

CIS Short-Term Programs Abroad

Checklist

- Research and select a CIS program using the CIS Short Term Programs Abroad Brochure and website, www.studyabroad-cis.com. This is also a good time to discuss the idea of studying abroad with your family.
- Meet with your campus study-abroad office to determine the proper procedures for undertaking and approving this experience. During this time you will want to inquire about the possibility and procedures for using financial aid to study or intern abroad. This is also a good time to apply for a passport if you do not already possess one.
- After institutional approval, complete and submit all application materials to CIS. A completed application includes: CIS short term study-abroad application form, official transcript, personal statement, course selection worksheet (study-abroad students must list courses, interns need only obtain a signature), recommendation form, and the application fee (\$50 for study-abroad, \$150 for internships). If necessary, it is possible to send these items separately.
- Within two to three weeks of submitting a completed application, you will receive notification of the admissions decision. If you have been accepted you will receive the CIS Acceptance Packet.
- Within two weeks of receiving your acceptance packet, you will need to accept the offer from CIS by submitting all necessary forms along with a program deposit (which will be applied to your total program cost) and a housing damage deposit (if applicable). Total deposit amounts vary by program, and can range from \$500 to \$1,500.
- After receiving your completed acceptance forms and deposit, CIS will reserve your place in the chosen program and continue to work with you on matters of financial aid, housing, flight arrangements, course approvals or internship placements, and visa matters (if applicable).
- By the deadlines listed in the Policies and Procedures, final payment OR arrangement for final payment must be completed.
- Prior to departure, CIS will send you detailed pre-departure information and ensure that you are well prepared for your study/internship abroad program, This pre-departure information and orientation will cover practical matters such as what to pack, money, travel tips, health and safety, etc., as well as provide cultural adjustment tips.
- Depart for the program and have a successful, life-changing experience!

Application

SHORT-TERM PROGRAMS ABROAD



PERSONAL INFORMATION

Name _____

Gender (check one) male female Birthdate (m/d/y) ____ / ____ / 19 ____

Citizenship _____ Country of Birth _____

Social Security Number _____

Current Address (valid until _____) _____

City _____ State _____ Zip _____

Current Phone _____ Current E-mail _____

Alternate E-mail _____

Permanent Address _____

City _____ State _____ Zip _____

Permanent Phone _____ Permanent E-mail _____

Passport number _____ Exp. Date ____ / ____ (m/y)

EMERGENCY CONTACT (REQUIRED)

Name _____ Relation to you _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

BILLING INFORMATION

Who will be paying your fees? (check as many as apply) Yourself Parents Financial Aid

Person to whom invoices should be sent _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Do you have any special needs that CIS should be aware of when placing you into a program?
Note: providing this information will not affect your acceptance into any CIS program.

How did you learn about CIS? _____

CURRENT ACADEMIC INFORMATION

Name of school currently attending _____

Major/Minor _____

Year in School (check one) freshman sophomore junior senior

Current cumulative GPA _____ Courses from current semester (not listed on transcript):

17 NEW SOUTH STREET, #205
NORTHAMPTON, MA 01060
USA
TOLL FREE 877.617.9090
FAX 413.582.0327

Detach and send this page and all supporting documents:

- Study-Abroad Application Form
- Academic-Reference Form
- One- to three-page Personal Statement
- Official transcript
- Non-refundable application fee, payable to CIS (\$50 for study abroad, \$150 for internships)

Mail to:

CIS-Center for
International Studies
17 New South St., #205
Northampton, MA 01060
USA

PROGRAM INFORMATION

Program applying for (indicate session if applicable): _____

Please list, in order of preference, the courses that you wish to take abroad. (See www.studyabroad-cis.com to choose your courses) Prior to listing these courses you should have approval from your academic advisor that these are appropriate for transferring back to your academic program of study at your home institution. Please note: Registration for the following courses will take place when you arrive at the host university.

	COURSE NO.	COURSE NAME	WILL TRANSFER BACK AS: (i.e. HUM 100)	NO. OF U.S. CREDITS
1				
2				
3				
4				
5				

Check here if you require a U.S. transcript from the University of New Haven. There is a \$300 fee for this service.

