



NON-MSU PROGRAM PARTICIPATION

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

This document is meant for **MSU students participating in non-MSU programs**. To ensure proper registration, transfer of credits, and financial aid distribution, please read the following materials carefully and fully complete the attached application materials. The Office of Study Abroad will assist with the processing of the attached materials and assumes the sponsoring agency will assist with all other services associated with participation in your chosen program. **Michigan State University and the Office of Study Abroad assumes no responsibility or liability for programs not sponsored by Michigan State University.**

ITEMS TO CONSIDER WHEN SELECTING A NON-MSU STUDY ABROAD PROGRAM

Before deciding to participate in a non-MSU program, be sure to check out the latest up-to-date listing of MSU programs. New programs are continually being developed and due to the ease and support provided for MSU programs, it is best to make sure you have exhausted that option before considering other programs. If you decide to participate in a non-MSU program, there are ten simple, but important, items to consider as you make your selection.

- Resources.** Make sure you have investigated all resources. Visit the MSU Office of Study Abroad Resource Room (108 International Center) to review your options. There you will find several useful resource books published by IIE Passport and Peterson's. Additionally, you may wish to check out the following Web sites: <http://www.cic.uiuc.edu/programs/AESOP/>, <http://www.goabroad.com>, <http://www.petersons.com>, <http://www.studyabroad.com>, <http://iiepassport.org>, <http://www.edufind.com>, <http://www.planetedu.com>, <http://www.msuglobalaccess.net> and http://www.isp.msu.edu/ncsa/ncsa_mn.htm (for African programs only).
- Sponsor.** If the poster or Web site is flashy but the sponsoring U.S. college/university appears in small print, who is responsible for the program's academic standards? Call the sponsor and find out who issues the transcript. Contact Transfer Credit Evaluation Unit in the Office of Admission (traneval@msu.edu) or use the attached Credit Evaluation Form to determine whether the agency, university, or organization issuing the transcript has been approved by Michigan State. The sponsor (in most cases, a U.S. sponsor), not the host institution abroad, is the organization with legal, financial and administrative responsibility for the program.
- Host Institution.** Although the sponsor may be a US institution, the actual classes and instruction may take place at a host institution. If it's during the summer, find out if the instruction is part of the host institution's regular schedule or whether the classes just happen to be offered in classrooms rented from the host institution. Foreign universities often suspend regular operations during the summer months, when their facilities may be available to anyone willing to pay the rent. In this case, the host institution may not actually be involved in the curriculum at all. This information may not alter the quality of the program, but it is important to know as you make your selection. In some cases the site will only list a city: this normally means that there is no host institution.
- Courses.** Ask the sponsor for course descriptions and syllabi (if available), including the number of contact hours, curriculum and instructor. This will help to give you an idea of the seriousness of the academics and aid you with determining the MSU equivalencies.
- Student Body.** Most materials indicate whether the composition of the student body is "mainly host country", "international", or "mainly US". The make-up of the group will dramatically influence your experience, so it is important to decide which student body you prefer.
- Eligibility.** In some cases, materials will indicate "own students" only. Although this may be the general rule, exceptions might be made, so it is worth investigating. Call the sponsor and find out if a special case can be arranged.
- Housing.** Find out as much as possible about the accommodations. All the necessary information may be available on the web or in a brochure, but find out: if the rooms are shared or single; how far the housing is from the classrooms and what type of transportation is available; whether study facilities are available; if there are inexpensive eating places nearby; whether meals are included with the housing and if so, how many and which meals per day; whether there is an established policy to deal with difficult homestays or housing; whether the host family will converse in English or another language; if there are communal facilities such as bathrooms, kitchens, common rooms, etc. and how many students usually use each facility; etc.
- Charge.** There are many variations to the description of charges. Is there an estimate of the total expenses? Read the small print. Find out exactly what is covered, and more importantly, what is NOT covered. For example, are there periods of time abroad NOT covered by the inclusive fee? Will you have to pay for transportation to and from the classrooms each day? What does "some meals" mean: one or two meals a day and which ones? Always contact the sponsor directly for the most current information regarding charges. Ask about refund policies: is there a nonrefundable application fee? Will tuition and program fees be refunded if circumstances force you to drop out of the program? Make sure these policies are clearly written and do not rely on verbal explanations.
- Contact.** Is there a name of a responsible person or just a title – or not even that? Is there a street address or just a postal number? Is there a telephone, e-mail and web site? Make sure you can contact someone with all your questions.

10. **Evaluations.** The best way to evaluate a program is by contacting former participants. Ask for the name and contact information of last year's participants and call several students to find out about the program. They will tell you what it was really like!

APPLICATION PROCESS

You must submit your application forms, completed Non-MSU Study Abroad Program Course Approval Request Form, and financial aid forms (if applicable) by the following deadlines. Only complete applications will be accepted. Applications will not be accepted less than 30 days before departure.

