

**Application Booklet and Guidelines**  
**Center for International Services & Programs**



Notes:

# Contents

|                         |    |
|-------------------------|----|
| Introduction            | 1  |
| Minimum Requirements    | 2  |
| Choosing a Program      | 3  |
| Comparing Program Costs | 5  |
| Budget Worksheet        | 6  |
| Work it Out!            | 7  |
| Contacts                | 9  |
| Approval Application    | 10 |

(Detach Form and return to MC 412)

# Introduction

Congratulations on your decision to study abroad. Historically, only about 8% of American college students have studied abroad and only about 1.5% of the CSU student body studies abroad in any given year.

The benefits of studying abroad can be extraordinary if you take full advantage of the experience:

- Increasing prospective job opportunities & shaping career development
- Promoting personal growth, increasing self-confidence, and willingness to take risks
- Increasing personal and intellectual maturity
- Developing a personally informed view of the world & understanding global issues
- Developing intercultural competencies & an awareness of diversity
- Learning new traditions and social and academic customs
- Better understanding of one's own cultural values
- Interacting with students from around the world
- Stimulating one's academic interest and influencing future educational decisions
- Improving communication and language skills
- Adapting to new environments
- Developing problem-solving skills
- Experiencing diverse business practices

# Requirements

All students must apply to be approved for study abroad. Study abroad is open to any CSU student who meets the following criteria:

- 2.0 cumulative GPA or higher (3.0 or higher required of graduate students)
- 1 successful semester if a transfer student
- 2 successful semesters if new first-year student
- Not have received any sanctions in violation of the Student Conduct Code including: recommendation of expulsion, recommendation of suspension, disciplinary probation, reprimand, restitution, restriction, community service, counseling, holds, or other which would prevent success abroad as determined by the CSU Judicial Affairs Officer.
- Good standing with the Office of Treasury Services
- Fully enrolled in the semester of application; degree seeking
- Not be a current PSEOP student

Every student wishing to study abroad must complete a general Study Abroad Approval Application form. General study abroad approval is granted by CISP on a rolling basis unless otherwise noted.

Students wishing to study abroad on a reciprocal exchange or through an affiliate option must also submit an additional application directly to the program of their choosing. Admission requirements may vary and could be more rigorous than the criteria above. Students applying for approval for a faculty-led program abroad usually do not have another application form to submit beyond the program application.

As part of the general study abroad approval review process, the following items are considered for each applicant:

- GPA
- Judicial Affairs Record
- Holds on CSU CampusNet Account
- Class Standing
  - any undergraduate with 90 credits or more must apply to the University Petitions Committee to be exempted from the “senior residency rule” unless residency credit is available on study abroad program
- Credentials of the school issuing the transcript for credit transfer
  - The institution must be accredited by Ministry of Education in home country.

# Choosing a Program

When considering the location and type of program that you wish to choose for your study abroad experience, it is important to take stock of your academic progress towards your degree and your finances. These two issues will largely determine when, how, where, and for how long you will be able to study abroad so that it has a positive impact on your life and university experience.

Researching programs can be the most time-intensive part of the process. Start with search engines and general brochures. Then once you identify a program that interests you, visit the program sponsor's website for details. Printed materials are static but websites can be updated daily with the most up to date information. Approach the process as you did when you were looking at colleges a few years ago, and contact CISP any time you feel stuck!

Consider using web resources and the Center for International Services and Programs to begin:

- [www.studentsabroad.com/contents.html#choosingprogram](http://www.studentsabroad.com/contents.html#choosingprogram)
- [www.csuohio.edu/offices/international/csuea](http://www.csuohio.edu/offices/international/csuea)

**Be sure to take notes** when researching programs online, so you can easily return to any programs that caught your attention.

Take note that usually programs include several different services and each one is fundamentally different to the other. When choosing a program, take into consideration what you want to achieve from your time abroad and look into some of the following areas:

- Cost
- Location
- When the program is offered
- Length of program
- Available classes
- Depth of cultural & language immersion
- Housing arrangements
- Excursions & activities

Overwhelmed by the number and breadth of study abroad options? Don't worry, you are not alone. There are so many options out there, it may seem impossible to sift through them all to find what is best for you. However, there is a way to narrow it down. Start by understanding the basic types of study abroad program types that are available. This table breaks the four study abroad program types and explains the pros and cons of each. Consider it carefully.