TO BE COMPLETED BY THE ACADEMIC DEAN, ACADEMIC ADVISOR, OR STUDY-ABROAD ADVISOR RESPONSIBLE FOR AWARDING TRANSFER OF CREDIT AT YOUR HOME COLLEGE OR UNIVERSITY.

The above student is applying for a summer program of study-abroad through the Center for International Studies with the expectation that the hours of credits earned abroad will transfer directly toward the degree in progress at his or her home institution. Please read and sign the following:

"I confirm that the applicant has constructed the above program of study in consultation with his/her academic advisor and that a program based on the above selected courses is acceptable to this institution for transfer credit provided a grade of ____ is maintained in each course. I also confirm that, to the best of my knowledge, the student is in good standing at our institution."

Name (Please print) _____ Signature _____

Title _____ Phone _____ E-mail _____

As the student will be receiving academic credit for the coursework done abroad, to whom should the overseas transcripts be sent to for evaluation (registrar, academic dean, etc.)?

Name of office _____ Street Address _____

City _____ State _____ Zip _____

PERSONAL STATEMENT

Part of the mission of CIS is to provide innovative education programs that encourage personal development. While this development can be difficult to measure, we would like to help you get a sense of how you have been changed by your study abroad experience. Thus, as part of the application process we ask you to provide thoughtful responses to the questions below. These answers are not only part of the admission procedure but also, at the end of your program, you will receive a copy of your responses along with resources to help you process how the study-abroad experience affected you. Please respond to the questions on a separate sheet of paper.

1. How does the content of the study-abroad program you are applying to relate to your present and future academic and career goals? (150–200 words)
2. List and explain four goals relating to academics and/or cultural understanding you hope to achieve during your study-abroad experience.
3. List and explain four expectations for your own personal growth/change you hope to experience as a result of your participation in this study-abroad program.

AGREEMENT AND WAIVER

Your signature on this application form indicates your understanding and acceptance of the following:

- I certify that all of the above information is correct, and I agree to stand by the financial, academic, and conduct policies and procedures set forth by the Center for International Studies (CIS) and partner institutions.
- As CIS will be working on my behalf, I hereby authorize the release of my application and other records to its affiliated foreign institutions.
- I authorize the appropriate officials of my overseas host institution(s) to forward official transcripts of the academic work I complete while abroad to CIS. They (CIS) will then release this information to the appropriate officials at my home institution.
- Furthermore, I understand that CIS and its affiliated institutions, in arranging these programs, act only as agents. As such, neither CIS, nor any of its employees, or persons, parties, organizations, or agencies collaborating with them is or shall be responsible or liable for injury, loss, damage, deviation, delay, curtailment, (however caused), or the consequences thereof which may occur during any travel or programs. CIS or the sponsoring institution reserves the right to cancel or alter any program or course for any reason.

Signature of applicant _____ Date _____

Academic Reference Form



17 NEW SOUTH STREET, #205
 NORTHAMPTON, MA 01060
 USA
 TOLL FREE 877.617.9090
 FAX 413.582.0327

TO BE COMPLETED BY THE APPLICANT

Name of Applicant _____
 Social Security Number _____
 Program applying to _____
 Telephone _____ E-mail _____

Under the provisions of the Family Education Rights and Privacy Act, I hereby waive my right of access to this file:

Signature of applicant* _____ Date _____

**By signing you waive access to the contents of this recommendation and it will be sent directly to CIS.*

TO BE COMPLETED BY THE ACADEMIC EVALUATOR

Name of Evaluator _____ Title _____

How long and in what capacity have you known the applicant?

Please assess the applicant according to the following criteria by checking the appropriate boxes:

	EXCELLENT	GOOD	FAIR	POOR	DO NOT KNOW	COMMENTS
Academic performance						
Ability to tolerate differing viewpoints						
Judgement						
Motivation						
Personal maturity						
Emotional stability						
Ability to cope with difficulties						

(Please continue on reverse.)

Are there any other comments that we should consider when reviewing the student's application for study-abroad?

I recommend this applicant for participation in a study-abroad program:

- Without reservations
- With reservations (please explain)

- I do not recommend (please explain)

Signature of Evaluator _____ Date _____

Phone _____ E-mail _____

Thank you for your consideration.

