



Center for
International
Studies

Study Abroad Application Packet

CIS Study-Abroad Checklist

- Research and select a CIS program using this study abroad handbook and Web site, 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 advisor to determine the proper procedures for undertaking and getting approval for this experience. During this time you will want to inquire about the possibility of and procedures for using financial aid to study abroad, and to apply for a passport, if you do not already possess one.
- After institutional approval, complete and submit application materials to CIS. A completed application includes:
 - Study-abroad application form
 - Official transcript
 - Personal statement
 - Course-selection worksheet
 - Recommendation form
 - \$50 application fee
- If applying for an internship, please submit the following in addition to the study-abroad application:
 - Résumé and cover letter
 - Reference from an employer
 - Additional statement addressing your reason for undertaking an internship
- Within two to three weeks of submitting a completed application, you will receive notification of the acceptance 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 (included in the packet) along with a program deposit. (The amount varies from \$500 to \$900 depending on the program) and a housing-damage deposit. (The amount varies from \$250 to \$900 depending on the program.)
- After receiving your completed acceptance forms, CIS will reserve your place in the chosen program and continue to work with you on matters of financial aid, housing, flight arrangements, and visas (if applicable).
- By the deadlines listed in the policies and procedures section of, final payment *or* arrangement for final payment must be completed.
- Prior to departure, CIS will send you detailed predeparture information and ensure that you are well prepared for your study-abroad program. This predeparture 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 for Study Abroad



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

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 (if none, provide later) _____

Exp. Date ____ / ____ (month/year)

EMERGENCY CONTACT (REQUIRED)

Name _____

Relation to You _____ Phone _____

Street Address _____

City _____ State _____ Zip _____

E-mail _____

BILLING INFORMATION

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

Name to whom invoices should be sent _____

Relation to you _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Do you have any special needs that CIS should be aware of when placing you in a program?

Note: providing this information will not affect your acceptance into any CIS program.

HOW DID YOU LEARN ABOUT THE CIS PROGRAM YOU'RE APPLYING FOR? (check one)

Study-abroad advisor/office GoAbroad.com

Faculty/professor StudyAbroad.com

CIS representative Google.com

Study-abroad fair Other Web site (please specify): _____

CIS alumni referral Other (please specify): _____

Detach and send these pages and all supporting documents:

- Study-abroad application form
- Academic-reference form
- Course-selection worksheet
- One to three-page personal statement
- Official transcript
- \$50 non-refundable application fee, made payable to CIS

Mail to:

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

PROGRAM INFORMATION

Program you are applying for (please do not indicate more than *two* locations):

Indicate name of university and program

1. _____
2. _____

INTERNSHIP ABROAD PROGRAM: Macquarie University Suffolk University-Madrid University of Westminster

YEAR/TERM APPLYING FOR:

Year 20____ fall semester spring semester

Full academic year—please indicate the semester you would like to begin: fall spring

Are you interested in volunteering while abroad? Yes No

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

CURRENT ACADEMIC INFORMATION

Name of school you currently attend _____

Major _____ Minor _____

Year in school (check one) freshman sophomore junior senior Current cumulative GPA _____

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

2 PERSONAL STATEMENT GUIDELINES

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 program. CIS and the sponsoring institution reserve the right to cancel or alter any program or course for any reason.

Signature of applicant _____ Date _____

Course-Selection Worksheet



Student's Name _____

Home College or University _____

Program You Are Applying For _____

Semester _____

Below, please list, **in order of preference**, the courses that you wish to take abroad. (Simply go to our Web site, locate your chosen overseas university, and click on "How to choose your courses" to access to necessary links for course selection.) Keep in mind that, before you list these courses, you should have approval from your academic or study-abroad advisor that these are appropriate for transferring back to your academic program of study at your home institution. Also, in order to give you much more flexibility when it comes to registering for classes and organizing your timetable at the overseas institution, you must choose more courses for approval than you will actually register for, i.e., if a full-time load is four courses, then you should have at least seven courses pre-approved. *If you will be attending for more than one semester, please submit one course selection worksheet for each semester.*

It is important for you to know that determination of the amount of credit you will receive for each course you take abroad is your home school's responsibility—not CIS's or the foreign school's. Do not assume that you are getting the same number of credits per class abroad that you would at your home institution. If you or your advisor have any questions about credit equivalencies, please do not hesitate to contact CIS for further information.

