

**Application Booklet and Guidelines  
Center for International Services & Programs**



Notes:

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(Detach Form and return to MC 412)

# Introduction

Congratulations on your decision to study abroad. Historically, only about 8% of American college students have studied abroad and only about 1.5% of the CSU student body studies abroad in any given year.

The benefits of studying abroad can be extraordinary if you take full advantage of the experience:

- Increasing prospective job opportunities & shaping career development
- Promoting personal growth, increasing self-confidence, and willingness to take risks
- Increasing personal and intellectual maturity
- Developing a personally informed view of the world & understanding global issues
- Developing intercultural competencies & an awareness of diversity
- Learning new traditions and social and academic customs
- Better understanding of one's own cultural values
- Interacting with students from around the world
- Stimulating one's academic interest and influencing future educational decisions
- Improving communication and language skills
- Adapting to new environments
- Developing problem-solving skills
- Experiencing diverse business practices

# Requirements

All students must apply to be approved for study abroad. Study abroad is open to any CSU student who meets the following criteria:

- 2.0 cumulative GPA or higher (3.0 or higher required of graduate students)
- 1 successful semester if a transfer student
- 2 successful semesters if new first-year student
- Not have received any sanctions in violation of the Student Conduct Code including: recommendation of expulsion, recommendation of suspension, disciplinary probation, reprimand, restitution, restriction, community service, counseling, holds, or other which would prevent success abroad as determined by the CSU Judicial Affairs Officer.
- Good standing with the Office of Treasury Services
- Fully enrolled in the semester of application; degree seeking
- Not be a current PSEOP student

Every student wishing to study abroad must complete a general Study Abroad Approval Application form. General study abroad approval is granted by CISP on a rolling basis unless otherwise noted.

Students wishing to study abroad on a reciprocal exchange or through an affiliate option must also submit an additional application directly to the program of their choosing. Admission requirements may vary and could be more rigorous than the criteria above. Students applying for approval for a faculty-led program abroad usually do not have another application form to submit beyond the program application.

As part of the general study abroad approval review process, the following items are considered for each applicant:

- GPA
- Judicial Affairs Record
- Holds on CSU CampusNet Account
- Class Standing
  - any undergraduate with 90 credits or more must apply to the University Petitions Committee to be exempted from the “senior residency rule” unless residency credit is available on study abroad program
- Credentials of the school issuing the transcript for credit transfer
  - The institution must be accredited by Ministry of Education in home country.

# Choosing a Program

When considering the location and type of program that you wish to choose for your study abroad experience, it is important to take stock of your academic progress towards your degree and your finances. These two issues will largely determine when, how, where, and for how long you will be able to study abroad so that it has a positive impact on your life and university experience.

Researching programs can be the most time-intensive part of the process. Start with search engines and general brochures. Then once you identify a program that interests you, visit the program sponsor's website for details. Printed materials are static but websites can be updated daily with the most up to date information. Approach the process as you did when you were looking at colleges a few years ago, and contact CISP any time you feel stuck!

Consider using web resources and the Center for International Services and Programs to begin:

- [www.studentsabroad.com/contents.html#choosingprogram](http://www.studentsabroad.com/contents.html#choosingprogram)
- [www.csuohio.edu/csuea](http://www.csuohio.edu/csuea)
- [www.iiepassport.org](http://www.iiepassport.org)

**Be sure to take notes** when researching programs online, so you can easily return to any programs that caught your attention.

Take note that usually programs include several different services and each one is fundamentally different to the other. When choosing a program, take into consideration what you want to achieve from your time abroad and look into some of the following areas:

- Cost
- Location
- When the program is offered
- Length of program
- Available classes
- Depth of cultural & language immersion
- Housing arrangements
- Excursions & activities

Overwhelmed by the number and breadth of study abroad options? Don't worry, you are not alone. There are so many options out there, it may seem impossible to sift through them all to find what is best for you. However, there is a way to narrow it down. Start by understanding the basic types of study abroad program types that are available. This table breaks the four study abroad program types and explains the pros and cons of each. Consider it carefully.

