

Study Abroad Application Checklist

Individual Programs (exchange or affiliate)

Deadlines: **October 1st Spring**
 February 15th Spring Break
 March 1st Summer/Fall

- Contact the Study Abroad Coordinator- studyabroad@pittstate.edu
- Turn in the following forms to the Study Abroad Coordinator
 - Application form
General info about yourself and the program
 - Credit transfer form
This form takes the longest to complete since it contains a list of classes that you would like to take abroad and their equivalents at PSU. It must be signed by your advisor, the department chair of your major, and the department chair for each class.
 - W9 & Stipend Fellowship Form
- Print off your unofficial transcript and degree audit from GUS and turn it in to the S.A. Coordinator
- Apply for the program on Studio Abroad-<https://pittstate.studioabroad.com>
- Complete the following items on Studio Abroad
 - Write an essay on why you want to study abroad and how it will help you academically
 - Ask 2 PSU professors to write you a recommendation letter and send the rec letter requests on Studio Abroad

All forms can be obtained on Studio Abroad, online, or in Whitesitt 118.

4. Agreement of Participation

I understand that approval to participate in this program may include a review of my academic and disciplinary records. I give the director of the specific study abroad program and Pittsburg State University Office of International Programs and Services permission to review these records and share appropriate information. Furthermore, I understand and agree that if I should be approved to participate in this program I will continue to be subject to the rules and regulations of Pittsburg State University in both academic and personal behavior. I also agree to be subject to other rules given by the director of this program, or the host institution. I also will be subject to all laws of the host country. I understand that failure to obey any rules or laws may result in the premature ending of my participation in this program. I will be responsible for all expenses as a result of disciplinary sanctions or illegal or unacceptable activity. My signature to this form is also stating that I have given truthful and fully disclosing answers to all information contained in this application.

Signature of Student

Date

****Please submit both pages of this application and all accompanying information to the Study Abroad Coordinator in the Office of International Programs and Services, Room 118 Whitesitt Hall.**

Summer Study Abroad Course Credit Transfer Procedure

STEP 1: REGISTRAR'S OFFICE - Present the university from which the transcript will come to the Registrar's Office. The Transcript Analyst will evaluate the college/university for the transferability of credits.

STEP 2: APPLY FOR AN OFFICIAL DEGREE CHECK – If you have already completed 85 hours, you can apply through GUS. If you have not yet completed 85 hours, you need to apply for a degree check in person in Russ 102. Be certain that the Degree Checking Office has a file with your Official Degree Check before leaving for the Study Abroad experience.

STEP 3: MEET WITH ACADEMIC ADVISOR - Once transferability has been approved, meet with your academic advisor for advice. The credit earned abroad must apply toward your degree at PSU if you will be using summer federal aid. For the registrars or the graduate office to grant credit, the transcript must reflect a level of courses that matches the level at which you are enrolled at PSU. The registrar cannot grant graduate credit to an undergraduate student or vice versa. Your advisor will work with you to decide which courses you should try to take abroad. Your advisor will then discuss how they suppose credit will count towards the degree, though it is up to Department Chairs to give final approval. If you are considering taking courses Pass/No Credit, ensure that that works for courses in your major.

STEP 4: MEET WITH THE DEPARTMENT CHAIR(S) - Once a study plan has been made with the academic advisor, present the plan to the Chair of Department(s) of the courses for approval of the credits and plan. Eg. regardless of your major, if you are taking Biology courses abroad, meet with the Chair of the Biology department, who will initial if the courses can be transferred back. The Dept. Chair should evaluate the courses and decide what the PSU equivalent will be if the course is completed. Students need to bring course titles, descriptions, syllabi, and any other material about the course (in English) that the chair requires to this meeting. Dept. Chairs have the right to request more information before deciding on transfer credit for the course. The Dept. Chair may place conditions on approval. The conditions should be noted on the approval form. Chairs will initial next to courses that they approve. **Please have more courses approved than will be taken during the time abroad because course cancellation and closure upon arrival at the host institution is not uncommon.**

STEP 5: MEET WITH ADVISOR(S) AND DEPT. CHAIR(S) IN MAJOR(S)- Ask them to sign the form

STEP 6: TURN THIS FORM IN TO THE STUDY ABROAD OFFICE as part of your application to study abroad.