Summer participation:	April 1
Fall semester or Academic year participation:	August 1
Winter or Spring participation:	November 1

Please note that since the OSA scholarship deadlines are October 15th and March 1st and require that you submit an application, you may wish to apply before these dates.

It is your responsibility to adhere to the program sponsor's deadlines, application guidelines, and participation procedures. If you fail to pay all fees to the sponsor, MSU reserves the right to bill your MSU account in order to collect payment on behalf of the sponsor.

PRELIMINARY ADVISING

Before selecting a program, review *Ten Items to Consider when Selecting a Non-MSU Study Abroad Program*. Check out the resources indicated on Item #1 and speak with a study abroad peer adviser who can assist you with the books and resources available for your choice selection. The peer adviser will also go through this packet of information, provide you with a copy of the Non-MSU Study Abroad Program Course Approval Request Form, and answer most of your preliminary questions.

You are required to make an appointment and meet with an OSA Program Coordinator (see list below) to discuss procedures in detail.

REGIONS: Oceania (Australia, New Zealand) Asia (excluding SE Asia), The Scholar Ship@
Sandy Tupper (tuppers@msu.edu)

REGIONS: Africa, Middle East
Cindy Chalou (chalouc@msu.edu)

ALL OTHER LOCATIONS
Elizabeth Plagwitz (plagwitz@msu.edu)

Please note that if you chose a program located in a country with a Travel Warning (see http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) MSU will not support your study in that country. Should you decide to study there you will be allowed to transfer credit (based on the following procedures) but MSU will not grant you financial aid, scholarships or insurance coverage.

TRANSFER OF CREDITS

1. Contact the program sponsor and ask who issues the transcript. Contact the MSU Transfer Credit Evaluation Unit (TCEU) in the Office of Admissions (traneval@msu.edu), 250 Administration Building, to determine whether the agency, university, or organization issuing the transcript has been approved by Michigan State University. If the transcript is issued by a foreign institution, you must obtain recognized foreign institution approval in writing. You can do this by e-mail or by using the *Credit Evaluation Recognized Foreign Institution Form*. Please ensure that you have the correct name(s) – if the issuing organization has multiple names, please provide all of them. You may need to provide the Office of Admissions with a basic description of your study abroad program to determine whether it is approved. Please note that MSU may NOT accept transfer credits from foreign language institutes, non-degree institutes, and non-recognized agencies abroad. TCEU will tell you if your program falls into one of these categories. If your program is sponsored by an accredited U.S. sponsor at one of these locations (ex: U of M at Madrid Language Institute), contact the sponsor (U of M) and ask whether the course credit is institutional credit (U of M credit) or transfer credit (Madrid Language Institute credit transferred to U of M). In most cases MSU will accept only institutional credit.
2. Check <http://transfer.msu.edu> to determine whether the courses you have selected have been previously approved and have had MSU equivalencies determined. If so, there is no need to do anything unless it indicates on Transfer MSU that more information (such as a syllabus) is needed in order to establish an equivalency.

Please note: Steps 3 and 4 may take as long as 4-6 weeks to complete, so allow sufficient time.

3. Make an appointment with your academic adviser to assist you with program selection, transfer of credit determination, and completion of the Non-MSU Study Abroad Program Course Approval Request Form (available from the Office of Study Abroad). You must provide course descriptions and syllabi to the departments to which you want to transfer credit. For example, if you are taking a chemistry course, speak with the chemistry department, even if you are a James Madison College major. Your academic adviser will guide you on how the courses fit into your program, but they are unable to evaluate and approve these transfer credits. See the list of college representatives who can assist you with this form at <http://studyabroad.msu.edu/advisers/gcaf.html>. The chair of each department recommends the equivalencies and initials the form. The Assistant Dean(s) of the appropriate college(s) grants the final approval.

A note to seniors: The MSU Academic Programs states: "A senior who has earned sufficient credits from this University and met the minimum requirements (as stated in this publication), through prior arrangement with the associate dean of the college and the registrar, may be permitted to transfer not to exceed 10 of the last 30 credits from an accredited four-year college or university." Exceptions to this rule may be made up to a total of 15 credits, but arrangements MUST be made with the associate dean of your major college before departure. The associate dean of your college must submit a written request to the Assistant Provost for Undergraduate Education, 208 Administration Building, before an exception can be granted.

