

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: 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 summer 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.

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 3 PSU credits of approved courses that apply towards my degree during the summer. 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 summer. If I drop below 3 PSU credits, I will inform the Study Abroad Coordinator ASAP.

If using federal financial aid, there is a separate application for summer which is available April 1st. I understand that I must be enrolled in a sufficient number of credit hours for the summer semester(s) of study abroad, as discussed with the Office of Financial Assistance, to receive financial assistance funds; to receive student loan funds, I must be enrolled at least half-time (6 hours). I understand that I must notify the Office of Student Financial assistance of any changes to my summer schedule because if I fail to complete the credit hours and summer sessions for which I am awarded, I might be required to repay all or a portion of the aid I received. 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. 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.

Signature of Student

Date

Updated June 2018

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).

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. ****