STEP 7: REGISTER BY RETURNING TO THE REGISTRAR'S OFFICE

As the student goes through the course credit approval process, he/she should obtain the signatures and initials needed in that order. Once the form is complete, the student will return it to the Registrar's Office. If the student's program of study abroad has already been approved by the Study Abroad Committee, students will register with the Assistant Registrar. Students taking part in an exchange agreement program register for a semester block of credits represented by the course number 599 in the approved department of study. The 599 block of credits will serve as a space saver for registration purposes until the student returns from the study abroad experience with evidence of the completed courses. Students enrolling in non-exchange agreement schools will be enrolled in ADMIN – 001*01 and will be coded SAB in the location field. At that time the credits will be applied as previously agreed to in the transfer agreement.

Grades will not appear on transcripts until official transcripts from the study abroad program are received. The student is responsible for making all arrangements for official transcripts to be received by PSU Registrar's in a timely manner. It is the student's responsibility to make arrangements for the transcript to be provided **in English** before the end of the following semester. If grades are not received by that time, the Incompletes will be replaced by F's.

STEP 8: CONFIRM WITH HOST UNIVERSITY AVAILABILITY OF COURSES

Be in contact with your hosting university right up until departure making sure that you will be able to get in to the courses you have listed. If you become aware of other possible courses prior to departure, fill out a second copy of this form with the new information and get it signed again.

NOTE: This agreement shall serve as a written contract between PSU and the student for the transferability of credits. PSU cannot guarantee credit upon return to PSU for any courses taken that are not pre-approved. If a student takes a course that is not pre-approved, any credit that may transfer back for such course may not apply towards the student's degree, which may jeopardize financial aid eligibility, and delay their graduation.

One copy shall be given to the student and one copy kept in the student's file at the Office of International Programs and Services. Other copies should also be kept by each agreeing department.

Note: It is the student's responsibility to make sure to take a written copy of this agreement and their degree audit before leaving campus for the study abroad experience.

I have read and understand these instructions. _____
Student signature date

Note: Copies should be distributed to the Assist. Registrar, the Office of Financial Assistance, & Study Abroad Office

Summer Study Abroad Credit Transfer Agreement, page 1

The following agreement is between Pittsburg State University and (name and ID) : _____
 regarding the transfer of credit for a study term abroad in the following program:

Program Name	Host Institution	Location (City, Country)	Dates of program
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Transcript will be issued by: _____ (filled in by student)

I will / will not (student circles one) be using federal financial aid for this program. (summer aid application available April 1st but you may consult with a financial aid advisor earlier in the semester to determine the likelihood of summer eligibility. 6 credits minimum for summer aid.)

This university is a PSU sister university and the student will be paying tuition at PSU. YES NO _____ (initials of study abroad coord.)

University issuing transcript is approved for credit transfer. _____ (initials of assistant registrar)

To be filled in by assistant registrar : One academic credit at this university equals _____ PSU Credits.
 Number of academic credits needed from this university to transfer back to PSU as 12 PSU credits: _____

This agreement certifies that the following courses from the above named program have been pre-evaluated for transferability and are applicable to the student's degree and will be credited upon receipt of transcript to the student's PSU transcript as follows:

<u>Host Inst.</u> <u>Course</u> <u>Code & #</u>	<u>Host Institution Course Name</u>	<u>Credits</u> <u>at host</u> <u>inst.</u>	<u>PSU Course</u> <u>Code & #</u>	<u>PSU Course Equivalent</u>	<u>Type of Degree</u> <u>Requirement</u>	<u>Approval</u>	<u>Dept. Chair</u> <u>approving</u> <u>transfer Initials</u>
					<u>Gen Ed</u> <u>Major/minor</u> <u>Elective</u>	<u>Yes</u> <u>No</u>	
					<u>Gen Ed</u> <u>Major/minor</u> <u>Elective</u>	<u>Yes</u> <u>No</u>	
					<u>Gen Ed</u> <u>Major/minor</u> <u>Elective</u>	<u>Yes</u> <u>No</u>	
					<u>Gen Ed</u> <u>Major/minor</u> <u>Elective</u>	<u>Yes</u> <u>No</u>	
					<u>Gen Ed</u> <u>Major/minor</u> <u>Elective</u>	<u>Yes</u> <u>No</u>	
					<u>Gen Ed</u> <u>Major/minor</u> <u>Elective</u>	<u>Yes</u> <u>No</u>	
					<u>Gen Ed</u> <u>Major/minor</u> <u>Elective</u>	<u>Yes</u> <u>No</u>	