CIS Policies and Procedures



The following policies and procedures, established by the Center for International Studies (CIS), are important to you as a candidate seeking to study/intern abroad. Reading and understanding them are crucial. If you have any questions about the policies and procedures, please do not hesitate to contact CIS for a thorough explanation. Your understanding of and compliance with these simple statements will ensure a safe and successful experience abroad.

APPLICATION PROCEDURES

CIS realizes that a study or internship experience abroad will change your life in many ways; such experiences are academic, cultural, and professional. Therefore, we seek applicants who will benefit academically and socially from a study-abroad experience, as well as professionally from an internship experience; personal maturity and discipline will be evaluated along with academic credentials.

In general, your cumulative GPA must fall between a 2.5 and 3.0 to be accepted to a CIS Short Term Program Abroad. See individual program profiles for specific requirements. If you have a slightly lower GPA than is required, your application will be reviewed on an individual basis. In order to be considered for admission you must complete and submit the following by the application deadline listed in the program's profile:

- Application for Short Term Programs Abroad
- Personal Statement
- Academic Reference Form
- Official copy of most current university transcript
- Non-refundable application fee, payable to CIS (\$50 for study-abroad, \$150 for internships)

Upon submission of all the preceding documents, your application will be reviewed by our staff and a decision will be made. If necessary, CIS will forward the application to the overseas institution of choice for approval and processing.

Within two weeks, CIS will notify you of the admissions decision. If you are accepted, you will be asked to confirm your place by submitting a confirmation deposit to CIS along with a housing damage deposit (if applicable). The confirmation deposit will be applied toward your program cost and is non-refundable except under specific conditions outlined in the Refund Policies section. The housing damage deposit is refundable, less any damage fees, after your program.

Internship placement interviews for London and Dublin will generally take place in March, and interviews for Spain will be scheduled approximately thirty days after you have accepted your offer. In most cases students will be given their internship placements before arrival in the host country.

TRANSFER OF ACADEMIC CREDIT AND RECORDS

STUDY-ABROAD: Ideally, your study-abroad program will allow you to take courses abroad that will fulfill graduation requirements at your home university. Because CIS works only with recognized institutions, there should be no difficulty arranging the transfer of credit back to your home school. *That being said, advanced planning is crucial to ensure that both your home university and your host institution have approved your course selection before your departure.*

As part of the application process, CIS requires that you receive written approval from your school's study-abroad advisor, academic advisor or academic dean for all the courses you wish to take on the course selection section of the application. In order to transfer credit back to your home institution, the courses you take abroad must meet the requirements of your home school. To determine transferability, your study-abroad advisor (or academic advisor) will want to see descriptions of the courses you intend to take. CIS can provide these details to you through the Web in most cases, or in printed form. In general, for all CIS programs, you will be counseled to enroll for an amount of coursework equivalent to twelve to sixteen U.S. credits.

INTERNSHIPS: Due to immigration regulations, all students participating in the London or Dublin Internship Programs must receive academic credit at their home institutions for this experience. Advance planning is crucial to ensure your home institution officially approves your internship for academic credit. Students participating in the Spain Internship Abroad Program are not required to obtain credit at their home institutions to be eligible for the program.

RECORDS: After you have completed your internship or study-abroad experience and have made all of the appropriate payments, your home institution will be issued a performance evaluation (internship abroad only) or official transcript from the host school (study-abroad only). This will normally be issued a about 2-3 months after completion of the program. You should expect this process to take longer than in the U.S. Please keep in mind that your records will not be released if you have any outstanding financial obligations to the host institution or CIS.

STUDENT CONDUCT

As a guest in a foreign country, a participant in a CIS program and a global citizen, you will be expected to conduct yourself in an appropriate manner. Your actions will not only be a reflection on your home school and CIS, but also on the United States; therefore, it is important for your own well being, as well as that of others, that you act responsibly at all times. The CIS pre-departure guide is only one component of your preparation, and it is your responsibility to research and understand all issues related to safety, health, political, cultural, and religious conditions in the host country.

You will also need to familiarize yourself with the rules and regulations of the host institution or workplace. Usually this type of information is given at the host institution orientations, but it is your responsibility to be aware of this information. Any conduct that causes you to be expelled from an overseas institution will result in the forfeiture of any and all fees you have paid for your study/internship abroad program.