# Choosing a Program

	<i>Program</i>	<i>Pros</i>	<i>Cons</i>	<i>Examples</i>
CSU tuition	<p><b>Faculty-led Programs Abroad</b></p> <ul style="list-style-type: none"> <li>CSU graded, “residency credit” earned</li> <li>Less than one month abroad makes this option doable for even the busiest of students.</li> <li>Travel with a CSU professor and fellow classmates.</li> <li>Scholarships and financial aid are applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Shorter time abroad may make immersion more difficult.</li> <li>Pay CSU for the “program fee” in addition to the required course tuition.</li> </ul>	<ul style="list-style-type: none"> <li>Locations may be less appealing.</li> <li>Few schools, few placements.</li> <li>Open only to undergraduates.</li> </ul>	<ul style="list-style-type: none"> <li>CSU in Costa Rica</li> <li>China OSM Spring Break Study Tour</li> <li>Int’l Marketing in England</li> <li>CSU in Rouen</li> </ul>
	<p><b>Reciprocal Exchange</b></p> <ul style="list-style-type: none"> <li>Pay CSU tuition to CSU, no tuition to host school.</li> <li>Residency credit earned; Ohio and CSU grant money can be used.</li> <li>Federal financial aid applicable with Consortium Agreement.</li> <li>Studying at a school that has a direct relationship with CSU.</li> </ul>			<ul style="list-style-type: none"> <li>ESC Clermont Ferrand</li> <li>Chung Ang University</li> <li>University of Tucuman</li> <li>Altinbas University</li> </ul>
Tuition charged and paid to host – no CSU tuition	<p><b>Affiliate (direct enrollment)</b></p> <ul style="list-style-type: none"> <li>Federal and institutional financial aid applicable with Consortium Agreement.</li> <li>Typically requires previous knowledge or experience in the host country.</li> <li>No frills.</li> <li>May be less expensive because fewer services are provided.</li> </ul>	<ul style="list-style-type: none"> <li>Federal and institutional financial aid applicable with Consortium Agreement.</li> <li>Typical Services include airport pick-up, pre-arranged housing, group excursions, etc.</li> <li>Options all over the world in almost any location.</li> <li>Pay fees and tuition in US dollars and prepare with a group of helpful USA-based staff with lots of experience sending American college students abroad.</li> </ul>	<ul style="list-style-type: none"> <li>Transfer credits; i.e. non-residency credit.</li> <li>Less individual attention and help from hosts.</li> <li>May be frustrating to deal in host currency and time zone difference during preparations from USA.</li> <li>Transfer credits; i.e. non-residency credit</li> <li>May be more expensive based on “extras.”</li> <li>May not like the other students from American universities who will be grouped with you on the program.</li> </ul>	<ul style="list-style-type: none"> <li>University of Westminster</li> <li>Western Sydney University</li> <li>Freie Universitat Best Program</li> <li>USAC in Ghana</li> <li>CIEE in Jordan</li> <li>ISA in Argentina</li> <li>CIS Abroad in Australia</li> <li>API in Italy</li> <li>AIFS Austria</li> </ul>
	<p><b>Affiliate (program provider)</b></p>			

# Comparing Costs

Carefully examine the published costs listed for each program. Programs that appear less expensive may actually cost more once all costs are factored in. Please read the fine print to see what the published fees include. For example, does it include the following:

- Tuition?
- Room? (Is it included in the fee charges or must you pay for it separately once abroad?)
- Meals? (How many per week?)
- Airfare? (One way? Round trip?)
- Local transportation? (Bus or subway passes?)
- Field trips?
- Medical Insurance?

You must also add the CSU study abroad administration fee: \$100 for each separate study abroad experience. This fee helps offset expenses incurred in administering CSU's study abroad programming.