4. Complete the Non-MSU Study Abroad Program Course Approval Request Form with your academic adviser, stating the courses you plan to take abroad and for which you would like to receive credit. It is best to list more courses than you intend to take so you can register for approved courses upon arrival despite possible course cancellations or schedule conflicts. Follow the directions carefully as printed on the back of the form. Please note that credits in which grades were earned of any designation less than "C" (2.0), such as C minus (less than 2.0), are not acceptable in transfer. If the form is only partially completed, registration and financial aid distribution will be based on the number of credits indicated and approved on the form. If you should change the program, sponsoring institution, and/or courses from those indicated on this form, this guarantee will no longer apply. It is your responsibility to have this form completed and signed by the respective departments, colleges, and Office of Admissions. It is recommended that you deliver and pick up the form from the Assistant Dean(s) rather than ask for the form to be forwarded. In this way, you can ensure that you have obtained the proper signatures and can make a copy for your records. The Office of Study Abroad is unable to coordinate course evaluation or obtain signatures. If you leave to go on a program without all required signatures at the bottom of the Non-MSU Study Abroad Program Course Approval Request Form, there is a strong possibility that you will not receive transfer credit for your program. When this form is complete you must return it to the Office of Study Abroad for final signature. The Office of Study Abroad will make a copy for you and forward a copy to your adviser, college, Registrar's Office and Office of Admissions.

REGISTRATION

Once you have obtained academic approval and all of the necessary signatures (Department Representative, Assistant Dean(s), and Office of Admissions' Representative) on your Non-MSU Study Abroad Program Course Approval Request Form, you should apply to the program. Submit the following items to the Office of Study Abroad after you have been formally accepted. Applications will not be accepted unless all of these items are submitted at the same time.

1. Signed APPLICATION for NON-MSU STUDY ABROAD PROGRAM
2. Signed STUDENT HEALTH/EMERGENCY TREATMENT AUTHORIZATION
3. Signed STATEMENT OF RESPONSIBILITY
4. Completed and signed NON-MSU STUDY ABROAD PROGRAM COURSE APPROVAL REQUEST FORM (Note: forms without the required signatures at the bottom will not be accepted.)
5. Three completed and signed financial aid forms (applicable only to students using financial aid during their study abroad experience.)
6. Copy of your acceptance letter from the host institution
7. Credit Evaluation Recognized Foreign Institution form or e-mail from TCEU (if transcript is issued by a foreign institution)

A \$100 application fee will be posted on your MSU student account at the time of application. You will be registered for INP, International Programs, for the number of credits indicated on your application form. If you have obtained approval for more credits than you actually intend to take, you should list the actual number you plan to take on the APPLICATION under "Number of credits you plan to take abroad". You will not be charged MSU tuition and fees for this enrollment. If you have already registered for on-campus courses during your study abroad period, this registration will automatically be removed. Please note that this INP course is a temporary registration that maintains your enrollment at MSU and financial aid eligibility. Maintaining your student status at MSU is required for issuance of financial aid; deferment of loans; reduced auto insurance coverage; medical coverage under a parental policy; etc. You will not receive credit under this course number since the course will be replaced with the transfer credits from abroad. The credits you are taking as a guest student may transfer to MSU but the grade point and honor points will not. You will receive transfer credit only for those courses for which you receive a 2.0 or higher.

If, in addition, you will be doing directed study abroad (i.e., MSU independent study or similar course), you must register for the actual departmental course under which you will receive the credit. This registration must be for the semester for which you wish to apply the credits. You are required to pay regular MSU tuition and fees for these directed study credits.

INSURANCE COVERAGE

Accident and sickness insurance coverage administered through HTH Worldwide Insurance Services, Inc. is provided as a part of your \$100 application fee. This policy provides for supplementary health insurance; assistance in locating the nearest, most appropriate medical care; and medically necessary evacuation. This policy ensures that all MSU students have adequate insurance coverage. Before departure, you will be mailed an insurance card. A detailed description and summary of coverage are posted on the Forms and Documents page of our Web site (<http://studyabroad.msu.edu/forms/index.html>). If your program is longer than 100 days, you will be billed a supplemental insurance charge at the rate of \$1.00 per day.

SCHOLARSHIPS

You may apply for scholarships. Deadline dates, eligibility requirements and application forms are available on the Web (<http://studyabroad.msu.edu/scholarships/index.html>). Be sure to also check individual college scholarship opportunities and external scholarship possibilities (including funding for multicultural students).

FINANCIAL AID

If MSU approves your academic plans and the institution through which you will study abroad is willing to cooperate with MSU's system, you should be able to apply almost any need-based or supplementary aid to your study abroad. This includes the MET (Michigan Educational Trust). Many scholarships can be used for study abroad but you should first check with the specific terms of the scholarship. Please note that some MSU awards for distinguished academic performance require that you receive MSU courses and grades and do not apply to programs with transfer credit.

If you encounter academic difficulty with your academic program, contact the Office of Study Abroad.