# Choosing a Program

| <i>Program</i>                       | <i>Pros</i>   | <i>Cons</i>  | <i>Examples</i>  |
|--------------------------------------|---|--|--|
| <b>Faculty-led Programs Abroad</b>   | <ul style="list-style-type: none"> <li>▪ CSU graded, “residency credit” earned</li> <li>▪ Less than one month abroad makes this option doable for even the busiest of students.</li> <li>▪ Travel with a CSU professor and fellow classmates.</li> <li>▪ Scholarships and financial aid are applicable.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Shorter time abroad may make immersion more difficult.</li> <li>▪ Pay CSU for the “program fee” in addition to the required course tuition.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ CSU in Costa Rica</li> <li>▪ China OSM Spring Break Study Tour</li> <li>▪ Int’l Marketing in England</li> <li>▪ CSU in Rouen</li> </ul>                           |
| <b>Reciprocal Exchange</b>           | <ul style="list-style-type: none"> <li>▪ Pay CSU tuition to CSU, no tuition to host school.</li> <li>▪ Residency credit earned; Ohio and CSU grant money can be used.</li> <li>▪ Federal financial aid applicable with Consortium Agreement.</li> <li>▪ Studying at a school that has a direct relationship with CSU.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Locations may be less appealing.</li> <li>▪ Few schools, few placements.</li> <li>▪ Open only to undergraduates.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ University of Sunderland</li> <li>▪ Chung Ang University</li> <li>▪ University of Tucuman</li> </ul>  |
| <b>Affiliate (direct enrollment)</b> | <ul style="list-style-type: none"> <li>▪ Federal and institutional financial aid applicable with Consortium Agreement.</li> <li>▪ Typically requires previous knowledge or experience in the host country.</li> <li>▪ No frills.</li> <li>▪ May be less expensive because fewer services are provided.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Transfer credits; i.e. non-residency credit.</li> <li>▪ Less individual attention and help from hosts.</li> <li>▪ May be frustrating to deal in host currency and time zone difference during preparations from USA.</li> </ul> | <ul style="list-style-type: none"> <li>▪ University of Westminster</li> <li>▪ University of Botswana</li> <li>▪ Freie Universitat Best Program</li> </ul>  |
| <b>Affiliate (program provider)</b>  | <ul style="list-style-type: none"> <li>▪ Federal and institutional financial aid applicable with Consortium Agreement.</li> <li>▪ Typical Services include airport pick-up, pre-arranged housing, group excursions, etc.</li> <li>▪ Options all over the world in almost any location.</li> <li>▪ Pay fees and tuition in US dollars and prepare with a group of helpful USA-based staff with lots of experience sending American college students abroad.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Transfer credits; i.e. non-residency credit</li> <li>▪ May be more expensive based on “extras.”</li> <li>▪ May not like the other students from American universities who will be grouped with you on the program.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ USAC in Ghana</li> <li>▪ CIEE in Jordan</li> <li>▪ ISA in Argentina</li> <li>▪ CIS Abroad in Australia</li> <li>▪ API in Italy</li> <li>▪ AIFS Austria</li> </ul> |

# Comparing Costs

Carefully examine the published costs listed for each program. Programs that appear less expensive may actually cost more once all costs are factored in. Please read the fine print to see what the published fees include. For example, does it include:

- Tuition?
- Room? (Is it included in the fee charges or must you pay for it separately once abroad?)
- Meals? (How many per week?)
- Airfare? (One way? Round trip?)
- Local transportation? (Bus or subway passes?)
- Field trips?
- Medical Insurance?

You must also add the CSU study abroad administration fee: \$100 for each separate study abroad experience. This fee helps offset expenses incurred in administering CSU's study abroad programming.

Other costs related to studying abroad include:

- [Passport](#) (\$135)
- Visa (varies by country)
- Passport photos (available from drug stores or AAA)
- Travel insurance
- Costs listed above that are not included in your program's fees
- Personal travel  
(Be careful of this last one! Do you plan to see all of South America while you are studying in Chile? Talk to a travel agent. Talk to your program. Read travel books and figure out how much your dreams will cost you! Study abroad can cost only slightly more than a comparable time at CSU... IF you don't overdo your personal travel!)

When looking at program costs, make sure you take into consideration what makes these program prices vary from one to the other

- Tuition/fees at the program institution
- Housing and meal arrangements
- Books and supplies
- General cost of living
- Airfare
- Local transportation, regional travel and excursions
- Exchange rate

Please use this table to help you compare one study abroad program against another. Try to find out as much as you can about the estimated and actual costs by combing the website of the each program. Look for links or tabs with words like expenses, fees, tuition, scholarships and financial aid, costs, out of pocket expenses, etc.