Other costs related to studying abroad include:

- [Passport](#) (\$145)
- Visa (varies by country)
- Passport photos (available from drug stores or AAA)
- Travel insurance
- Costs listed above that are not included in your program's fees
- Personal travel  
(Be careful of this last one! Do you plan to see all of South America while you are studying in Chile? Talk to a travel agent. Talk to your program. Read travel books and figure out how much your dreams will cost you! Study abroad can cost only slightly more than a comparable time at CSU... IF you don't overdo your personal travel!)

When looking at program costs, make sure you take into consideration what makes these program prices vary from one to the other

- Tuition/fees at the program institution
- Housing and meal arrangements
- Books and supplies
- General cost of living
- Airfare
- Local transportation, regional travel and excursions
- Exchange rate

Please use this table to help you compare one study abroad program against another. Try to find out as much as you can about the estimated and actual costs by combing the website of the each program. Look for links or tabs with words like expenses, fees, tuition, scholarships and financial aid, costs, out of pocket expenses, etc.



# Budget Worksheet

Studying at CSU				Study Abroad Program		
	Ohio Resident	Non-Resident	STUDY ABROAD PROGRAM EXAMPLE			
<b>Educational Expenses</b>						
Tuition & Fees	\$4,818	\$6,465	\$14,500			
Room & Board or Rent/Utilities	\$6,050	\$6,050	Housing Included			
Books & Supplies	\$400	\$400	Varies			
Field Trips/Excursions	\$30.00	\$30.00	\$75.00			
Application Fee to Program	\$0.00	\$0.00	\$0.00			
<b>Travel Expenses</b>						
Airfare	\$0.00	\$0.00	Approx. \$1,300			
Travel to/from Airport	\$0.00	\$0.00	Check Provider			
Passport & Photos	\$0.00	\$0.00	Approx. \$155			
International Health Insurance	\$0.00	\$0.00	HTH Worldwide Included			
Local Transportation	\$863	\$863	Varies			
Visa & Travel/Mailing Costs	\$0.00	\$0.00	Approx. \$20			
Other (example: food)						
<b>Personal Expenses</b>						
Personal & Miscellaneous	\$850.00	850.00	\$2,500			
<b>CSU Expenses</b>						
Administrative FEE CSU			\$150	\$150	\$150	\$150
<b>Semester total estimated of attendance</b>	<b>\$13,073</b>	<b>\$14,694</b>	<b>~\$18,730</b>			

## Tips for finding affordable programs:

- Be flexible with destination—Europe is often pricier than other regions of the world.
- Major cities may be pricier than smaller towns. (think New York City versus Akron)
- Sometimes a location with a higher program fee may actually be less expensive overall if airfare, cost of living and exchange rates are favorable; look at the bottom line of a cost sheet.
- Study abroad for a shorter period of time like summer.

# Financial Aid Guide

**What's the deadline to have my funding for study abroad sorted?** All financial aid paperwork should be submitted and finalized by the following dates:

- Fall semester programs – July 15th
- Spring semester programs -November 15<sup>th</sup>.
- Summer semester programs – April 15<sup>th</sup>.
- For all intersession programs- follow applicable individual program deadline dates.

**How do I fund a Study Abroad Program?** There are many ways that you can help subsidize your program. If you are currently paying for college with federal loans and grants, you may be able to apply that aid to an eligible study abroad program. In addition, other aid from CSU, the State of Ohio and outside agencies may be applied towards your cost.

**What if my Study Abroad Program costs more than my semester at CSU?** All students are required to submit a Cost of Attendance budget for the trip. When possible your award may be adjusted to account for added program costs such as airfare and local housing costs. Study abroad can be very affordable, sometimes even less than a semester at CSU. Cost will vary a lot depending on the type of program. Visit the Center for International Services and Programs to explore the different types of programs. Direct exchange programs and affiliate options in our northwestern hemisphere are generally the most affordable.