If you are on financial aid, submit all of the following items with your application:

1. Signed and completed *Non-MSU Study Abroad Program Cost Estimate* with attached documentation such as a Web print-out.
2. Signed and completed *Single Student Financial Aid Agreement*. Complete your name and PID on the appropriate line. Your host institution will complete the rest.
3. Signed and completed *MSU Student Agreement on Registration and Financial Aid for Study Abroad Transfer Credit*

Upon submission of your completed application, Non-MSU Study Abroad Program Course Approval Request Form, and three financial aid forms, the Office of Study Abroad will forward your program costs to the MSU Financial Aid Office. Please note that the MSU Financial Aid Office will not be notified unless this completed application has been submitted to the Office of Study Abroad. In addition to the study abroad cost estimates, the MSU Office of Financial Aid requires that you have a current year's financial statement (FAFSA) on file.

The MSU Office of Financial Aid will notify you of your award amount. Make sure you have no holds or outstanding bills since aid for future enrollment cannot be applied to past bills and will not be disbursed until holds are cleared. After any outstanding bills are paid, disbursement of funds will be made directly to you for payment to the program sponsor. The earliest that this disbursement can be made is ten days before the beginning of on-campus classes for the semester you plan to be abroad. If you would like this early disbursement, you will need to make these arrangements by contacting Student Accounts, 1st floor, Hannah Administration Building, 355-3343. If you would like to have your loan check deposited directly into your account, you should complete, sign and return the Student Refund Direct Deposit form available at <http://www.ctrl.msu.edu/COStudentAccounts/>. If you need to pay for the program or airfare prior to the arrival of a loan check, log-on to <http://www.finaid.msu.edu/msuloans.asp> or contact the Office of Financial Aid at 353-5940. In many cases, other institutions will accept your MSU financial aid award letter as an indication of future payment and will defer your payments until you receive your aid; however, it is your responsibility to contact the sponsor and make appropriate arrangements for delayed payment. If your number of credits or course selection should change at any time, you should report this immediately to both your academic department and the Office of Study Abroad.

Refer to the *Frequently Asked Questions Concerning Financial Aid for Study Abroad* (<http://studyabroad.msu.edu/finaid/finaidfaq.html>) for additional general information. If you are not on financial aid, these forms do not need to be submitted. All payments should be made directly to the sponsor.

In some cases the sponsoring institution may offer loans to guest students. You may need to send to that institution the appropriate year's financial statement (FAFSA) and a completed form stating that you are in a degree-granting program and are making satisfactory academic progress.

SAFETY ABROAD

Between now and your departure, and once you have left the U.S., it is your responsibility to stay informed about developments in the country/countries in which you will spend time (including any countries you'll visit that are not part of your study abroad program's itinerary). You can do so by checking the U.S. State Department's Web page at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. MSU will not support participation in non-MSU programs in countries with a travel warning.

For a more detailed description of the above information, please refer to the State Department Web page.

Aside from providing you with interesting information about your host country/countries, reading this information may spare you from unpleasant surprises. Periodically checking this Web page is especially important if your program and/or travel takes you to regions of the world where unstable conditions exist or are likely to develop.

RETURNING TO MSU

Follow the steps on the back of the Non-MSU Study Abroad Program Course Approval Request Form to ensure transfer of credits.

Your official transcript from abroad must be forwarded to the appropriate OSA Program Coordinator (listed above) at the following mailing address:

NAME OF PROGRAM COORDINATOR
MSU Office of Study Abroad
109 International Center
East Lansing, MI 48824-1035

The Office of Study Abroad will make a copy of the transcript for your file and forward the original to the Transfer Credit Evaluation Unit.

The Office of Study Abroad is not responsible for the transfer of credits to your MSU record. Make arrangements to transfer credits from your sponsoring institution to MSU before the end of your stay abroad. A transcript from the sponsoring institution is required whether or not you complete or pass the course(s). Sponsoring institution course work must be listed in the Office of Admissions and Scholarships by the end of the semester following your study abroad.

If you took courses abroad that were not listed on your Non-MSU Study Abroad Program Course Approval Request Form, you will need to provide course descriptions and syllabi to the departments in which you want to transfer credit. They will complete the necessary paperwork on your behalf and notify Transfer Credit Evaluation Unit of your request.

Good luck with your international experience!



APPLICATION FOR NON-MSU STUDY ABROAD PROGRAM

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

To participate in a study abroad program sponsored through a university or institution other than Michigan State University, complete the following materials and follow the steps to ensure proper registration, transfer of credits, and financial aid distribution. The Office of Study Abroad assists with the process indicated in these materials and assumes the sponsoring agency assists with all other services associated with participation in your chosen program. **The University assumes no responsibility or liability for programs not sponsored by Michigan State University.**

Name: _____ MSU PID #: _____
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)

Program sponsor or host institution for the study abroad program: _____

Location of the program (city, country): _____

Beginning and end dates of program (month, day, year): _____

Host institution contact (for emergencies):
Name: _____ Phone: _____ E-mail: _____

Number of credits you plan to take abroad: _____ Do you plan to use financial aid? yes no
(Including loans, scholarships and grants; does NOT include OSA Scholarships)

If yes, have you filed a FAFSA for the study abroad period with the Office of Financial Aid? yes no
(If not, complete one as soon as possible.)

