

# Study Abroad Application Checklist

## Individual Programs (exchange or affiliate)

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

- Contact the Study Abroad Coordinator- [studyabroad@pittstate.edu](mailto: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.

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

**1. Personal and Contact Information**

Name: \_\_\_\_\_ PSU ID: \_\_\_\_\_

Current Address: \_\_\_\_\_ City, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email address you check: \_\_\_\_\_

Pitt State Email address: \_\_\_\_\_

Gender (circle one): M F    Birth date: \_\_\_\_\_(MM/DD/YY)

Major: \_\_\_\_\_ GPA (current cumulative): \_\_\_\_\_

Classification (circle one) FR SO JR SR GR Other: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Passport #: \_\_\_\_\_ Date of Exp.: \_\_\_\_\_

If you are a US. citizen, have you ever been abroad? (circle one)

NO YES if yes, where, when: \_\_\_\_\_

**2. Program information**

Exchange University/Affiliate Organization: \_\_\_\_\_

Destination Country/Countries: \_\_\_\_\_

Language(s) of instruction: \_\_\_\_\_

Specific dates of study program: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Cost of program <u>in US Dollars</u> :	Program fee	_____
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Room and board if not included	_____
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Airfare	_____
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Other: _____	_____
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TOTAL	_____
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**3. Study Abroad Stipend Information**

If you are eligible for a Study Abroad Stipend for this program, in order to receive the stipend you must have a Social Security number or Tax ID.

Do you have a SS# or Tax ID? \_\_\_ Yes \_\_\_ No (If no contact the OIPS as soon as possible for further guidance)

#### 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.

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Signature of Student

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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.**

## Semester-Long Study Abroad Course Credit Transfer Procedure

**STEP 1: STUDY ABROAD OFFICE-** Speak with the Study Abroad Coordinator to clear up any confusion and to correctly list the program and/or university.

**STEP 2: STUDENT-** Complete sections 1 (on page 2 and page 3) filling in your information and the courses that you would like to take at the host institution. While looking at the PSU course catalog and the list of classes and/or syllabuses at the host university, compile a list of courses and the courses for which you think they will count at PSU. Sign on page 4.

**STEP 3: MEET WITH YOUR ACADEMIC ADVISOR(S)** - Ask your advisor for advice about which classes you should take abroad. Your advisor will then circle the "type of degree requirement" for each course on the chart on page 2. Please also ask your advisor to circle and sign in section 2 on page 3.

Please note: The classes that you take abroad must show up on your degree audit if you will be using federal financial aid. Also, in order to receive 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.

**STEP 4: MEET WITH THE DEPARTMENT CHAIR FOR EACH COURSE-** Once a study plan has been made with the academic advisor, present the plan to the chair of the department(s) of the courses for approval of the credits and plan. 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 are approved for transfer. The dept. chair should evaluate the courses and decide what the PSU equivalent will be. Students need to bring course titles, descriptions, syllabuses, and any other material about the course (in English) to the chair. 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, and 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 THE DEPARTMENT CHAIR OF YOUR MAJOR(S)-**Ask the department chair to sign in section 2 on page 3.

**STEP 6: TURN IN THE FORM TO THE STUDY ABROAD COORDINATOR-** The Study Abroad Coordinator will then present your form to the Study Abroad Committee for approval.

**STEP 7: TAKE THE FORM TO THE REGISTRAR'S OFFICE-**The Study Abroad Coordinator will sign the form after you have been approved by the S.A. Committee. You will then pick up the form from the S.A. Coordinator and take it to the Registrar's Office and ask to speak with the **Assistant Registrar/Transcript Analyst** who will complete the Registrar Certification on page 2 and will sign on page 3. You will then take this form to the **Assistant Registrar/Degree Checking** who will sign on page 3. After you have these signatures, leave the form with the Assistant Registrar/Transcript Analyst. **You will receive an email when your form is ready to be picked up and you will receive a copy of the form for your records. You also need to ensure that the S.A. Coordinator receives a copy.**

**The Registrar will place you in a study abroad placeholder course for your semester abroad; you will not enroll in courses at PSU unless you are taking an online PSU course.**

**STEP 8: CONFIRM COURSES WITH THE HOST UNIVERSITY-**When you register for courses abroad you will complete a learning agreement (Note: You may not register for courses until you arrive at the host university). If courses change, it is your responsibility to inform the Study Abroad Coordinator so that the necessary arrangements can be made. If you are to receive federal financial aid, you must inform the Office of Financial Assistance ASAP if these credits change. At the end of your program, it is also your responsibility to ensure that your official transcript is sent to PSU by the date listed in your acceptance letter from the Study Abroad Coordinator.

**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, and this may jeopardize financial aid eligibility and delay his/her graduation.

**After all sections are complete, four copies of this form should be made. One for: the student, the Study Abroad Coordinator, the Assistant Registrar, and the Office of Financial Assistance.**

## Semester-Long Study Abroad Credit Transfer Agreement

**1. STUDENT:** Read the instructions on page 1. (Please complete the section below and then take the form to your academic advisor and then the dept. chairs for each course to get approval. You will also need your academic advisor's signature and the signature of the dept. chair of your major on page 3.)

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:

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Program Name \_\_\_\_\_ Host Institution \_\_\_\_\_ Location (City, Country) \_\_\_\_\_ Dates of program \_\_\_\_\_

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 &amp; #</u>	<u>Host Institution Course Name</u>	<u>Credits at</u> <u>host inst.</u> <u>(ECTS, etc)</u>	<u>PSU</u> <u>Course</u> <u>Code &amp; #</u>	<u>PSU Course Equivalent</u>	<u>Credits at</u> <u>PSU</u>	<u>Type of Degree</u> <u>Requirement</u> <u>(advisor)</u>	<u>Approval</u> <u>(dept. chair)</u>	<u>Dept. Chair</u> <u>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>	
						<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 receipt of an official transcript from the host university showing successful completion of the courses listed above. Courses not listed cannot be transferred without prior approval.

