

## Study Abroad Procedures

*This “worksheet” is a checklist for your own use. You don’t have to turn it in.*

[www.capital.edu/study-abroad](http://www.capital.edu/study-abroad)

Contact information is located on Page 3

### Minimum requirements for Capital’s sponsorship of your overseas study

- Completion of at least one semester at Capital University
- Minimum overall GPA of 2.50
- Positive disciplinary record (your record will be reviewed through the Dean of Students)
- Host country not under U.S. State Department travel warning
- Accredited school of record

### Getting Started and Selecting a Program

- \_\_\_\_\_ 1. Call the International Office at 614-236-7126 to make an appointment with the study abroad advisor.
- \_\_\_\_\_ 2. Complete a Goal Statement (*Worksheet #1*) bring it to your initial meeting with the study abroad advisor.
- \_\_\_\_\_ 3. Search for suitable programs that meet your goals. Use these websites:
  - <http://www.StudyAbroad.com>
  - <http://www.iiepassport.org>
  - **Brocures are availabe in the Office of International Education**
- \_\_\_\_\_ 4. Request the latest materials for a few potential programs:
  - Application forms
  - Course descriptions
  - Cost breakdown
  - Contact info for past student participants. You usually have to contact the program sponsor for these.

} These may be on the program website
- \_\_\_\_\_ 5. Do a side-by-side comparison of a few programs and pick the one that best suits you.
- \_\_\_\_\_ 6. Make sure that either the U.S. sponsoring institution (if any) or the overseas host institution is accredited.
- \_\_\_\_\_ 7. If you have a medical condition (physical or mental) be sure to consult with your medical practitioner to see if to see if study abroad is compatible with your condition.

## Acceptance into a Program

### Program Application and Course Approval

- \_\_\_\_\_ 1. Work on the program application process and the Capital course approval (*Worksheet #2*) process in roughly the same time frame.
- \_\_\_\_\_ 2. Schedule an appointment with your academic advisor; bring *Worksheet #2* and course descriptions with you to this meeting. **Make sure you are not duplicating any course for which you have previously received credit.**
- \_\_\_\_\_ 3. If you are going abroad during your senior year, ask your academic advisor about completing a graduation audit.
- \_\_\_\_\_ 4. Take *Worksheet #2* and the course descriptions, of abroad classes, to each department chair for signature. Provost for all University Core (General Education) classes as well as final approval.
- \_\_\_\_\_ 5. Meet with the Student Accounts Director (Jeff Cisco) to discuss the billing.
- \_\_\_\_\_ 6. Ask Student Accounts about the *Power of Attorney* form for any paper financial aid checks, you may receive while overseas, if you have someone who can easily visit the Finance Office.

### Financial Aid Budget Worksheet

Capital University views overseas study as an important element of a liberal arts education. In support of the overall educational mission of the institution, Capital University permits a portion of “Institutional Aid” (i.e. Capital University scholarships and departmental grants) to be used toward study abroad with the following provisions:

- Only toward the tuition portion of a program’s price.
- Only toward only one fall or one spring semester abroad.
- The transcribing institution must be an accredited university or college.
- The program cannot be in a country for which the U.S. State Department has a current travel warning (see [www.travel.state.gov](http://www.travel.state.gov)).
- Students must meet the university requirements to participate in study abroad.
- Check with Study Abroad organizations to see if they have scholarships available.
- Go to [capital.edu/financial.assistance/](http://capital.edu/financial.assistance/) for links to other study abroad scholarships.

Federal and state regulations permit the use of federal and state funds for any program-related costs (i.e., not just tuition) in which the university awards college level credit.

- \_\_\_\_\_ 1. Research program costs to complete and submit *Worksheet #3 – Study Abroad Budget Worksheet* along with copies of program costs from the sponsoring institution, to an advisor in the Financial Aid Office. **BE SURE TO HAVE THEM SIGN THIS FORM AND GIVE YOU A COPY.**  
\*Note that this form depending on the time in the semester may or may not be complete when you receive a signature.
- \_\_\_\_\_ 2. Schedule an appointment with Teresa Chappell, Financial Aid Counselor after you have been awarded for the semester you are studying abroad.
- \_\_\_\_\_ 3. Submit, or instruct the Program Sponsor to submit, any bills or invoices for the program to the Director of Student Accounts in Capital’s Finance Office, and a copy for yourself.

