



# NON-MSU STUDENT APPLICATION FOR STUDY ABROAD

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

We are pleased you are interested in applying to study abroad through Michigan State University. **This application is for students who do not currently attend Michigan State University (MSU).** If you are a current MSU student, please contact the Office of Study Abroad to obtain the appropriate application materials or visit <http://studyabroad.msu.edu/applications/index.html>.

Attached to this application is the **MSU Study Abroad Policies and Procedures for non-MSU students** document. Please read this before applying and when you submit your application, detach it for future reference. Applications should be mailed to the MSU Office of Study Abroad, 109 International Center, East Lansing, MI 48824-1035.

In addition to this paper application, you will also need to submit an *online* Lifelong Education Application at <https://admissions.msu.edu/apply.asp>.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Last First

Additional phone numbers: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
(In addition to what you may have on file in the Student Information System (SIS) (see *MSU Study Abroad Policies and Procedures*))

Current university: \_\_\_\_\_

Name of study abroad program: \_\_\_\_\_

Country/countries of program: \_\_\_\_\_

Semester/term and year of program: \_\_\_\_\_

Number of credits you plan to take abroad: \_\_\_\_\_

### **EMERGENCY CONTACTS**

Please list two different contacts that should be notified in case of an emergency

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

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

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

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

### **REFERENCES**

Please list the name, telephone number and e-mail of two references who may be contacted regarding your participation. (Do NOT list friends or family members)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How did you learn about study abroad at MSU? (check **all** that apply)

- Study Abroad Office
- Department/College
- State News
- Friend
- Study Abroad Catalog
- AOP
- Web
- Study Abroad Fair
- Former Participant
- Class
- Residence Hall
- Faculty member
- Other

Which of the following most influenced your decision to apply for this particular study abroad program? (select **one** only)

- Degree requirements
- Educational goals
- Faculty member
- Foreign language study
- Affordability
- Career enhancement
- Academic adviser
- Academic challenge
- Personal growth

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

## ESSAY

If you are applying to a fall semester, spring semester, or an academic year program you must also submit an essay with your application. Some summer programs also require an essay. Please check with the program leader or the Office of Study Abroad about your program requirements.

Essays must:

- Include your name and the name of your program and its location
- Be typed and no longer than one page in length
- Incorporate the following:
  - o Why you want to study abroad and why you are interested in this particular program
  - o How studying abroad will help you meet your academic, professional and personal goals
  - o What personal strengths you have that support your acceptance into this program
  - o How you plan to apply your experience upon returning to the United States

Essays should be attached to your application form and be submitted together by the appropriate deadline.

## RELEASE OF STUDENT INFORMATION

During the course of your participation in a study abroad program, 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 program 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 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 **MSU Study Abroad Policies and Procedures for non-MSU students** attached to this application form (or online at [http://ntweb11.ais.msu.edu/osa\\_db/policies.htm](http://ntweb11.ais.msu.edu/osa_db/policies.htm)). Please check each statement after you have read and understood each item.

- I have read and understand the **MSU Study Abroad Policies and Procedures for non-MSU students**
- I understand that a **\$100 application fee** will be posted and due on my MSU account for each program to which 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 program. 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 program.
- 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 applicable 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 program. I understand that if I am denied acceptance into the program, 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 program.
- I have read and understand the withdrawal and transfer policies of the Office of Study Abroad. I understand I must submit the withdrawal or transfer 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. I acknowledge that the handbook will be sent to me with my acceptance packet and is available online at <http://studyabroad.msu.edu/abcs/>. I also understand I can obtain a copy at any time by visiting the Office of Study Abroad in the International Center.

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

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



# NON-MSU STUDENT DEAN OF STUDENTS REFERENCE FORM

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

NON-MSU students who apply to a Michigan State University study abroad program are required to complete the top portion of this form and have the bottom portion completed by their current university's Dean of Students Office. Once the entire form is completed and signed, return it to the Office of Study Abroad with your other application materials. Your application is not considered complete without this form.

To be completed by the STUDENT

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Current university: \_\_\_\_\_

Please indicate your grade status at your home university during the term of your participation in an MSU study abroad program:

- Freshman                       Sophomore                       Junior                       Senior
- Medical                       Masters                       Teachers Certificate                       Doctoral

Anticipated date of graduation: \_\_\_\_\_

In case of an emergency abroad, who should we contact at your home institution (e.g., study abroad adviser, dean of students, academic adviser, faculty member)?

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I have applied to participate in the following Michigan State University academic study abroad program:

Name of study abroad program: \_\_\_\_\_

Country/countries of program: \_\_\_\_\_

Semester/term and year of program: \_\_\_\_\_

To be completed by the DEAN OF STUDENTS OFFICE at your home university:

Is the student seeking a degree at your university?    Yes    No

Does this student have any judicial record(s) with your institution?    Yes    No

If yes, please comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the student ever been suspended or dismissed from your institution?    Yes    No

If yes, please comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed by:** \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please affix your official stamp/seal in the space provided. A return address stamp will suffice.