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): _____

APPLICATION AGREEMENT

The statements below refer to the **Participating in non-MSU Study Abroad Programs** attached to this application form and on the Web (<http://studyabroad.msu.edu/shared/nonmsu.html>). Check each statement after you have read and understood each item.

- I have read and understand the **Participating in non-MSU Study Abroad Programs**.
- 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.
- 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 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 is available online at <http://studyabroad.msu.edu/abcs/> and that it will be available to me in hard copy form at pre-departure orientation. 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: _____



STUDENT HEALTH/EMERGENCY TREATMENT AUTHORIZATION

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

The medical review of this form and admission into a program are independent of each other. The purpose of this form is to help the Office of Study Abroad provide appropriate assistance to you should the need arise during your study abroad experience. It is important that we be aware of any medical or emotional problems, past or current, which might affect your ability to participate in an MSU study abroad program. This information will be kept confidential in accordance with the law. Any disclosure of such information will be made only to the most appropriate individuals and with the highest level of discretion in order to protect student privacy. Relevant information will be shared with program staff, faculty, or appropriate professionals as it relates to your health and safety.

Name: _____ MSU PID #: _____
Last First

Sex: F M Date of birth: _____/_____/_____
Month/Date/Year Citizenship: _____

E-mail address: _____

Current address: _____
Street address City State Zip

Local phone: _____ Cell phone: _____ Work phone: _____

Name of study abroad program: _____

Country/countries of program: _____

Date and year of program: _____

This information is required to coordinate treatment in the event of a medical emergency. Answer "N/A" if not applicable

ALLERGIES

Medication allergy: _____ Reaction: _____ Treatment, if exposed: _____

Food or environmental allergy: _____ Reaction: _____ Treatment, if exposed: _____
(foods, dust, chemicals, household items, pollen, bee stings, etc.)

NOTE: If you have **dietary restrictions or food preferences**, we strongly recommend you discuss them with your program leader or OSA Coordinator.

MEDICATIONS

Please list any medicines you are taking on a daily, regular, or as needed basis and indicate how often and why each medicine is taken. (See "Health Recommendations and Information" in the Study Abroad Student Handbook for information regarding transportation and use of your medication abroad.)

Name of Medication: _____ How often taken: _____ For what condition?: _____ Length of time treated (approx.): _____

NOTE: Participants must bring an adequate supply of medications that are required on a daily or routine basis when traveling abroad.

DISABILITIES

Are you registered with the Resource Center for Persons with Disabilities (RCPD)? (If you think you may be eligible, contact RCPD at (517) 353-9642.)

Yes

(If yes, please discuss your plans to study abroad with your RCPD specialist so you might increase your options abroad.)

No

Do you have a disability that will require accommodations while abroad?

Yes

(If yes, you must register with RCPD and meet with RCPD staff to complete a "Study Abroad Disability Accommodation Request Form." This must be done in a reasonable timeframe so as to allow for satisfactory evaluation of the requested accommodation and adequate time to implement the accommodation, if any. If you do not disclose your disability and/or request accommodations in a timely manner, MSU may not be able to assess and accommodate your needs.)

No

ADDITIONAL HEALTH CONDITIONS

Do you have any additional health conditions other than those previously listed (such as surgeries, hospitalizations, significant injuries, chronic conditions, physical illness, psychological illness, emotional illness, mental illness, etc.) that may need special consideration before or during your experience or may affect your ability to participate in this program?

Yes No

If yes, you are advised to consult with your health care provider. Please supply an explanation below:

Condition(s)

How often do you have symptoms?

Plan for managing this condition while traveling

HEALTH AND EMERGENCY AGREEMENT

I authorize the release of information contained in this *Student Health/Emergency Treatment Authorization* form for access and review by the director and assistant directors of the MSU Office of Study Abroad and the appropriate health professionals in the MSU Travel Clinic. I understand that if I have not turned in this form in a timely manner, there may be insufficient time for the MSU Travel Clinic to review this information. If further medical information is required, I understand that I will be contacted by a health care professional in the MSU Travel Clinic who will ask for a specific release to my treating health care professional(s), and/or clarify medical information with me directly. I understand that if this information is pertinent to my health and safety abroad, it may be discussed in a confidential manner with the MSU Office of Study Abroad program coordinator, the MSU program leader, host family, and the host institution's resident director.

