

DIRECTIONS FOR STUDY ABROAD APPLICATION PACKET

As you complete each item, check it off and return the form/s to
Office of International Programs, Gatehouse, for final processing.

Reminder, your packet deadline is:

**Items #1-14 must be fully completed and received in the Office of International Programs
(OIP) office NO LATER THAN THE ABOVE DATE!**

1. **Transcript Request Form**

- IMMEDIATELY** – Complete and sign this form. Leave it with the OIP office. It grants permission to obtain a sealed copy of your official transcript to be forwarded to the university where you wish to study abroad. The OIP Secretary will then request your transcript from the Registrar's office, making it available when it comes time to mail it in with your application (see step #14 below).

2. **Passport**

- IMMEDIATELY** – **You must have a current, valid passport to study abroad.** If you already have one, be sure that it will not expire during the time you are studying abroad and that it is valid for six (6) months **AFTER** you return. The process to obtain a new or renewed passport must start **NOW** (government processing can take 6-8 weeks!). The OIP can provide you with an application, or you can go online to download an application at (http://travel.state.gov/passport/passport_1738.html). You can get reasonably-priced passport photos taken at the local CVS store in Newport. **Reminder:** Many programs require you to note your valid passport number on their application and/or their countries require you to have a passport **BEFORE** you can apply for a Student Visa (see step #16 below). Applying for a Student Visa is also a lengthy process - so plan accordingly.

3. **Passport Photocopy**

- Once you have a valid passport, please make two (2) legible copies of the photo page and bring them to the OIP. It's also a good idea to make enough extra copies to place inside each of your suitcases.

4. **Assumption of Risk and Release**

- You must read and understand this form before taking it to your parent(s)/guardian(s) to acknowledge. All of you must then sign it **in the presence of a notary public**, who will sign, stamp and emboss it with an official seal. Return the **original** (not photocopy) to the office.

5. **Participation Agreement**

- This is a legal document which must be read and signed by you and your parent(s)/guardian(s). Both of your signatures must also be witnessed. It is not necessary to have this Participation Agreement form notarized. Return the **original** (not photocopy) to the office.

6. **Statement of Medical Coverage Form**

- It is necessary to have insurance when studying abroad. Some universities abroad will require additional insurance. If you are under 21, your parent(s)/guardian(s) must complete this form. Take/send it to your parent(s)/guardian(s), along with the two forms above (Assumption of Risk and Release and Participation Agreement). It is not necessary to have this Statement of Medical Coverage form notarized.

7. **Academic Approval / Plan of Study Projection (Yellow form)**

- You must declare your major and you and your Departmental Chair/s must complete and sign Part I of the Study Abroad Academic Approval Form (even if you are NOT taking any courses to satisfy your major or minor). After you have met with your Department Chair/s, call Extension 2124 to make an appointment with Shannon Scott in Academic Advising; where he will complete and sign Part II of the Academic Approval form. At this appointment, you and Mr. Scott will also complete and sign the remainder of the Plan of Study Projection found on the back of this yellow form. This completed form is presented to Dr. Antone at your appointment (see step #15 below) for his signature.

8. **Reference 1 Form** – Given to: _____
- Give this form to a Salve Regina faculty member. Make sure you note your packet deadline where indicated. Have this person return Reference 1 directly to George Antone, Director, Office of International Programs, Gatehouse.
9. **Reference 2 Form** – Given to: _____
- Give this form to another SRU Faculty member, a former teacher, employer or volunteer supervisor. Make sure you note your packet deadline where indicated. Have this person return Reference 2 directly to Office of International Programs, Gatehouse, Salve Regina University, 100 Ochre Point Avenue, Newport, RI 02840.
10. **Dean of Students Clearance Form**
- You must take this form to John Quinn, Dean of Students in Miley Room 118.
11. **Business Office Clearance Form**
- Before studying abroad, you must fulfill all your financial obligations to Salve Regina University. Go to the Business Office (located on the second floor of Ochre Court) to have a member of the business office complete this form. Any balances must be paid-in-full (or arrangements arranged) before you turn in this form to the OIP.
12. **Financial Aid Clearance Form**
- In many cases your financial aid package is applicable to your study abroad experience. Make an appointment with a member of the Financial Aid Office (Ochre Court Room 309) to discuss your package and get your form signed. If you do not have financial aid, you still need to return this form to the OIP (mark it “Not Applicable”).
13. **Personal Essay**
- Please write a brief essay, two or more pages, describing your academic career and/or personal goals. How would your participation in a Study Abroad program contribute to these objectives? Make sure your name is typed on the top of each page. This essay will be read and reviewed by the OIP staff.
14. **Institution Abroad Application Form**
- You will have to complete an application form for the university abroad at which you want to study. In most cases these are special forms for study abroad students and they are different from the applications students would submit if they were applying to that university as a full-time student for four years. Check with the OIP to obtain the correct application form. Complete your application and bring it back to the OIP (don't forget to include any additional fees, photos, essays or references!). The OIP will attach your transcript. **Do NOT send your application directly to the institution abroad!**
15. **Appointment with Dr. George Antone**
- When all the above forms (#1-14) have been delivered to the OIP, call Lisa Kotlen (ext. 2372) to make an appointment to go over all completed materials with Dr. Antone.
- Date: _____ Time: _____
16. **Student VISA**
- Some countries require that you obtain a student visa. A student visa is a government-issued authorization to enter and study in their country. This is ONLY issued by the country's embassy or consulate branch. **Before you can apply for a student visa, you must have a written acceptance from the institution abroad, along with a valid, current passport (see step #2).** In some cases, applying for a student visa is very involved - and can take WEEKS to process! Detailed requirements & applications are found on the specific consulate websites.
17. **Student VISA Photocopy**
- Before you leave for your semester abroad, please mail us a photocopy of your Student Visa.

NOTE:

*Once you have finished your studies abroad, **don't forget to request an official transcript before you return to the USA.** The institution needs to mail it to: **Dr. George Antone, Office of International Programs, Gatehouse, Salve Regina University, 100 Ochre Point Avenue, Newport, Rhode Island 02840, U.S.A.***