# Budget Worksheet

| Studying at CSU                               |                 |                 |                              | Study Abroad Program |  |  |
|---|-----------------|-----------------|------------------------------|----------------------|--|--|
|   | Ohio Resident   | Non-Resident    | STUDY ABROAD PROGRAM EXAMPLE |                      |  |  |
| <b>Educational Expenses</b>                   |                 |                 |                              |                      |  |  |
| Tuition & Fees                                | \$4,844         | \$6,465         | \$14,500                     |                      |  |  |
| Room & Board                                  | \$6,050         | \$6,050         | Housing Included             |                      |  |  |
| Books & Supplies                              | \$400           | \$400           | Varies                       |                      |  |  |
| Application Fee                               | \$30.00         | \$30.00         | \$75.00                      |                      |  |  |
| Program                                       | \$0.00          | \$0.00          | \$0.00                       |                      |  |  |
| Other (for example food)                      | \$0.00          | \$0.00          | \$0.00                       |                      |  |  |
| <b>Travel Expenses</b>                        |                 |                 |                              |                      |  |  |
| Airfare                                       | \$0.00          | \$0.00          | Approx. \$1,300              |                      |  |  |
| Travel to/from Airport                        | \$0.00          | \$0.00          | Check Provider               |                      |  |  |
| Passport & Photos                             | \$0.00          | \$0.00          | Approx. \$155                |                      |  |  |
| Travel Insurance                              | \$0.00          | \$0.00          | HTH Worldwide Included       |                      |  |  |
| Local Transportation                          | \$863           | \$863           | Varies                       |                      |  |  |
| Visa & Photos                                 | \$0.00          | \$0.00          | Approx. \$20                 |                      |  |  |
| <b>Personal Expenses</b>                      |                 |                 |                              |                      |  |  |
| Personal & Miscellaneous                      | \$850.00        | 850.00          | \$2,500                      |                      |  |  |
| <b>Optional Expenses</b>                      |                 |                 |                              |                      |  |  |
| ISIC & Photo                                  | \$0.00          | \$0.00          | Approx. \$30                 |                      |  |  |
| Administrative FEE CSU                        |                 |                 | \$150                        |                      |  |  |
| <b>Semester total estimated of attendance</b> | <b>\$13,073</b> | <b>\$14,694</b> | <b>~\$18,730</b>             |                      |  |  |

## Tips for finding affordable programs:

- Be flexible with destination—Europe is often pricier than other regions of the world.
- Major cities may be pricier than smaller towns. (think New York City versus Akron)
- Sometimes a location with a higher program fee may actually be less expensive overall if airfare, cost of living and exchange rates are favorable; look at the bottom line of a cost sheet.
- Study abroad for a shorter period of time like summer.
- Plan early for study abroad to take advantage of early scholarship deadlines (BUTEX, Gilman, etc.)

# Work it Out

Check off the question as you consider it and write or type in your response in the space provided. Write any reminders or questions that you will need to come back to in the Notes section.

- #1 Do you want/need to take a foreign language course(s) abroad? What language? What classes have you already taken in that language?

*Advice:* Look under “admissions requirements” or the “eligibility” section of any study abroad program or direct enrollment option you research to make sure it fits with your unique background. Some programs have no previous language required while others require up to the equivalent of 4 semesters of college-level language.

- #2 Is there a place that you have always wanted to visit or that you are particularly drawn to? Where is it and why?

*Advice:* Start looking at programs in this area if it is feasible and see if any are a fit with your language background, course needs, and finances. Use the search features on the “Program Options” channel of the Education Abroad website:

<http://www.csuohio.edu/international/affiliate-programs>

- #3 What courses do you need to take while studying abroad to remain on track with your graduation plan? List courses:

*Advice:* Consult your Grad Express Degree Audit (GEDA) link under the STUDENT TAB in CampusNet; Find programs that are themed around your major or offer access to your courses in your area of interest. Consult the “Academic Offerings” or Academic Program pages of the printed brochures or their website. Eliminate programs that can’t give you the courses you need.

#4 What type of environment would/do you want to experience?

- Urban Setting       Rural Setting       Mixed Setting  
 Beach       Mountains       Particular Landmark

**Advice:** Read descriptions, research university and city population totals, ask to contact an alum of the program or read alum testimonials or evaluations. Look on a map!

#5 What's your financial reality? What resources as you use for study abroad?

- Direct Students Loans (FAFSA)       Federal/State Grants  
 Scholarships       Work (part time or full time)  
 Relative Pays for My School       Personal Savings

Estimated Total: \$ \_\_\_\_\_

**Advice:** Most financial aid can be applied to approved study abroad programs. Complete your FAFSA application and speak to Campus 411 about your plans for study abroad. Request to speak with Michael Almony or email him at [m.almony@csuohio.edu](mailto:m.almony@csuohio.edu). Note that financial aid for the summer term has to be drawn on leftover eligibility from the preceding spring and fall terms. Financial Aid awards are given for fall, spring and summer in any give FAFSA academic year cycle. To reach any financial aid adviser, please email [allin1@csuohio.edu](mailto:allin1@csuohio.edu)

#6 What term abroad will best fit with your degree progress and financial situation?