In the event that I need emergency medical care, hospitalization, or surgery while participating in the program, I authorize Michigan State University, through its representatives, to secure any necessary treatment. In some cases, access to medical care may be more than 24 hours away and services may be limited. If coverage is not provided through the MSU Study Abroad insurance program, I understand that such treatment shall be solely at my expense, and I shall reimburse Michigan State University or its representatives for any expenses that they might incur on account of my condition or treatment. In the event of any emergency abroad, Michigan State University may notify my emergency contact listed on the Study Abroad Application.

I certify that all responses made on this form are complete, true and accurate, and I understand that if there are any changes in my health status, I will complete and submit an updated *Student Health/Emergency Treatment Authorization*. I understand that if I withhold information on this form I could be withdrawn from the program. If I am sent home for reasons related to withheld information, I will be responsible for all incurred costs. I understand that participation in this study abroad program is contingent on receipt by the MSU Office of Study Abroad of this completed and signed form.

Participant Signature: _____ Date: _____

If you have any questions regarding medical problems, immunization requirements, or other health issues, call the MSU Travel Clinic at 353-3161 at least 45 days prior to departure.



STATEMENT OF RESPONSIBILITY

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

I, _____, have been accepted to participate in an MSU study abroad program. I accept my admission to the program and promise to abide by the following statement of responsibilities:

- 1. Alcohol and Drugs.** As a participant in an MSU study abroad program, I must abide by host country laws and local institutional regulations with respect to alcohol and other drugs. Unless permitted by host country law and local institutional regulations, I will not possess, consume, furnish, or distribute any alcoholic beverages. Further, I understand that Michigan State University has a zero-tolerance policy with respect to the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs. I am responsible for knowing and obeying the laws of the host country, as well as all local institutional regulations, regarding alcohol and other drugs. I understand that violations of law or policy may result in (i) immediate dismissal from the program; (ii) academic withdrawal from the University for the semester in progress; and (iii) disciplinary action upon my return to campus.
- 2. University Policies.** I must abide by Michigan State University policies, including the MSU General Student Regulations, while enrolled in the program and I may be subject to disciplinary action for violations of those policies upon my return to campus.
- 3. Host Country Customs.** I will abide by the laws and customs of my host country, community, institution and program. I know that I need to be sensitive to the social mores of the host culture. I am also subject to the disciplinary codes and processes of the host institution.
- 4. Dismissal.** If I seriously disrupt the group learning process, or if my behavior gives the program director reasonable cause to believe that my continued presence in the program poses a danger to the health or safety of persons or property, or impedes, disrupts or obstructs the program in any way, I will face immediate dismissal. Alcohol, drug and weapons related violations, assault, and sexual or racial harassment, are so seriously problematic that dismissal is highly likely. For lesser infractions, the disciplinary procedure described in the "Disciplinary Withdrawal" section of the *Study Abroad Student Handbook* (available at <http://studyabroad.msu.edu/abcs/index.html>) will apply. Before I may be removed from the program, I will have an opportunity to explain my conduct to the program director(s). A decision to dismiss me from the program would be final and no refund would be made. (Only applicable to MSU-sponsored study abroad programs.)
- 5. Travel.** The University may make changes to the program itinerary, including cancellation, at any time and for any reason. I will be responsible for any loss due to such cancellation or change. The University is not responsible for penalties assessed by air carriers or any other associated costs based on operational and/or itinerary changes. If I travel independently and arrive after the start of the program, I am responsible for all academic consequences such as lost class time and assignments. The University may substitute hotel accommodations or housing at any time. Specific room and housing assignments are within the University's sole discretion. (Only applicable to MSU-sponsored study abroad programs.)

I must confirm departure and arrival times and locations with my program leader. If I incur a delayed arrival, I will notify my program leader or Office of Study Abroad personnel. My property is transported at my risk. The University is not responsible for travel delays and hassles.

I will notify my program leader or on-site personnel of my itinerary whenever I leave the site for longer than one day. The University is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated from any University-sponsored activities. If I become separated from the program group, for any reason, I will rejoin, at my own expense, the group at the first opportunity.

- 6. Spouses/Partners and Children.** The University is not responsible for providing support for accompanying non-participants, i.e., spouses/partners and children. I must obtain overseas health insurance for any accompanying non-participants. Such persons cannot attend classes or other activities formally associated with the program. If such a person disrupts the program, it may be grounds for my dismissal.
- 7. Health.** I will be responsible for my own health maintenance. In the event of serious illness, accident or emergency, I will inform an appropriate program official, so that assistance may be secured and so that my designated emergency contact may be notified.
- 8. Application Fee.** I will be responsible for the non-refundable application fee unless I have notified Study Abroad, in writing within two weeks after the date of my acceptance letter, of my intention not to study abroad. I understand that my withdrawal after submitting the *Decision Form* indicating my acceptance of admission may be very costly, and that my failing to turn in all completed acceptance materials and payments in a timely manner may result in my removal from the program. (Only applicable to MSU-sponsored study abroad programs.)

