**INSTRUCTIONS FOR STUDY ABROAD AND AWAY APPLICATION**

**Summer Application Deadline:** March 15th

*\*\* Applications are due by 5pm on the deadline to the Office of Study Abroad and Away Programs\*\**

**In order to submit your application, you must complete the steps below:**

1. **Finalize your program selection and review application requirements**
2. **Submit a “Study Abroad Summer Program Pre-Approval Form” to confirm that you will be eligible to transfer credits to Clark from your chosen study abroad program.**
3. **Meet with your faculty advisor to complete your "Transfer Credit Approval Form"**

* Review the included directions.
* You must receive faculty approval even if you are not requesting PLS or major waivers.

1. **Write a 1 page long essay describing:**

* Your primary motivation for studying abroad/away in your chosen location and how your program will support your personal, academic and professional goals. Be specific.
* A challenge that you anticipate experiencing abroad or away and how you plan to overcome it.
* Studying away and abroad should include cultural engagement and personal development. Name at least one goal that you have for yourself in this area and how studying away will help you accomplish it.

1. **Obtain a Copy of your Passport Photo Page**

* If renewing, write “renewal in process” on application.

1. **Pay the $100 Application Fee**

* To pay online, go to your CUWeb Student Account ([www.CUWeb.clarku.edu](http://www.CUWeb.clarku.edu)) > Student Services and Financial Aid.
* Go to “View and Pay Student Account” > Make a payment > Study Abroad/Away Application Fee.
* You may also pay at the Cashiers Office on the 3rd floor of the ASEC building.
* Be sure to save your receipt for submission with your application.

1. **Complete the application to your study program and include proof of submission**

* Students are required to submit BOTH their Clark application for approval AND their program application by the stated Clark deadline. Any delay in your program application may jeopardize your Clark approval.

**After Submitting Your Application:** Within 2-4 weeks after the deadline, you will receive an approval status via e-mail. If approved, you will need to confirm your intended participation and submit any additional forms by the provided deadline.

*Clark University does not discriminate against qualified persons on the basis of race, color, sex, sexual orientation, religion, national origin, age as defined by law, or ability. Clark University is an Affirmative Action/Equal Opportunity institution.*

**SUMMER STUDY ABROAD AND AWAY APPLICATION FOR APPROVAL**

* Please place all forms/documents in order of the checklist below.
* Only complete and organized applications will be accepted.

|  |  |
| --- | --- |
| * + Checklist   + Application for Approval   + Health and Disability Management Plan   + Transfer Credit Approval Form | * Essay * Copy of Passport photo page * $100 non-refundable application fee confirmation |

**Name Clark ID#**

**Race / Ethnicity Gender Identity Date of Birth**

**Citizenship(s) Class Standing while Abroad Graduation Year**

**Major/Minor(s) GPA**

**Program Name**

**Credit granting Institution/Organization conducting Program**

**Program Location (City, Country) Program On-site Contact**

**Program Start Date Program End Date**

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**Clark Email Non-Clark Email**

**Local Address Use Until**

**Permanent (Home) Address Use Until**

**Telephone** **Use Until**

* I understand that my financial aid will not travel with me for summer study abroad.
* I certify that the above information is correct and complete and I fully understand the conditions of the program for which I am applying.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**CLARK UNIVERSITY SUMMER POLICY ON SUMMER TRANSFER CREDIT**

You should consult with the Director of Study Abroad prior to application for program approval. They will review your chosen program to determine whether Clark University will award transfer credit.

