you plan to use the accommodations arranged by our office as described in the MSU program brochure?  yes  no

If "no", please provide your contact address and phone number abroad: \_\_\_\_\_

**References:** Please list the name, telephone number and e-mail of two references who may be contacted regarding your participation.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Emergency Contact:** *Please list who should be notified in case of an emergency*

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
*Last First*

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Home phone: \_\_\_\_\_  
*Street address*

\_\_\_\_\_ Work phone: \_\_\_\_\_  
*City State Zip*

Cell phone (if applicable): \_\_\_\_\_ Fax (if applicable): \_\_\_\_\_

E-mail (if applicable): \_\_\_\_\_

How did you learn about this study abroad program? (check all that apply)

- Faculty Member     Study Abroad Office     Class     State News     Study Abroad Fair     Former Participant  
 Peterson's Guide     IIE Academic Year/Vacation Abroad     Other (specify: \_\_\_\_\_)

I have read and understand the application cover sheet, including the stated fees and withdrawal policies.

I understand that a \$100 application fee will be posted and due on my MSU account for each program to which I apply. By submitting this signed application, I understand I am obligated to pay this fee unless I submit, in writing to the MSU Office of Study Abroad, the withdrawal of my application before acceptance.

I understand I will be allowed a grace period of two weeks after the date of the acceptance letter, to withdraw or transfer from a program without financial obligation. I also understand that following acceptance and the two-week grace period, I am responsible for paying a non-refundable/non-transferable \$200 deposit and further program fees as they are posted.

In addition, I give OSA permission to order and release my student records and transcript to persons directly involved with the acceptance and processing of my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE OF STUDENT INFORMATION**

During the course of a student's participation in a study abroad program, the Office of Study Abroad may wish to provide relevant information from the student's educational records to the student's parents or other third parties. Depending on the circumstances, information to be released might include student account information, information about the program in which the student is enrolled, or non-emergency information related to the student's health or safety.

Please sign below to indicate that you have read this form and authorize the Office of Study Abroad to provide relevant information from your educational records to your parents and any of the following individuals: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# STUDENT HEALTH/EMERGENCY TREATMENT AUTHORIZATION



Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035

The purpose of this form is to help the Office of Study Abroad provide appropriate assistance to you should the need arise during your study abroad experience. It is important that we be aware of any medical or emotional problems, past or current, which might affect your ability to participate in an MSU study abroad program. The information provided will remain confidential as allowed by law. Relevant information will be shared with program staff, faculty, or appropriate professionals as it relates to your health and safety.

Name: \_\_\_\_\_ MSU PID #: \_\_\_\_\_  
Last First

Sex:  F  M Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Citizenship: \_\_\_\_\_  
Month/Date/Year

Current address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Local phone: \_\_\_\_\_  
Street address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work phone: \_\_\_\_\_

Name of study abroad program: \_\_\_\_\_

Country/countries of program: \_\_\_\_\_

Date and year of program: \_\_\_\_\_

This information is required to coordinate treatment in the event of a medical emergency. Answer "N/A" if not applicable

### ALLERGIES

Medication allergy: \_\_\_\_\_ Reaction: \_\_\_\_\_ Treatment, if exposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food or environmental allergy: \_\_\_\_\_ Reaction: \_\_\_\_\_ Treatment, if exposed: \_\_\_\_\_  
*(foods, dust, chemicals, household items, pollen, bee stings, etc.)*  
\_\_\_\_\_  
\_\_\_\_\_

### MEDICATIONS

Please list any medicines you are taking on a daily, regular, or as needed basis and indicate how often and why each medicine is taken.

Name of Medication: \_\_\_\_\_ How often taken: \_\_\_\_\_ For what condition? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Participants must bring an adequate supply of medications that are required on a daily or routine basis when traveling abroad.

### DIETARY RESTRICTIONS

Do you have any dietary restrictions?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL HEALTH CONDITIONS**

Do you have any additional health conditions other than those previously listed (such as surgeries, hospitalizations, injuries, chronic conditions, physical illness, psychological illness, emotional illness, mental illness, etc.) that may need special consideration before or during your experience or may affect your ability to participate in this program?      Yes    No

If yes, please explain:

Condition(s)                                      How often do you have symptoms?                                      Plan for dealing with this problem while traveling

---

---

---

**MEDICAL RECORDS**

The following **must** be completed. If you do not have a regular physician, indicate where your medical records are kept.

Physician name: \_\_\_\_\_

Office phone: (    ) \_\_\_\_\_                                      Emergency phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

---

---

**HEALTH AND EMERGENCY AGREEMENT**

I authorize the release of information contained in this Student Health/Emergency Treatment Authorization form for access and review by the director and assistant director of the MSU Office of Study Abroad and the appropriate health professionals in the MSU Olin Health Center. I give these individuals permission to discuss my health condition with each other and with any physician, psychologist, or counselor who treated me during the past four years. I understand that if this information is pertinent to my health and safety abroad, it may be discussed with the MSU Office of Study Abroad program coordinator, the MSU program leader, host family, and the host institution’s resident director.

In the event that I need emergency medical care, hospitalization, or surgery while participating in the program, I authorize Michigan State University, through its representatives, to secure any necessary treatment. If coverage is not provided through the MSU Study Abroad insurance program, I understand that such treatment shall be solely at my expense, and I shall reimburse Michigan State University or its representatives for any expenses that they might incur on account of my condition or treatment. In the event of any emergency abroad, Michigan State University may notify my emergency contact listed on the Study Abroad Application.

I certify that all responses made on this form are complete, true and accurate, and I will notify the Office of Study Abroad immediately of changes in the state of my health. I understand that approval and participation in this study abroad program is contingent on receipt by the MSU Office of Study Abroad of this completed and signed form.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you have any questions regarding medical problems, immunization requirements, or other health issues, call the Olin Health Center Travel Clinic at 353-3161 at least 45 days prior to departure.*



# PERSONAL ESSAY



Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035

**\*\* TO BE COMPLETED FOR PARTICIPATION IN SEMESTER OR ACADEMIC YEAR PROGRAMS ONLY \*\***

Name: \_\_\_\_\_ Name/location of program: \_\_\_\_\_

In the space provided below, write an essay that incorporates the following:

- Why you want to study abroad and why you are interested in this particular program;
- How studying abroad will help you meet your academic, professional and personal goals;
- Why you feel you are qualified to participate in this program and what you will contribute to this program;
- How you plan to apply your experience upon returning to the United States.

**Essays should be typed.**