- \_\_\_\_\_ 4. Instruct lenders to submit all student loan checks to Capital electronically, if possible. Otherwise, grant power of attorney to a trusted person who can easily visit Capital and indorse paper loan checks while you are abroad.
- \_\_\_\_\_ 5. Be prepared to cover some program costs before financial aid is available (e.g., deposits, visa fees, passport fees, airline tickets, etc.)
- \_\_\_\_\_ 6. Instruct the program or institution to send a final transcript to the Capital University Registrar upon completion of the overseas program.

## Final Steps

- \_\_\_\_\_ 1. Turn in your completed **Worksheet #2 and copy of Worksheet #3** to the International Office before the deadline you have been given, this will depend on the semester you are applying for.
- \_\_\_\_\_ 2. After you receive accepted to the program, register for Study Abroad 200 for the semester you are planning on studying abroad through Web Advisor (or in person at the Registrar, if necessary).

## CONTACT INFO:

### **Office of Int'l Education**

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 Director, Int'l Education  
 Harry C Moores Student  
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 jadams@capital.edu

### **Financial Aid Office**

Teresa Chappelle  
 Assistant Director,  
 Financial Aid  
 Yochum Hall 114  
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### **Finance Office**

Jeff Cisco  
 Director, Student  
 Accounts  
 Yochum Hall 104  
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### **Office of the Registrar**

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 Associate Univ. Registrar  
 Yochum Hall 130  
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### **Student Affairs**

Kim Black  
 Executive Adm.  
 Harry C Moores, Student  
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### **Provost Office**

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 Executive Adm.  
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## Preparation

- \_\_\_\_\_ 1. Read all materials from the program sponsor as soon as you receive them. You are responsible for meeting their application and deposit deadlines.
- \_\_\_\_\_ 2. Apply for a passport ASAP if you do not have one. It takes approximately 4 - 6 weeks to receive your passport. To apply for a passport, go to the U.S. State Department website (<http://www.travel.state.gov/>).
- \_\_\_\_\_ 3. **If an entry visa is required for your destination, you can apply for it only after you have your passport** (check with your program sponsor). Many entry visas require a trip to the country's consult in the U. S. (outside of Ohio) so budget these travel costs as well.
- \_\_\_\_\_ 4. Check with the program sponsor or the Center for Disease Control (<http://wwwnc.cdc.gov/travel/>) regarding health conditions in your country of study and for routine, recommended, and required immunizations.
- \_\_\_\_\_ 5. Contact your health insurance carrier to see if your insurance will cover you while you are on your overseas study program. You may want to consider travel-specific insurers such as CISI (<http://www.culturalinsurance.com/>) and <http://www.InsureMyTrip.com/>. All students should have coverage for:
  - major medical
  - medical evacuation
  - repatriation of remains
- \_\_\_\_\_ 6. Become informed about the country, culture and politics of your proposed program of study. Get a good travel guidebook such as the excellent guides from **Lonely Planet** (<http://www.lonelyplanet.com/>) or **Rough Guides** (<http://www.roughguides.com/>). Visit with international students, returned study abroad students and faculty members who have been to that country. Search **YouTube.com** for “study abroad [country name]”.
- \_\_\_\_\_ 7. Attend the Pre-Departure Study Abroad Orientation program conducted by the International Office.
- \_\_\_\_\_ 8. Make travel arrangements.
- \_\_\_\_\_ 9. Make two extra copies of your passport. Take one copy with you and leave one with your family at home.
- \_\_\_\_\_ 10. Practice light packing!
- \_\_\_\_\_ 11. If you use prescription medicine, take what you can with you in original marked containers. Check with program sponsor about filling prescriptions. Take eyeglasses prescriptions with you.
- \_\_\_\_\_ 12. Join the “Capital University Study Abroad Students” **Facebook** group and share your experience.