



# APPLICATION FOR FRESHMAN SEMINAR ABROAD

Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035

## FRESHMAN SEMINAR ABROAD POLICIES AND PROCEDURES

Thank you for your interest in Michigan State University's Freshman Seminars Abroad. These seminars have been specially designed for first-year students at MSU. Admission into a seminar minimally requires that you maintain your status as an incoming MSU freshman, be in good academic and disciplinary standing, and have paid your Advanced Enrollment Deposit (AED) to MSU.

### Application process and fee

Once admitted into Michigan State University, you may submit your application to the MSU Office of Study in person, by fax, or by mail. A complete application requires your signature on the application form (and a parent's/guardian's signature, if you are under age 18 at the time of application). **A \$100 application fee is required. You will receive an electronic bill (e-bill) from the MSU Student Accounts Office for the application fee, which is applied to the cost of the seminar and is non-refundable once you accept admission into the seminar.** If you are denied admission into the seminar, you will receive a full refund of the \$100 application fee.

Deadlines for application depend on seminar departure dates and logistical planning, and applications are reviewed and accepted on a rolling basis. The following *Priority Deadlines* should be taken into consideration when applying for a 2009 seminar:

South Africa:	<del>March 13, 2009</del> extended to April 24, 2009	New Zealand:	July 8, 2009
Ireland:	May 25, 2009	Mexico:	June 8, 2009
Scotland:	June 3, 2009	<del>Japan:</del>	<del>June 18, 2009</del> cancelled for 2009
Italy:	May 22, 2009	Canada:	June 8, 2009

The Office of Study Abroad suggests you **apply well before the priority deadline date**. Faculty will accept students into seminars until they are full or logistical factors make it impossible to add additional participants. To increase your chances of being accepted into your desired seminar, you should apply as early as possible.

You will be notified of your acceptance status by an official letter from the Office of Study Abroad. Acceptance is contingent on maintaining your status as admitted student for fall 2009. Your participation may be denied or your participation approval may be revoked if your conduct before departure raises doubts as to your suitability for seminar participation.

If admitted into a seminar, you will receive an official acceptance packet in the mail that includes a Decision Form, Student Health/Emergency Treatment Authorization, Statement of Responsibility, and a Travel Permission for Minors (required for participants under age 18 at the time of the seminar's departure). To confirm your admission into a seminar, you must sign and return the forms included in this packet to the Office of Study Abroad **within two weeks** of the date of your acceptance letter or you may lose your space in the seminar. **Students admitted into a seminar less than six (6) weeks prior to the seminar's departure date must sign and return the forms upon receipt.**

Once you return the forms indicating your acceptance of admission you will be billed a non-refundable and non-transferable **\$200 deposit**. This deposit will be posted and due on your student account and must be paid by the due date indicated on the e-bill. It will be applied to the program fee. If you do not pay the application fee and/or deposit by the due date indicated on the e-bill, the fees will accrue monthly late charges until paid in full.

Students who are wait-listed because a seminar is filled to capacity will not be billed the \$200 deposit until formally accepted. The application fee will be refunded to wait-listed students who are unable to participate due to seminar space limitations.

**Billing notification will be sent to your MSU e-mail account, so you must check it regularly!** To activate your MSU e-mail account visit <http://help.msu.edu/newstudent/>. This site will provide you with instructions on how to activate your account. You will then be able to view your bill and determine when payment is due.

Withdrawal from the seminar may result in financial penalties, as explained in the *Withdrawal* section below.

### Program fee

The program fee for a seminar typically includes:

- Pre-departure Orientation on the MSU campus (overnight stay and meals included)
- Transportation to and from the international location
- Lodging
- Some meals
- Excursions and field trips
- Books and academic resources
- Health insurance

Additional costs include some meals, spending money, tuition and fees, and costs incurred during free time. Check the Web for the appropriate program fee for each seminar location (<http://studyabroad.msu.edu/frseminar/intro.html>).

The MSU Student Accounts Office will bill students for the program fee and tuition for two (2) credit hours. The tuition rates are set by the University and will reflect the same rate a student pays for on-campus credits. For MSU tuition rates please see the Controller's Web site at [http://www.ctrl.msu.edu/studrec/tuition\\_feesFS.htm](http://www.ctrl.msu.edu/studrec/tuition_feesFS.htm).

The program fee and related tuition will appear on a student's tuition bill for the fall semester. Important information about billing schedules, financial aid, and registration policies should be obtained from MSU.

A limited number of scholarships are available through the Office of Study Abroad, the Associate Provost of Undergraduate Education, and the Honors College. For more information about this, as well as financial aid, visit <http://studyabroad.msu.edu/frseminar/intro.html>.