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* Students will earn transfer credit only for summer programs. Letter grades will not show on your Clark transcript and will not be factored into the GPA.
* **Students must earn a grade of C or better to receive transfer credit.**
* Students may receive a **maximum of two Clark units (8 credits)** for any given summer.
* It is the student's responsibility to ensure that **an official transcript** is mailed directly to the Study Abroad office by the School of Record at the end of your term abroad.
* Requests for major or minor requirement waivers must be pre-approved by your faculty adviser.
* PLS waivers are approved by Dean DeMoura in the Dean of the College office (ASEC 2nd floor)
* No credit is awarded for any duplication of courses already completed at Clark, or for language courses taken at a lower level than their current Clark placement.
* No credit will be given to Kibbutz work, directed readings or independent study, etc.
* To receive credit for a beginning foreign language course, a student must have at least 35-40 hours of formal instruction.
* Students must fill out ALL sections of the following Transfer Credit Approval Form

***Contact the Study Abroad & Away Programs Office with any questions regarding your transcript when you return****.*

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**TO BE COMPLETED BY STUDENT:**

* I have read and understand Clark’s policy on summer study abroad.
* I understand it is my responsibility to know how my credits will transfer into Clark.
* I understand that I may receive a maximum of two units of credit (8 U.S. credits) for summer study, and that total credit cannot be determined until after receipt of an official transcript by the Study Abroad office.
* It is my responsibility to ensure that the Director of Study Abroad receives an official transcript from the program.

**Signed (Student Signature) Date**

**SUMMER STUDY ABROAD - TRANSFER CREDIT APPROVAL FORM**

**Name Clark ID#**

**Program Name and Location**

**Major/Minor(s) Faculty Advisor(s)**

**GPA Year of graduation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** | **# of host credits** | **Equivalent Clark credits** | **Major / Minor Approval**  (Faculty Initial) | **PLS Requested** | **PLS Approval** |
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**Faculty Approval:**

I have met with the abovementioned student and confirm that they are on track to complete all academic requirements, based on their completed coursework and proposed courses during their study abroad / away program.

**Printed Name and Department**

**Signature, Faculty Advisor, Major (Required)** Date

**Printed Name and Department**

**Signature, Faculty Advisor, Major / Minor / Concentration** Date

**Write an approximately one page essay addressing the following:**

1. Your primary motivation for studying abroad/away in your chosen location and how your program will support your personal, academic and professional goals. *Be specific.*
2. A challenge that you anticipate experiencing abroad or away and how you plan to overcome it.
3. Studying away and abroad should include cultural engagement and personal development. Name at least one goal that you have for yourself in this area and how studying away will help you accomplish it.

**Study Abroad and Away Health and Disability Management Plan**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Studying abroad can cause normal stress that may exacerbate existing physical or emotional conditions. Developing a plan will help ensure a healthy time away. Most programs provide reasonable accommodations for students, but this does not guarantee that accommodations or medications you are used to will be available. It is important that you are in contact with your program to discuss any needs well in advance.*

*Applicants are required to return this form, but all information is voluntary. Your approval status will not be affected based on the information you provide. Please provide your answers below or on a separate page as needed.*

|  |  |
| --- | --- |
| 1. Do you currently see a health professional for any ongoing physical or mental health needs? | Yes – go to Question 2  No – skip to Question 4 |
| 1. Have you spoken with your doctor about continuing management while abroad or away from Clark? |  |
| 1. What do you do to manage this at Clark? |  |
| 1. Do you have a disability for which you will need accommodations while abroad? (Ex. physical, learning, visual, etc.) | No – skip to Question 6  Yes  You will need to get a letter from Student Accessibility Services so that you can receive services abroad.  University and living facilities in other countries may not meet American standards of accessibility for persons with physical or learning disabilities. |
| 1. What accommodations are available at your site? |  |
| 1. Have you checked that any medications you currently take will be available in your program site? Will any medication need special handling? | Students are recommended to bring a 3 month supply of their medication abroad. Students should check with their international health insurance provider to ensure the legality of their medication or availability abroad. |
| 1. Do you have any dietary restrictions or allergies? | Yes   1. Have you researched if your dietary needs can be met where you will be? 2. If not, have you decided that you will be able to eat what foods are available?   No |
| 1. Is there any other information that you would like to include in your Health Management plan for going abroad or would like to share with the Office of Study Abroad? |  |