	COURSE NO.	COURSE NAME	WILL TRANSFER BACK AS: (i.e. HUM 100)	NO. OF U.S. CREDITS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once this form is received, completed, and signed, CIS will submit it to the overseas institution for preapproval. If, after this process is complete, you do not have enough courses preapproved by the overseas university, CIS will alert you so that you can begin working with your advisor at your home institution to choose additional courses for preapproval overseas.

(Please continue on reverse.)

TO BE COMPLETED BY THE ADMINISTRATOR RESPONSIBLE FOR AWARDING TRANSFER CREDIT AT YOUR HOME COLLEGE OR UNIVERSITY

To the academic dean, academic advisor, or study-abroad advisor: The above student is applying for a full-time study-abroad program through the Center for International Studies with the expectation that the hours of credit 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 _____ Date _____

Title _____

Phone Number _____ E-mail _____

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

Name of Office _____

Street Address _____

City _____ State _____ Zip _____

E-mail _____

Please use the space below for any additional comments you may have.

4

Please complete the following details about your study-abroad office. This is so that we can collaborate with this office on your behalf and better assist you with your study-abroad experience.

Study-Abroad Advisor's Name _____

Office Address _____

City _____ State _____ Zip _____

E-mail _____

Please send CIS program information to our study-abroad office.

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 name/location _____
 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 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 you have 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)

6

- I do not recommend (please explain)

Signature of Evaluator _____ Date _____

Phone _____ E-mail _____

Thank you for your consideration.

CIS Scholarship Program



OVERVIEW

The Center for International Studies understands the value of a study-abroad experience and is committed to helping as many students as possible to achieve this goal. As such, CIS has initiated several opportunities to provide academically qualified students with scholarship awards ranging from \$200–\$1,000 per semester. All awards are based on academic merit and/or program choice.

Note: All scholarships listed below apply to semester programs. Only CPA member scholarships may apply to summer programs.

DEADLINES

SEMESTER ABROAD

Fall semester
Spring semester

SCHOLARSHIP APPLICATION DEADLINES

May 1
November 1

TYPES OF CIS SCHOLARSHIPS AND ELIGIBILITY

Listed below are three types of CIS-sponsored scholarships offered to students who have demonstrated high levels of academic standing.

GO GLOBAL SCHOLARSHIP

Requirements:

- Accepted into a CIS semester program
- Cumulative GPA 3.0 or greater
- 500–1000 word scholarship essay

CIS PARTNER UNIVERSITY SCHOLARSHIP

Eligible students are awarded scholarships in conjunction with the following overseas partners:

- Bond University (p. 8–9)
- La Trobe University (p.10–11)
- Murdoch University (p.14–15)
- University of Newcastle (p.16–17)
- University of Southern Queensland (p.20–21)
- Roehampton University (p.30–31)
- University of Sunderland (p.32–33)
- University of Westminster (p.34–35)
- Dublin City University (p.38–39)
- University of Limerick (p.42–43)
- The Institute at Palazzo Rucellai (p.46–47)
- The Umbra Institute (p.48–49)
- The Pantheon Center (p.50–51)
- Victoria University of Wellington (p.56–57)
- University of Stirling (p.64–65)
- Barcelona Center for Education Abroad (p.68–69)

Requirements:

- Accepted into a CIS semester program
- 500–1000 word scholarship essay

COOPERATING PARTNER ALLIANCE (CPA) MEMBER SCHOLARSHIP*

The CPA member scholarship is awarded to students who attend colleges or universities that are members of our affiliate program. To learn more about the alliance, visit www.studyabroad-cis.com.

Requirements:

- Accepted into a CIS semester or summer program
- Students attend colleges or universities that are members of our affiliate program
- Visit your home institution's study-abroad office for more information.

**Please note: CPA member scholarships are awarded by your home institution, not CIS.*

Application on reverse

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

** CIS is constantly updating our scholarship program. Please check our Web site for current information at:*

www.studyabroad-cis.com

Detach and send this form with the following supporting documents:

- Scholarship essay—500–1000 words, typed and double-spaced
- CIS application forms (pp. 1–6) and related documents, if you have not already applied

CIS Scholarship Application

SCHOLARSHIP ESSAY

Attach an essay to this scholarship application form that explains what it means to you to be a global citizen and how your CIS study-abroad program might help you attain this status. The essay should be typed, double-spaced, and between 500 and 1,000 words (two to three pages).