### **Withdrawal policy**

**PRIOR TO ACCEPTANCE** - If you have not yet been accepted into a seminar, you may withdraw your application at any time. To withdraw your application, you must inform the Office of Study Abroad, not the seminar faculty leader, by completing a *Decision Form* (available at <http://studyabroad.msu.edu/> or at the Office of Study Abroad). The Office of Study Abroad will not accept cancellations by phone or e-mail notification; withdrawal must be in writing using the *Decision Form*. Prior to acceptance, the \$100 application fee is refundable if you choose to cancel.

**AT ACCEPTANCE** - If you have been accepted into a seminar you will be allowed two weeks after the date of the acceptance letter to withdraw without financial obligation. If, however, you have not returned your *Decision Form* within the two weeks of the date of the acceptance letter, the Office of Study Abroad will assume you no longer wish to participate and you will be withdrawn from the seminar. The \$100 application fee will remain on your account.

**AFTER ACCEPTANCE** - It is important to understand that all Freshman Seminars Abroad are financed through course tuition and the program fee. The following paragraphs describe the financial ramifications of withdrawing following your acceptance into a program.

(A) **Program fee:** if you choose to withdraw your application after accepting admission into a seminar, you will be financially responsible for the \$100 application fee and the \$200 deposit. If you withdraw from a seminar after accepting admission **and** your written withdrawal is received at the Office of Study Abroad less than eight (8) weeks before the seminar's first day, you will be financially responsible for the \$100 application fee and \$200 deposit, or any non-recoverable costs (such as airfare, housing deposits, field trip pre-payments, etc.) incurred and/or committed on your behalf by MSU and its affiliates at the time of your withdrawal (whichever is more). It is your responsibility to inquire as to the estimated non-recoverable costs incurred at the time of your withdrawal. After the seminar's first day, you will be financially responsible for the entire program fee.

**Notification of withdrawal must be made in writing to the Office of Study Abroad before the withdrawal will be officially recognized; even if you withdraw from MSU, you must still contact the Office of Study Abroad in writing.** The date the *Decision Form* or written notification is received is the date by which the financial calculation will be determined. If a balance is due to the Office of Study Abroad at the time of withdrawal, that amount must be paid to MSU to cover expenses incurred to that point.

(B) **Tuition:** if you withdraw from the seminar prior to the seminar's first day, you will receive a full refund of tuition and matriculation fees. If you withdraw after the seminar's first day and/or do not maintain your enrollment in the two (2) UGS 102 course credits during or after the program, you may be dismissed from the program and/or billed and responsible for paying an additional program fee.

Once this additional fee is posted to your account, you cannot be retroactively enrolled in any courses. Your enrollment status will be monitored by the Office of Study Abroad during and after the program.

### **Passports**

If you do not have a valid passport, you must apply for one (or get your current one extended) right away. Passports can take three months or longer to receive, so if you need one, you should consider putting a rush on your request. You can access information about applying for a passport at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). This information is valid for U.S. citizens only. Anyone who is not a U.S. citizen (including Resident Aliens) should check the information associated with their destination's US embassy at <http://www.state.gov/misc/10125.htm> for entrance requirements.

If you are under the age of 18 you **MUST** carry a letter from your parents or legal guardian(s) stating you have permission to participate in the seminar and to leave the country on your own. This letter must be signed and notarized by all parents or legal guardians. Students under the age of 18 traveling without this letter may be denied entry into a foreign country. A sample form can be found on the Web at <http://studyabroad.msu.edu/download/minortravel.pdf> and will be included in your acceptance packet.

### **Release of information**

Student records and transcripts will be released to persons directly involved with the acceptance and processing of a student application. In addition, if you choose to authorize the Office of Study Abroad to release relevant information from your educational records, the Office may, during the course of your participation in a study abroad program, provide relevant information from your educational records to your parents, guardians, or other third parties. Depending on the circumstances, information to be released might include student account information, information about the program in which you are enrolled, or non-emergency information related to your health or safety. You can indicate your authorization choice on the application form.

### **Communication**

The Office of Study Abroad (OSA) will contact you using the information provided to the Office of the Registrar. All email communication from OSA, as well as all electronic billing notifications, will be sent to your MSU email account.

**THANK YOU FOR YOUR INTEREST IN FRESHMAN SEMINARS ABROAD; WE LOOK FORWARD TO YOUR PARTICIPATION!**



# Freshman Seminar Abroad APPLICATION FORM

Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035

Complete this form and return it to the Office of Study Abroad, 109 International Center or fax it to (517) 432-2082.

Please PRINT clearly.

NAME (as it appears on your passport): \_\_\_\_\_  
*Last* *First*

MSU PID (personal identification number): \_\_\_\_\_

### HOME ADDRESS

Please indicate the address where we can reach you prior to the seminar's departure.