**ASSISTANT REGISTRAR CERTIFICATION:**

Transcript will be issued by: \_\_\_\_\_ (host university)  
 University issuing transcript is approved for credit transfer. \_\_\_\_\_ (initials of Assistant Registrar)

This university is a PSU partner university and the student will be paying tuition at PSU. YES NO \_\_\_\_\_ (initials of St. Abroad Coord.)

One academic credit at this university equals \_\_\_\_\_ PSU Credits. \_\_\_\_\_ (initials of Assistant Registrar)

**Number of academic credits needed from this university to transfer back to PSU as 12 PSU credits = \_\_\_\_\_**

**Student should be enrolled in \_\_\_\_\_ PSU credits for the Study Abroad Placeholder during the term abroad (S.A. Coord.)**



**STUDENT'S AGREEMENT:**

I have read and understand the instructions on page 1.

I understand that I have been approved to take the courses listed on this credit transfer form based on my currently declared major(s), minor(s) and degree audit, and that I must bring back 12 PSU credits of approved courses that apply towards my degree each semester. I understand that 1 credit at the host university may not equal 1 credit at PSU, so I agree to closely look at my course schedule when signing up for courses and once abroad so that I can ensure that I will receive the necessary number of credits for each course and for the semester. If I drop below 12 PSU credits, I will inform the Study Abroad Coordinator ASAP.

If using federal financial aid, I understand that I must be enrolled in a sufficient number of credit hours for the semester(s) of study abroad, as discussed with the Office of Financial Assistance, to receive financial assistance funds. I understand that the courses I take must be on my degree audit/candidacy plan and credit earned abroad must apply toward degree requirements. I understand if enough credits do not transfer back to PSU 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 12 may be in any subject and are not required to apply to my degree for financial aid purposes. I further understand that any financial aid I may have received or will receive may be affected if I change my major or minor prior to the receipt of the transcript for my study abroad experience and if these approved courses no longer appear on my degree audit.

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Signature of Student

Date

**Terra Dotta**  
**Online Student Application for Individual Study Abroad: Affiliate or Exchange**

**1. Register**

Go to: <https://pittstate.studioabroad.com/index.cfm?FuseAction=Abroad.Home> to register with Studio Abroad (Terra Dotta).

**2. Apply**

Update your profile on Studio Abroad (Terra Dotta) and then choose the program and term for which you would like to apply. After you apply, the next screen will be your online checklist to complete.

**3. Statement of Goals and Objectives**

Under the application questionnaires, 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](mailto:writingcenter@pittstate.edu)).

**4. Faculty References**

Under the recommendations, please request an electronic recommendation from two different PSU faculty. 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.



# Stipend/Fellowship Payment Form

## Not for Payment of Services\*

Indicate type of payment (choose one)

- Stipend--Money given to a student to help with off-campus housing, living expenses, study, or travel.  
 Fellowship—Money given to *postgraduates* to enable them to conduct research or study a subject at an advanced level.

Amount of Payment  Funding Source

Complete recipient information below as it appears on the Social Security card, and attach a copy of the card.

Recipient Last Name	Recipient First Name	Middle Initial	Social Security #	PSU ID
Recipient Street Address		City	State	Zip
International Programs		Vickie Mense	620-235-4679	
Department Name	Dept. Contact Name	Contact Phone #		

Is the recipient a U.S. Citizen or Permanent Resident (Resident Alien/green card holder)?  Yes  No

If no, enter country and visa type \_\_\_\_\_

Country Visa Type

If no, has the recipient filled out a W-8BEN for PSU within the last year?  Yes  No (If no, send the recipient to the Business Office, 110 Russ Hall)

- Payments to nonresident aliens are subject to Federal regulations and:**
- Forms I-20, I-94, and W-8BEN must be attached to receive payment.
  - May be subject to withholding based on country and tax treaties.

**Check Mailing Options:**

Mail via federal mail to above address

Hold check for pickup in the Business Office,  
Call ph. # \_\_\_\_\_ when ready

Is the student enrolled or planning to enroll?

Yes  No

If yes, indicate type:

Undergraduate  Graduate

\*If this payment constitutes remuneration for services rendered, an employee-employer relationship exists and payments must be made via the university payroll process. Reference: PAR.341.IRS Payroll Management Guide. Internal Revenue codes and Regulations, Kansas Statutes Annotated, and PSU policies have been reviewed in reference to scholarship, fellowship, and grant payments and it has been determined that this payment represented by this document is of a non-reportable nature.

- By my signature below I certify that:
- This is not a payment for services rendered.
  - There is no employee-employer relationship between PSU and the payee.
  - This payment is of a non-reportable nature.

\_\_\_\_\_  
 Director or Chair Signature Date Principal Investigator Sign. (If applicable) Date

**FINANCIAL AID USE ONLY**

I have reviewed this stipend request and financial aid information for this student.

\_\_\_\_\_ The student may be paid the full stipend as requested.

\_\_\_\_\_ The student is over-awarded and may only be paid \$ \_\_\_\_\_.

\_\_\_\_\_  
 Financial Aid Signature (Required) Date

**\*\*ATTACH THIS AND ALL OTHER REQUIRED FORMS TO THE DEPARTMENT PURCHASING REQUISITION (DPR) WHEN REQUESTING PAYMENT. \*\***

# 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.

<b>Social security number</b>									
-				-					
<b>Employer identification number</b>									
-									

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. 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.

<b>Sign Here</b>	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](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.