HEALTH AND INSURANCE INFORMATION

While overseas it is important that you understand the health requirements of the country. As part of your pre-departure orientation you will be informed of all issues relating to medical care, insurance and immunizations. It is also very important that you make CIS aware of any previous or current health conditions that may have an impact on you during your time abroad, and well before your departure. Announcement of any health conditions, either prior or existing, will not affect your admission to any of CIS' programs; quite the contrary, revealing this will allow for the host institution and CIS to make proper accommodations prior to your departure.

Medical treatment in a foreign country is not something we expect you to require, but should the need arise, we want to make sure you are adequately covered. In the case of Australia and New Zealand, you are required to carry the countries' national insurance plans. In all other cases, CIS will provide a policy that covers overseas medical care as well as travel and accident insurance. The cost of all insurance, no matter where you study, is included in your program fee.

PROGRAM FEE COVERAGE

The program fees listed for all CIS Short Term Programs Abroad include the following:

- Internship placement and supervision OR tuition for a full course load in most disciplines (certain areas can incur additional fees because of labs, materials, etc.)
- Full service support prior, during and after your program
- Pre-departure orientation
- Airport reception
- Housing during academic periods (unless otherwise specified)
- Host institution orientation
- Performance evaluation (internship) OR official transcript (study-abroad)
- Medical and accident insurance
- Student Union/Association dues at the host school (study-abroad)
- In-country cell phone
- Lonely Planet Guidebook

Program fees do not include:

- Airfare
- Housing damage deposit
- Meals (unless otherwise specified)
- Visa and passport fees
- Spending money
- Books and supplies (unless otherwise specified)

PAYMENT PROCEDURES

You will receive an invoice for the balance of your fees (less the confirmation deposit) within 2-3 weeks of confirming your enrollment in a CIS program. The following are the payment due dates:

PROGRAM	FULL PAYMENT DUE
May Arrival Dates	April 15
June Arrival Dates	May 1
July Arrival Dates	June 1

SUMMER INTERNSHIP PROGRAMS

London and Dublin	March 1
Spain	April 15

All fees are due on these dates, or you must have made arrangements for payment (see the "Financial Aid" section if you will be using financial aid to pay for your program). If you have not made full payment or arrangements for such, by the preceding deadlines, your enrollment will be withdrawn and your confirmation deposit forfeited. A \$100 late fee will be assessed on all late payments.

FINANCIAL AID

Under federal law, all federal financial aid can be used to study-abroad. Beyond this, it is up to your home institution to decide whether or not you can utilize state and/or institutional aid. In certain cases your home university may require a "consortium agreement" to be signed between them and CIS or the host university to process your financial aid for study-abroad. In such instances, CIS can arrange an agreement that meets the needs of your home institution.

If you will be utilizing financial aid to cover all or part of the costs to study/intern abroad, and your financial aid officer has approved this, it is your responsibility to make arrangements for disbursement of this aid. Often, federal financial aid will be disbursed after you have already left the U.S.; therefore, you need to make arrangements for such an occurrence. Students can appoint power of attorney to a close family member. This person can access your account and assist in financial matters while you are out of the country. Again, CIS will work with you to arrange payment, but you must plan for this in advance.

REFUND POLICY

Because CIS makes financial commitments on your behalf well in advance of the program start date, refunds can only be made in certain cases. For a full refund of the study-abroad program fee, less the application and confirmation deposit fees, cancellation must be made to CIS in writing no later than sixty days before the start date of the program to which you have applied. Should you decide to defer to another study term, your confirmation deposit will be transferred to that term, but will not be refunded. For a full refund of the internship abroad program fee, less the application and confirmation deposit fees, cancellation must be made to CIS in writing before the internship placement interview.

PASSPORT AND VISA REQUIREMENTS

In all countries, you will be required to possess an up-to-date passport. If you do not have a passport, you should begin the process soon as it may take up to six weeks. If you already have a passport, please check and make sure that it has not expired and will be valid for at least six months after the completion of your program. With regard to visas, permits of stay and entry clearance, CIS will provide you with the appropriate forms and counseling as part of the predeparture services offered. Be advised that you may incur some fees in the visa application process, and you will need to pay these directly to the issuing consulate.

If you are not a citizen of the United States, please check with the embassy of the country you intend to study in to determine if you will need a visa during your studies.