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9. **Withdrawal/Transfer.** If I withdraw or transfer from a program after accepting admission and my written withdrawal or transfer is received at the Office of Study Abroad (OSA) more than eight (8) weeks before the program's first day, I will be financially responsible for the \$100 application fee and \$200 deposit (if applicable). If I withdraw or transfer from the program after accepting admission and my written notice of withdrawal or transfer is received at OSA less than eight (8) weeks before the program's first day, I will be financially responsible for the \$100 application fee and \$200 deposit, or any non-recoverable costs incurred and/or committed by MSU on my behalf at the time of my withdrawal (whichever is more). I understand I am responsible for inquiring as to the estimated non-recoverable costs incurred and/or committed at the time of my withdrawal or transfer. If I withdraw after the program's first day, I will be financially responsible for the entire program fee (only applicable to MSU-sponsored study abroad programs).

If I withdraw or transfer, I will notify 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, I will pay MSU to cover expenses incurred to that point. If I should decide to withdraw and fail to submit any written notification of my withdrawal and/or fail to show up at the program site, I understand I will be financially responsible for the entire program fee.

If I withdraw from the program prior to the program's first day, I will be required to withdraw from my course(s) and will receive a full refund of tuition and matriculation fees. If I 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* (available at <http://studyabroad.msu.edu/abcs/index.html>).

If I am put on probation or recessed from the University after acceptance, it is my responsibility to withdraw from my program.

10. **Credit for Non-MSU Students.** If I am a non-MSU student and participate in a co-sponsored program, I understand that MSU will not issue a transcript. I am responsible for ascertaining whether and how my home institution will accept such credit directly from the institution abroad.
11. **Credit.** I will comply with the MSU Office of Study Abroad course credit requirements and with MSU's academic policies and procedures. I will maintain enrollment for the duration of the program in the specified courses for at least 12 credits (MSU credits or equivalent MSU credits) for a semester program (unless the particular program requires more) or the minimum number of credits specified for my short-term program. I understand the only exceptions to this policy are enrollments for graduating seniors *who are abroad during their final semester* and graduate students. If I fail to enroll for the minimum number of credits, I may be dismissed from the program and/or I will be billed and responsible for paying an additional program fee. Even if I pay this additional fee after completion of the program, I cannot be retroactively enrolled in my desired courses. I understand that if I participate in certain co-sponsored programs, I will be financially responsible for paying tuition for the minimum number of credits and will not receive a refund if I enroll in fewer credits. If I miss a substantial portion of the program, for whatever reason, the amount of credit awarded will be determined at the program leader's discretion. If I withdraw, depart or am dismissed from a program before its formal completion, I may be ineligible for academic credit. Should I receive permission to return home early, I may be eligible to receive a grade of "W" on my academic transcript. Any refund of tuition and fees would be according to the policy stated on the MSU Office of the Registrar Web site (<http://www.reg.msu.edu/>). (Only applicable to MSU-sponsored study abroad programs.)
12. **Waiver.** In the case of an emergency in which I cannot be reached, I authorize U.S. Embassies and Consulates to release information concerning my welfare and whereabouts to Michigan State University. In authorizing this release of information, I hereby waive 5 USC Section 522 (b) (8).
13. **Release of Claims and Indemnity.** For myself and all those who may claim through me, I release the University (and its employees and representatives) from liability for all injuries, illnesses, and losses, including death, I may sustain to my person and/or property, which are in any way connected to my program participation, except as regards any claim of "gross negligence" that is actionable under Michigan's Governmental Tort Liability Act. I further agree to defend and hold the University harmless with respect to any loss, claim or expense it may sustain by reason of my behavior as a program participant.
14. **Governing Law.** Any dispute arising from this Statement will be determined according to Michigan law.

In signing this document I acknowledge that I have had an opportunity to ask any questions I have about it, that I have read and understand it, that I accept its terms, and that I have signed it knowingly and voluntarily.

Signature: _____ Date: _____

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



NON-MSU PROGRAM
SINGLE STUDENT
FINANCIAL AID AGREEMENT

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

This form is to be completed by Host institution on behalf of an MSU student participating in a non-MSU sponsored program.

Through this agreement, Michigan State University, hereafter referred to as MSU, contracts with (name and location of institution)

_____ hereafter referred to as Host, to provide a portion of the education for a degree program of MSU student (student name and MSU PID)
_____ hereafter referred to as Student.