PLEASE TYPE OR PRINT LEGIBLY AND RETURN THIS WITH A CIS STUDY-ABROAD APPLICATION.

Name _____

Current Street Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Current School _____ Cumulative GPA _____

CIS Program _____ Semester _____ Year _____

SCHOLARSHIP FOR WHICH YOU ARE APPLYING (See scholarship descriptions on other side):

- GO Global
- Partner University

Student's Signature _____ Date _____

IMPORTANT SCHOLARSHIP INFORMATION

Candidates who meet the academic requirements will have their application forwarded to a scholarship committee for review. Notifications of awards are made three weeks after the deadline.

All CIS scholarship recipients, during their study-abroad program, will be required to submit a written essay to CIS while they are abroad in which they speak to their experience and program location, and compare two aspects of the culture, academics, people and/or geography to those in their home country. This essay may be published online by CIS.

Mail to:

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

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 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 study-abroad experience.

APPLICATION PROCEDURES

CIS realizes that a study-abroad experience will change your life in many ways; the experience is both academic and cultural. Therefore, we seek applicants who will benefit academically and socially from a study-abroad experience; personal maturity and discipline will be evaluated along with academic credentials.

In general, your cumulative GPA must fall between a 2.5 and 3.3 to be accepted to a CIS program. (See individual university 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 overseas institution's profile:

- Application for study abroad
- Statement of purpose (1–3 pages)
- Academic-reference Form
- Course-selection worksheet
- Official copy of most current university transcript
- \$50 non-refundable application fee (payable to CIS)

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.

TRANSFER OF ACADEMIC CREDIT AND RECORDS

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, advance planning is crucial to ensure that both your home university and your host institution have approved your course selections 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 worksheet." In order to transfer credit back to your home institution, the courses you take abroad must meet the same 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.

After you have completed your coursework at the overseas institution and have made all of the appropriate payments, your home institution will be issued a transcript from the host school. You can expect your home university to be issued a transcript about two or three months after completion of the semester. You should expect this process to take longer than in the U.S. Please keep in mind that your academic records will not be released if you have any outstanding financial obligations to the host institution or CIS.

As part of the strategic academic partnership formed between CIS and the University of New Haven (UNH), participants in study-abroad programs can now request a U.S. university academic transcript in addition to their overseas university transcript included in the program. To utilize this service participants must request this on their application form and pay an additional fee of \$300. The University of New Haven is regionally accredited by the New England Association of Schools and Colleges. Please note this does not apply to participants on programs in Italy or Spain as they already include a U.S. university transcript.

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 predeparture 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. Usually this type of information is given at the host university 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-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 pre-existing health conditions that may have an impact on you during your time abroad well before your departure. Announcement of any health conditions, either previous or current, will not affect your admission to any 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. The cost of all medical and accident insurance, no matter where you study, is included in the program fee.

PROGRAM FEE COVERAGE

The program fees listed for all CIS partner institutions include the following:

- Tuition for a full course load in most disciplines (certain areas can incur additional fees because of labs, materials, etc.)
- Full service academic and student support prior, during and after your program
- Pre-departure orientation
- Airport reception
- Housing during academic periods (unless otherwise specified)
- Host institution orientation
- Official transcript
- Medical and accident insurance
- Student Union/Association dues at the host school
- 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

PAYMENT PROCEDURES

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

PROGRAM	FULL PAYMENT DUE
Australia (except Bond U.); New Zealand	
Fall semester (Jul.–Nov.)	June 1
Spring semester (Feb.–Jul.)	December 31
Bond University	
Fall semester (Sep.–Dec.)	July 30
Spring semester (Jan.–May.)	December 1

England, Ireland, Italy, Scotland, Spain

Fall semester (Sep.–Jan.)	July 15
Spring semester (Jan.–May)	December 1

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) by the preceding deadlines. If you have not made full payment or arrangements for such, 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 it 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 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, 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 semester, your confirmation deposit will be transferred to that semester, but will not be refunded.

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.