- Fall       Spring       Summer       Intersession       Year Long

# 7 What scholarships are you eligible for? List them:

**Advice:** Visit the "Scholarship" channel on the study abroad website and also consult program provider specific scholarships:  
<http://www.csuohio.edu/international/internationalscholarships>

**Notes:**

# Contacts

If you have any questions about study abroad, please use the list provided below to contact the appropriate staff member.

|   |   |   |  |
|---|---|---|--|
| Julie Good  | Any Education<br>Abroad Questions   | MC 412  | <a href="mailto:j.a.good88@csuohio.edu">j.a.good88@csuohio.edu</a><br><a href="mailto:educationabroad@csuohio.edu">educationabroad@csuohio.edu</a>   |
| All in One<br>Enrollment<br>Services<br>(Michael<br>Almony) | FAFSA<br>Applications<br>Financial Aid<br>Awards<br>ALT<br>Loans/Education<br>Loans | MC 116  | <a href="mailto:allin1@csuohio.edu">allin1@csuohio.edu</a> or<br><a href="mailto:m.almony@csuohio.edu">m.almony@csuohio.edu</a>  |
| Advising<br>Offices   | Senior Residency<br>Petitions<br>Course<br>Equivalencies                            | CLASS<br>BUSINESS<br>SCIENCE<br>EDUCATION<br>URBAN<br>ATHLETICS<br>HONORS<br>ENGR<br>First-Year | <a href="mailto:class.advising@csuohio.edu">class.advising@csuohio.edu</a><br><a href="mailto:businessadvising@csuohio.edu">businessadvising@csuohio.edu</a><br><a href="mailto:coshpadvising@csuohio.edu">coshpadvising@csuohio.edu</a><br><a href="mailto:coehs.advising@csuohio.edu">coehs.advising@csuohio.edu</a><br><a href="mailto:m.c.myers@csuohio.edu">m.c.myers@csuohio.edu</a><br><a href="mailto:athletic.advising@csuohio.edu">athletic.advising@csuohio.edu</a><br><a href="mailto:honors.program@csuohio.edu">honors.program@csuohio.edu</a><br><a href="mailto:r.begalla@csuohio.edu">r.begalla@csuohio.edu</a><br><a href="mailto:m.barone34@csuohio.edu">m.barone34@csuohio.edu</a> |



## Study Abroad General Approval Application

### I. Personal Information

|                        |                  |                                 |                             |
|------------------------|------------------|---------------------------------|-----------------------------|
| Name of Student        |                  | Email Address                   |                             |
| Telephone No. #1       | Telephone No. #2 | Student ID Number               | Academic Adviser            |
| Current Address        |                  | Major/Degree                    | Year/Class                  |
| City                   | State            | Zip Code                        | Verification (CISP Advisor) |
| Permanent/Home Address |                  | Passport # (If Currently Known) | Expiration Date (M/DD/YYYY) |
| City                   | State            | Zip Code                        | Country of Citizenship      |

### II. Program Information

|   |         |                         |                      |
|---|---------|-------------------------|----------------------|
| Name of Study Abroad Program/University |         | Sponsoring Organization |                      |
| City                                    | Country | Begin Date (M/DD/YYYY)  | End Date (M/DD/YYYY) |

Have you previously studied or traveled abroad? If yes, when and for how long did you study abroad?

What languages other than English do you speak? What is your level of fluency?

### III. Emergency Contact

|                  |                  |                         |       |          |
|------------------|------------------|-------------------------|-------|----------|
| Name of Contact  |                  | Relationship to Student |       |          |
| Telephone No. #1 | Telephone No. #2 | Email Address           |       |          |
| Current Address  |                  | City                    | State | Zip Code |

### IV. Release of Information Waiver

I hereby give the Office of Judicial Affairs at Cleveland State University, located in the Department of Student Life, permission to discuss any disciplinary records or provide any information regarding any disciplinary proceedings against me, and/or the outcome of Student Conduct Hearings, with the Center for International Services and Programs. I understand that the information discussed will be for the purposes of the Study Abroad Program. By signing this form, I also understand that I have waived my right to information that is considered confidential under the Family Education Rights and Privacy Act (FERPA). This permission is valid from the time I submit this signed document to the Center for International Services and Programs through a period of one semester or until my program abroad ends.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