*Please return this completed form to the student so they may submit their complete application to MSU.*

*This page left intentionally blank (for making double-sided copies)*

# Study Abroad Policies and Procedures for non-MSU students

This document is a summary of policies and procedures that **non-MSU students** should understand before applying to a study abroad program. Please detach this page before submitting your application. This document does not replace the *Study Abroad Student Handbook*.

## APPLICATION PROCESS

A complete application for non-MSU students consists of:

1. Online submission of the Lifelong Education Application (<https://admissions.msu.edu/apply.asp>)
2. Non-MSU Student Application for Study Abroad
3. Dean of Students Reference Form
4. Essay (if applicable)
5. Official sealed transcript



The complete application (steps 2-5) should be mailed to the **MSU Office of Study Abroad, 109 International Center, East Lansing MI, 48824-1035**. Applications will not be considered until all items have been submitted. Please do NOT send any payment with your application materials.



You may apply for a program up to 18 months in advance. The following deadline dates should be taken into consideration before you apply to a program:

- |             |   |
|-------------|---|
| October 15: | Winter break and spring semester programs |
| January 15: | Spring break programs                     |
| March 1:    | Summer, fall and academic year programs   |

Since selection is done on a rolling admissions basis, we strongly recommend that you apply early as many programs will be filled to capacity prior to the above deadlines (applying early may also enable you to take advantage of group flight discounts). Some programs have earlier application deadlines - check the program's Web page to determine if there is a different deadline. Applying early does not guarantee acceptance. In some cases, you may submit an application after the deadline but your acceptance may be influenced by the late submission.

If you are interested in a co-sponsored program, check with the Office of Study Abroad to determine whether you are eligible to apply. If you are eligible, please note that you will not be issued a Michigan State University transcript. Therefore, you must check with your home institution to determine whether transfer credit will be accepted directly from the institution abroad that will issue the transcript.

Upon receipt of your completed application materials, an MSU account will be set up in your name. You will be issued a personal student ID number (PID) and will receive a letter instructing you how to access your MSU account.

## APPLICATION FEE AND DEPOSIT

**A \$100 application fee is required.** You will receive an electronic bill (e-bill) from the MSU Student Accounts Office for the application fee that is applied to the cost of the program and is non-refundable once you accept admission into the program. **Please note that bills do not come in the mail.** Billing notification will be sent to your MSU e-mail account (provided when you apply), so you must check your MSU e-mail account regularly. If you are denied admission into the program, you will receive a full refund of the \$100 application fee.

**Once you return the forms indicating your acceptance of admission you will be billed a non-refundable and non-transferable \$200 deposit (if applicable).** 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 or deposit by the due date indicated on the e-bill, they will accrue monthly late charges until paid in full. Students who are wait-listed because a program 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 program space limitations.

As a non-MSU student you are classified as a Lifelong Education student. Check <http://www.ctlr.msu.edu/studrec> for current Lifelong Education per-credit tuition charges. The tuition rate is based on your state of residence, but does not include matriculation and energy fees or student taxes. This tuition fee will be added to the program fee based on the minimum number of credits required for the program to which you applied (see <http://studyabroad.msu.edu/studenthandbk/admissions/cost.html> for anticipated costs associated with a program).

## ELIGIBILITY AND ACCEPTANCE

These are college-level programs. No high school students will be considered for participation unless they have graduated and are enrolled at a college or university as a matriculating student.

You must be in good academic standing, with a GPA of at least 2.00 (or the minimum GPA as determined for the program), at the time of application. Meeting this minimum GPA does not, however, guarantee acceptance: additional eligibility criteria may apply (see web page or program information sheet), and you must be judged academically prepared by appropriate program leaders. Acceptance to all programs is based, minimally, on a program leader review of your transcript and a review of your Dean of Students form.

If you are denied admission to a study abroad program based on your judicial record, you may appeal your status in writing to Julie Friend, International Analyst for Travel Health, Safety & Security at [friendju@msu.edu](mailto:friendju@msu.edu). Your appeal should discuss the infraction, the outcome, and why your status should be reconsidered. Once your written appeal is received, Ms. Friend will contact the program leader to review your record and discuss his/her reasons for your denial. If a review of your status is warranted, you will be contacted by the Office of Study Abroad for an interview. Please note that a review of your status does not automatically reverse a decision.

You will be notified of your acceptance status by an official letter from the Office of Study Abroad. Please note that although you may receive informal communication from your program leader regarding the status of your acceptance, **it is not official until you receive this letter.**

Letters are sent to the address you provided on the Lifelong Education Application. Acceptance is contingent on maintaining the minimum GPA required for the program and on continued review of your record with the Judicial Affairs Office.