\_\_\_\_\_ *Street address*

\_\_\_\_\_ *City* *State* *Zip*

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

MSU E-mail address: \_\_\_\_\_

Have you traveled abroad for longer than a week?     yes     no

If yes, where?     Canada     Mexico     Continental Europe     Africa     Asia  
 Oceania     UK/Ireland     Middle/Near East     Latin America/Caribbean

Did the study abroad program at Michigan State University influence your decision to attend MSU?     yes     no

Tuition status:     In-state student     Out-of-state student

Will you be using financial aid?     yes     no

### SEMINAR TRACK SELECTION

Indicate below the Freshman Seminar Abroad Academic Track in which you wish to participate. Information about each track is available on our Web site.

You may indicate *alternative* choices by rank ordering them (with "1" being the most preferred). This ranking is optional and will only be used in the event your first choice is no longer available at the time we receive your application. You will automatically be given your 2<sup>nd</sup> choice (or 3<sup>rd</sup>, 4<sup>th</sup>, etc.) if your 1<sup>st</sup> choice is full.

If you wish to apply for only one specific track, then only mark that selection.

#### **PREFERENCE (rank order)**

- |  |  |
|--|--|
| _____ Cool Cities, Warm Planet... (Canada)                   | _____ Hot, Flat and Crowded... (New Zealand)                       |
| _____ From Womb to Tomb (Ireland)                            | _____ The Natural and Human Environments of Aotearoa (New Zealand) |
| _____ Health and Healthcare in Ireland... (Ireland)          | _____ The Green, the Black-and-White and the Plaid (Scotland)      |
| _____ Musical Influences – The Power of Notes... (Italy)     | _____ Mysterious Scotland (Scotland)                               |
| _____ Italian Influences – History, Art & Culture... (Italy) | _____ Resistance and Reconciliation (South Africa)                 |
| _____ No Place Like Home... (Japan)                          | _____ Education in Transformation... (South Africa)                |
| _____ Cultura de la Resistencia... (Mexico)                  |  |
| _____ Learning in Oaxaca... (Mexico)                         |  |



**EMERGENCY CONTACT**

Please list who should be notified in case of an emergency.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Street address

\_\_\_\_\_ Work phone: \_\_\_\_\_  
City State Zip

Cell phone (if applicable): \_\_\_\_\_ Fax (if applicable): \_\_\_\_\_

E-mail (if applicable): \_\_\_\_\_

**RELEASE OF STUDENT INFORMATION**

During the course of your participation in a Freshman Seminar Abroad, the Office of Study Abroad may wish to provide relevant information from your educational records to your parents, guardians, or other third parties. Depending on the circumstances, information to be released might include your student account information, information about the seminar in which you are enrolled, or non-emergency information related to your health or safety.

Please choose one:

- I authorize the Office of Study Abroad to provide relevant information from my educational records as described above.
- I do not authorize the Office of Study Abroad to provide relevant information from my educational records as described above.

I also authorize the Office of Study Abroad to release my information to the following individuals: \_\_\_\_\_

**APPLICATION AGREEMENT**

The statements below refer to the **Freshman Seminar Abroad Policies and Procedures** attached to this application form. Check each statement after you have read and understood each item.

- I have read and understand the **Freshman Seminar Abroad Policies and Procedures**.
- I understand that a **\$100 application fee** will be posted and due on my MSU account once I apply. By submitting this application, I understand I am obligated to pay this fee unless I submit, in writing to the MSU Office of Study Abroad, the withdrawal of my application prior to accepting admission into a seminar. I also understand a \$200 deposit will be posted on my student account once I return the required forms indicating that I accept admission into the seminar.
- I understand I will be notified of my acceptance by an official letter from the Office of Study Abroad that will be sent to the permanent address I have registered with the University. I also understand my acceptance letter will include the required forms that I must return within two weeks from the date of my acceptance letter or I will be withdrawn from the seminar. I understand that if I am admitted into a seminar less than six (6) weeks prior to the seminar's departure date, I must sign and return the forms upon receipt. I understand that if I am denied acceptance into the seminar, my student account will be credited for the \$100 application fee.
- I understand that if I will be under the age of 18 at the time of participation I will be required to carry a Travel Permission for Minors Form available from the Office of Study Abroad. I understand it is my responsibility to complete this form and if not, I may be denied access to board the aircraft or enter the country.
- I give OSA permission to order and release my student records and transcript to persons directly involved with the acceptance and processing of my application.
- I understand the Office of Study Abroad may contact my emergency contact listed on the application in the case of an emergency that affects me or my seminar.
- I have read and understand the withdrawal policies of the Office of Study Abroad. I understand I must submit the withdrawal of my application **in writing** to the MSU Office of Study Abroad in order for it to be officially recognized.
- I understand that the *Study Abroad Student Handbook* contains important information related to my study abroad experience. I further understand that it is my responsibility to read the handbook and to follow the procedures as outlined (available online at <http://studyabroad.msu.edu/abcs/> or by visiting the Office of Study Abroad in the International Center).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if participant is under age 18): \_\_\_\_\_ Date: \_\_\_\_\_