Starting date of study abroad program covered by this agreement (mo/day/yr) _____

Finishing date of study abroad program covered by this agreement (mo/day/yr) _____

Title and location of program into which student has been accepted _____

Anticipated enrollment and credit status:

- Full-time (12+)
 Three-quarter-time (9-11)
 Half-time (6-8)
 Less than half-time (1-5)

1. During the period covered by this agreement, for US Federal financial aid purposes, Student will be considered enrolled at MSU, which will process Federal and State of Michigan financial aid, and will be considered a visiting student at Host. Host will award no Federal or State financial aid. If Host awards any scholarships of its own to Student, it will promptly inform MSU to assure that MSU does not award funds in excess of Student's financial need. MSU will disburse financial aid funds directly to Student. Student is responsible for fee payments to the Host.
2. Provided Student has completed all the necessary MSU documentation, MSU agrees that credit hours earned by student while attending Host will be accepted, providing student earns a grade of "C" (2.0) or higher.
3. Host will promptly inform MSU if Student withdraws, is not attending classes regularly, or reduces below the enrollment status indicated above. Such notice will include the last date of attendance or the date of reduction in instructional load.
4. Upon Student's request, Host will send MSU a transcript or comparable official written record noting student's performance in the program. For foreign transfer credits, this record will include course titles, number of credit hours or an equivalent measure, and a grade or comparable indication of student's performance. It is student's responsibility to request in writing that the transcript is sent to: The Office of Study Abroad, Michigan State University, 109 International Center, East Lansing, MI 48824-1035.
5. Host will direct any correspondence pursuant to this agreement to the Office of Study Abroad, 109 International Center, Michigan State University, East Lansing, MI 48824-1035, tel. (517) 353-8920. MSU will direct any such correspondence to (name and address of responsible Host office or person):

Office/person _____
 Address _____
 Telephone _____ Fax: _____

Michigan State University

Host Institution

Signature _____

Signature _____

Printed name: Cindy Felbeck Chalou

Printed name _____

Title: Associate Director

Title _____

Department: Office of Study Abroad

Department _____

Date _____

Date _____

Please return this completed and signed form **to the student** for submission to the Michigan State University Office of Study Abroad.



NON-MSU PROGRAM

STUDENT AGREEMENT ON REGISTRATION & FINANCIAL AID FOR STUDY ABROAD TRANSFER CREDIT

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

This form to be completed by students using financial aid for non-MSU study abroad programs that grant transfer credit.

I hereby request that the MSU Office of Study Abroad register me for a study abroad carrier course so that I may maintain eligibility for financial aid, or for deferment of past student loans, through Michigan State University while I study abroad.

1. I understand that my aid cannot be processed until I have submitted a completed and signed Non-MSU Study Abroad Program Course Approval Request Form to the MSU Office of Study Abroad.
2. I understand that my aid cannot be processed until I submit the original signed copies of the Single Student Financial Aid Agreement and a completed Study Abroad Program Cost Estimate Form.
3. I understand that my Financial Aid check will be made payable to me and it is my responsibility to directly pay the program sponsor. I understand that MSU will not make any payments to the program sponsor.
4. I understand that in order to maintain my financial aid eligibility during my period of study abroad I must maintain a course load equivalent to the enrollment status indicated on my Single Student Financial Aid Agreement. I understand that I must be registered concurrently at MSU during my period abroad.
5. I agree to report immediately any course changes to the MSU Office of Study Abroad while enrolled in the program abroad.
6. I understand that I must repay financial aid (including loans) disbursed through the MSU Office of Financial Aid if a) I drop below half time enrollment during the tuition refund period, b) withdraw completely, or c) I have failed to bring back the anticipated number of credits.
7. I agree that if credits do not transfer to MSU within one semester following my participation, the International Programs (INP) course will be removed from my transcript and result in my financial aid award being removed for that semester. As a result, the award I received for this semester will be billed to my student account.
8. I understand that if for any reason my financial aid should be reduced and/or canceled, I am responsible for all program costs.
9. I understand if I fail to pay all fees to the program sponsor, MSU has the right to bill me on my MSU account.

Student's Name (please print) _____

Signature _____ Date _____

Please submit this signed form along with all other application materials to the Office of Study Abroad, 109 International Center, MSU, E. Lansing, MI 48824-1035, tel. (517) 353-8920.



NON-MSU PROGRAM
CREDIT EVALUATION
RECOGNIZED
FOREIGN INSTITUTION

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

Attention student:

If a foreign institution issues the transcript for your program, you must obtain recognized foreign institution approval in writing. This approval can be obtained from the MSU Transfer Credit Evaluation Unit in the Office of Admissions, 250 Administration Building.

(Name of foreign institution)

is a recognized foreign institution by Michigan State University.

Michigan State University
Transfer Credit Evaluation Unit

Approved by: _____ Date: _____

Student's Name: _____

Student's PID: _____

Please return this completed form to the Office of Study Abroad, 109 International Center, Fax: 432-2082.