At acceptance, you will receive an official acceptance packet that includes a *Decision Form*, *Student Health/Emergency Treatment Authorization*, *Statement of Responsibility* and *Study Abroad Student Handbook*. By signing and returning these forms you will be notifying the Office of Study Abroad that you either wish to participate in, withdraw from, or transfer from the program. These forms must be returned within two weeks of the date of your acceptance letter or it will be assumed that you wish to withdraw your application.

Your participation may be denied or your participation approval may be revoked if your conduct before departure raises doubts as to your suitability for program participation.

## **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, during the course of a student's participation in a study abroad program, the Office of Study Abroad may wish to provide relevant information from the student's educational records to the student's 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 the student is enrolled, or non-emergency information related to the student's health or safety.

## **ADDRESSES, PHONE NUMBERS and E-MAIL**

The address you indicated on the Lifelong Education application will be used for all postal communication from the Office of Study Abroad. If you need to change any of your information, please contact the Office of Study Abroad.

As part of your MSU account, you will be provided with an MSU e-mail account. Please note that you will not receive any bills in the mail. Bills are sent electronically. The electronic billing and payment system will automatically send an e-mail notification to your MSU e-mail account when a bill is ready to be viewed online. Therefore, **you must regularly check your MSU e-mail account**. All e-mail communication from the Office of Study Abroad will be sent to the e-mail address indicated on your application form. **Remember – ALL bills will be sent to your MSU e-mail account, and all e-mail communication from the Office of Study Abroad will be sent to your e-mail indicated on your application form.**

## **STUDENT HANDBOOK**

Students will receive a copy of the *Study Abroad Student Handbook* with their acceptance packet. The handbook contains important information about OSA policies and procedures, financial matters, travel arrangements, safety and health considerations, and adjustment issues. It is meant to be a comprehensive reference. Please read the contents carefully. Students can view the handbook online at <http://studyabroad.msu.edu/abc/index.html> or obtain a copy at the Office of Study Abroad.

## **FINANCIAL AID AND SCHOLARSHIPS**

If you expect to use financial aid to fund your study abroad experience, please request financial aid from your home institution. If your home institution is unable to award aid for an MSU study abroad program, MSU may be able to assist you with a Federal Stafford Loan only. Please contact the Office of Study Abroad for directions on how to proceed. You may also check <http://studyabroad.msu.edu/scholarships/index.html> for scholarship opportunities available to non-MSU students or <http://studyabroad.msu.edu/shared/afford.html> for additional funding ideas.

## **WITHDRAWAL AND TRANSFER POLICY**

**PRIOR TO ACCEPTANCE** - If you have not yet been accepted into a program, you may withdraw or transfer your application at any time. To withdraw or transfer your application, **you must inform the Office of Study Abroad, not the program 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 verbal cancellations or transfers by phone or e-mail notification; withdrawal or transfer must be in writing. Prior to acceptance, the \$100 application fee is refundable if you choose to cancel. If you choose to delay participation or transfer to another program, your \$100 application fee may be transferred only once to a future program that begins within one calendar year of your first program.

**AT ACCEPTANCE** - If you have been accepted into a program you will be allowed two weeks after the date of the acceptance letter to withdraw or transfer your application to another program without financial obligation. If, however, you have not returned your *Decision Form* before or 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 program. The \$100 application fee will remain on your account. If you withdraw or transfer from a program, it is also your responsibility to withdraw from your study abroad courses. The Office of Study Abroad will not do this.

**AFTER ACCEPTANCE** - If you choose to withdraw your application after accepting admission into a program, you will be financially responsible for the \$100 application fee and the \$200 deposit. If you choose to transfer your application after accepting admission into a program, you will be financially responsible for the \$200 deposit and the \$100 application fee will be applied to the new program. This must be done more than eight (8) weeks before the program's first day.

If you withdraw or transfer from a program after accepting admission and your written withdrawal or transfer is received at the Office of Study Abroad less than eight (8) weeks before the program's first day, you will be financially responsible for the \$100 application fee and \$200 deposit, or any non-recoverable costs (such as 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 or transfer. After the program's first day, you'll be financially responsible for the entire program fee.

**Notification of withdrawal or transfer must be made in writing to the Office of Study Abroad before the withdrawal or transfer will be officially recognized.** 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.

If you withdraw from the program prior to the program's first day, you will be required to withdraw from your course(s) and will receive a full refund of tuition and matriculation fees. If you withdraw after the program's first day, refunds for recoverable tuition and fees will be based on the University calendar, as stated in the Study Abroad Student Handbook.

Please refer to the *Study Abroad Student Handbook* for complete details on withdrawing and transferring from a program.

**THANK YOU FOR YOUR INTEREST IN OUR PROGRAM; WE LOOK FORWARD TO YOUR PARTICIPATION!**