**What are the general eligibility requirements for using financial aid for Study Abroad?** For financial aid to help fund a study abroad program, a student must be enrolled for a minimum of six credits at the foreign institution and those credits must transfer back to CSU towards the degree program. If the study abroad program is approved for credit by CSU and the student meets the federal aid eligibility requirements, then a student may use financial aid to help fund the cost. Students receiving institutional scholarships may be able to use those awards if granted permission from the university entity administering the scholarship.

**What are my first steps?** Contact the Center for International Services and Programs to find out what programs are available. Research these programs and review a timeline for when decisions have to be made. Review your options and any limitations on your financial aid. Plan well in advance of when you want to travel abroad so that you can determine the program cost and the amount you will need to put aside. Complete a Sample Budget Worksheet for your program.

**What types of Financial Aid are available for Study Abroad?** Students who wish to be considered for federal aid should file the applicable year's Free Application for Federal Student Aid (FAFSA). Remember, summer term belongs to the present academic year. For example, students interested in summer, 2019 should have on file the 2018-2019 FAFSA. All Federal loans and grants are available for approved Study Abroad Programs. The use of University Scholarships is dependent on the approval of the CSU department administering the award. Eligible students may be able to pursue a PLUS loan, which is their parent borrows on their behalf. Additionally, students may seek out private educational loans for additional assistance.

**What is a Cost of Attendance?** Each program has a detailed outline of all costs associated with their Study Abroad Program or you may need to create one by yourself. Please use the Application Booklet budget page or the Budget Worksheet both available from the Center for International Services and Programs.

A cost of Attendance for each program is required so that the Financial Aid Office can review and make the necessary changes to the student's financial aid package for the intended term abroad. The additional costs for study abroad, may in some instances, result in additional aid eligibility. For less expensive programs, aid funding may be reduced to match the reduced costs.

**Are there any limitations on aid for certain programs?** It is important to plan in advance and check with the study abroad advisor and financial aid (All-in-One Enrollment Services) to see if your financial aid can apply to the study abroad program that you are interested in attending.

**What is a Consortium Agreement?** A Consortium agreement is a written agreement and is required to be completed by each student and their respective Study Abroad Program. The student and the Study Abroad Program provider must both agree (by signing the form) to abide by all federal eligibility rules, notify CSU about enrollment changes and if other grants or scholarships aid is awarded to the student. If you are planning on attending a study abroad program sponsored by another U.S. school, it is possible that by completing a consortium agreement, a written agreement between the two schools, CSU might allow you to use your financial aid for the program. For all programs, you will need to check well in advance to see if their aid will cover the study abroad program that you are interested in pursuing.

**Are there additional grants and scholarships available for Study Abroad?** Yes.

[www.csuohio.edu/international/education-abroad-scholarships-and-grants](http://www.csuohio.edu/international/education-abroad-scholarships-and-grants)

**How is financial aid and scholarship money applied to study abroad?** Applying financial aid or institutional scholarship funds to a study abroad program requires the students to be very proactive in the process. You need to plan well in advance of the payment dates required for your program.

**Can Financial aid designated for my Study Abroad semester be paid out early?** No. Students who plan to participate in study abroad may find that their program requires certain costs be met before the aid for the study abroad semester is ready to pay into your CSU account. We follow the disbursement deadlines of the CSU calendar which are typically 10 days before the start of the term. CSU is unable to release funds in advance for you to pay these costs. Students will need to plan how they will pay any upfront airplane costs or deposits. You can then pay yourself back when your aid is disbursed.

**When will I receive my aid for a Study Abroad Program?** Students may be billed by CSU for their program and the aid will pay into their account generally ten days before the scheduled start date of the CSU semester. Students will receive a refund from CSU once all applicable charges at CSU are paid in full. Students can then use those funds to defray the costs of their program. Sign up for direct deposit so that you do not have to wait for a check.

**What if I am receiving funds from a group other than CSU?** If you are expecting a check from an outside agency to help pay for your study abroad program, the check should be made payable to CSU and we will process the check through your CSU student account. If the agency issues a check payable to you for your study abroad program, the Financial aid Office must be notified as we have to include those funds as part of your aid package. Please contact All-in-One to report any such outside funding that does not come through CSU.