Note: Credits covered by this agreement will only be posted to the student's transcript upon evidence of successful completion of the courses listed above. Courses not listed cannot be transferred without prior approval.

Note: Copies should be distributed to the Assist. Registrar, the Office of Financial Assistance, & Study Abroad Office

Summer Study Abroad Credit Transfer Agreement, page 2

Student name and ID number: _____

Host university: _____

Can PASS (P) / NO CREDIT (NC) courses count towards the student's degree? YES NO _____ (Academic Advisor circles and initials)

I request all grades be posted on a PASS(P) / NO CREDIT(NC) basis. YES NO _____ (to be circled and initialed by student)

ACADEMIC ADVISOR/DEPARTMENT CERTIFICATION:

I certify that the courses on the reverse page will fulfill degree requirements for the student.

If not – please explain _____

Signature of Academic Advisor Date

Signature of Department Chair in 1st major Date

Signature of 2nd Academic Advisor Date

Signature of 2nd Department Chair in 2nd major Date

DEGREE CHECKING CERTIFICATION:

This student may bring back _____ credits of electives that can count toward their degree.

Signature of Asst. Registrar/Degree checking Date Notes: _____

STUDY ABROAD OFFICE CERTIFICATION:

The Study Abroad Committee approved this student for participation in this study abroad.

Signature of Asst. Director Study Abroad Date

REGISTRAR'S CERTIFICATION: This document has been entered into the student's record.

Signature of Asst. Registrar Date

Student's Agreement:

I understand that I have been approved to take the courses listed on the reverse based on my currently declared major(s), minor(s) and degree audit, and that I must bring back or earn 6 PSU credits of approved courses that apply towards my degree during the summer, otherwise it may affect any federal financial aid that I have taken or may receive for the following semester. I understand that it is my responsibility to keep track of requirements listed on my degree audit. Credits in excess of 6 may be in any subject and are not required to apply to my degree. I further understand that if I change my major or minor prior to the receipt of the transcript for my study abroad experience, and these approved courses no longer appear on my degree audit, that may jeopardize any financial aid I may have received or will receive.

Signature of Student Date

Note: Copies should be distributed to the Assist. Registrar, the Office of Financial Assistance, & Study Abroad Office

Studio Abroad

Student Application for Approval of Individual Study Abroad: Affiliate or Exchange

1. Register

Go to: <https://pittstate.studioabroad.com/index.cfm?FuseAction=Abroad.Home> to register with Studio Abroad. Internet Explorer or Safari work best.

2. Apply

Choose the program and term for which you would like to apply. Next, you will update your profile on Studio Abroad. The next screen will be your online checklist.

3. Statement of Goals and Objectives

On Studio Abroad under Application Questionnaire, please submit a general application essay. This should explain your desire to participate in this program and how it will enhance your academic program here at PSU. Please include a statement of goals and objectives you wish to accomplish with this program. Also include information about past foreign language study (if any) and any awards or scholarships you have received. **NOTE:** If you should apply for PSU funding this information may also be used to evaluate your eligibility for funding of your trip. If you need any assistance with this essay, please contact the Writing Center (writingcenter@pittstate.edu).

4. Faculty References

In Studio Abroad under Recommendations, please request an electronic recommendation from two different PSU faculty. One should be your academic program advisor. Click on the link to request an electronic recommendation and then enter the faculty member's email address. It is recommended to talk with the faculty member in advance of sending this request and to do so at least 3 weeks before the recommendation letter is needed.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number																				
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.