**What will happen if I do not successfully complete my study abroad program?** The study abroad office and the financial aid office will monitor your progress during your study abroad program. Failure to earn credit may result in the return of financial aid funds and a subsequent balance owed to CSU.

**Will future aid be affected?** If you do not successfully complete your program and this action results in not meeting the financial aid Standards of Academic Progress you may lose future aid eligibility. [www.csuohio.edu/financial-aid/standards-academic-progress](http://www.csuohio.edu/financial-aid/standards-academic-progress)

# Contacts

If you have any questions about study abroad, please use the list provided below to contact the appropriate staff member.

Julie Good	Any Education Abroad Questions	BH 412	<a href="mailto:j.a.good88@csuohio.edu">j.a.good88@csuohio.edu</a> <a href="mailto:educationabroad@csuohio.edu">educationabroad@csuohio.edu</a> <a href="mailto:educationabroadGA@csuohio.edu">educationabroadGA@csuohio.edu</a>
All-in-One Enrollment Services (Michael Almony)	FAFSA- Financial Aid Awards- ALT Loans- Parent Plus Loans	BH 116	<a href="mailto:allin1@csuohio.edu">allin1@csuohio.edu</a> or <a href="mailto:m.almony@csuohio.edu">m.almony@csuohio.edu</a>
Advising Offices	Senior Residency Petitions- Graduation requirements	CLASS BUSINESS SCIENCE EDUCATION URBAN ATHLETICS HONORS ENGR	<a href="mailto:class.advising@csuohio.edu">class.advising@csuohio.edu</a> <a href="mailto:businessadvising@csuohio.edu">businessadvising@csuohio.edu</a> <a href="mailto:coshpadvising@csuohio.edu">coshpadvising@csuohio.edu</a> <a href="mailto:coehs.advising@csuohio.edu">coehs.advising@csuohio.edu</a> <a href="mailto:m.c.myers@csuohio.edu">m.c.myers@csuohio.edu</a> <a href="mailto:athletic.advising@csuohio.edu">athletic.advising@csuohio.edu</a> <a href="mailto:honors.program@csuohio.edu">honors.program@csuohio.edu</a> <a href="mailto:s.archer@csuohio.edu">s.archer@csuohio.edu</a>



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## Study Abroad General Approval Application

### I. Personal Information

Name of Student		Email Address	
Telephone No. #1	Telephone No. #2	Student ID Number	Academic Adviser
Current Address		Major/Degree	Year/Class
City	State	Zip Code	Verification (CISP Advisor)
Permanent/Home Address		Passport # (If Currently Known)	Expiration Date (M/DD/YYYY)
City	State	Zip Code	Country of Citizenship

### II. Program Information

Name of Study Abroad Program/University		Sponsoring Organization	
City	Country	Begin Date (M/DD/YYYY)	End Date (M/DD/YYYY)

Have you previously studied or traveled abroad? If yes, when and for how long did you study abroad?

What languages other than English do you speak? What is your level of fluency?

### III. Emergency Contact

Name of Contact		Relationship to Student		
Telephone No. #1	Telephone No. #2	Email Address		
Current Address		City	State	Zip Code

### IV. Release of Information Waiver

I hereby give the Office of Judicial Affairs at Cleveland State University, located in the Department of Student Life, permission to discuss any disciplinary records or provide any information regarding any disciplinary proceedings against me, and/or the outcome of Student Conduct Hearings, with the Center for International Services and Programs. I understand that the information discussed will be for the purposes of the Study Abroad Program. By signing this form, I also understand that I have waived my right to information that is considered confidential under the Family Education Rights and Privacy Act (FERPA). This permission is valid from the time I submit this signed document to the Center for International Services and Programs through a period of one semester or until my program abroad ends.

Signature of Student

Date

Submit signed form to Center for International Services and Programs

