



STUDY ABROAD & OFF-CAMPUS PROGRAM APPLICATION PROCESS

STEP 1: Complete the Intent to Study Abroad & Off-Campus Program Application Form Online

The Global Engagement Office will contact you after receiving your “Intent to Study Abroad” application and make an appointment for your initial advisement. To begin, visit www.asbury.edu/geo.

STEP 2: Complete the Application Packet

Procure all the necessary forms and signatures to complete the Application Packet:

1. Review and sign the Study Abroad & Off-Campus Application (pg. 3)
2. Obtain the following forms from the Registrar’s Office: Academic Audit, Foundational Courses Sheet, and related Major(s)/Minor(s) Sheets.
3. Complete the Student Audit form (pg. 4) with your faculty advisor.
4. Please meet with each office listed under Acknowledgments and Approvals (pg. 5-6)
5. If this is a non-AU program, please make sure to apply to the host agency for admissions.

All forms can be downloaded from our website at www.asbury.edu/geo.

Please submit completed Application Packets to the Global Engagement Office.

STEP 3: Acknowledgement of Final Approval

Final approval will be acknowledged by the Global Engagement Office and the host agency or host faculty member of acceptance into their program. Please submit your acceptance confirmation from the host agency to the Global Engagement Office (asburystudyabroad@asbury.edu).

STEP 4: Submit Applicable Application Fee(s) Before Their Deadlines

Submit the AU External Program Fee

All outside programs have an overhead and processing fee. Fall and spring are \$500; summer is \$200. AU’s China or Paris programs have it figured into the budget, so students are not additionally charged. *Please note that host agencies may have their own application and/or deposit fees.*

OR

Nonrefundable Housing Deposit

This deposit is required only for the AU Study Abroad Programs. The amount will be credited back to the student’s account and used towards their Asbury University tuition upon the start of the Study Abroad program. The amount will be deducted from the total tuition fee at invoicing. If the student drops out of the program after the deposit payment deadline, the student forfeits the deposit as it will have already been dispersed to secure housing abroad.

STEP 5: Register for Classes

Please make sure you go ahead and register for classes as if you will be attending classes on campus during the semester you are hoping to Study Abroad. This is to ensure that you are enrolled at Asbury for that semester. Once you have been approved and accepted to Study Abroad, the Registrar’s Office will update your status.

STEP 6: Complete All Necessary Travel Forms and Obtain an International Student Identification Card (ISIC)

All students traveling abroad with Asbury University faculty and/or staff members must fill out Global Engagement Office’s Travel Forms. Forms should be submitted to the Global Engagement Office. All students traveling abroad must obtain an International Student Identification Card, which provides travel insurance when abroad.

STUDY ABROAD & OFF-CAMPUS PROGRAM POLICY

1. The approval procedure must be completed in order for the student to be enrolled in an Asbury University Off-Campus Program. A student who does not complete this procedure will not be enrolled as a student for the period of the off-campus study.
2. The approvals indicating “in good standing” must be maintained up to and during participation in the program. Any probation, including chapel probation, will keep a student from participating in an off-campus program.
3. A student must have a current cumulative GPA minimum of 2.75 and have completed at least two semesters of college coursework at Asbury. Transfer students must have at least one of the semesters completed at Asbury.
4. A student may not participate in the same program more than once and may not participate in more than two semester programs.
5. The student bears the responsibility to secure appropriate documentation (e.g., transcripts) from the host agency both before and after the off-campus experience.
6. Please note that there will be an additional “AU External Program Fee” charged to the student’s account. The student is responsible for the \$200 or \$500 processing fee in addition to any tuition, travel, housing, or other expenses. The fee amount is dependent on the term – fall, spring or summer.
7. Those participating in an Asbury University Study Abroad program may also need to submit a nonrefundable housing deposit. This deposit will be credited towards their tuition cost.
8. Registration will take place only upon final approval by the Academic Dean and confirmation from the host agency of acceptance into their program.
9. These procedures and policies are in addition to those required by the host agency and are considered to be of final authority in determining participation.

Please refer to Asbury University’s Bulletin for more policy details.

STUDY ABROAD & OFF-CAMPUS APPLICATION

Date Student Received Packet: _____

Date Completed Packet Returned: _____

Name: _____
Last *First* *Middle*

Off-Campus Program: _____ Enrollment Year: 20 _____

Enrollment Semester/Term: Fall Spring Summer

Expected credit/semester hours that will be earned: _____

- I have read the attached application instructions & policy statements.
- I understand that I must maintain my good standing in all areas requiring prior approval, up to and during my participation in this program.
- I understand that as a participant in this program I am responsible for all medical, transportation, safety, and visa/passport matters.
- I understand that tuition waiver cannot be applied to Off-Campus Programs and may only be used for AU Study Abroad Programs.
- I understand that Off-Campus Programs are not eligible for the payment plan and that payment is due in full by the first day of the semester I am participating in the program. Payment plan may be considered for AU Study Abroad Programs for students that meet the criteria.
- I understand the credits earned will be initially considered as electives and will not necessarily apply to any major, minor, or general education requirements. Final determination for the application of these credits will be made when an official transcript of my work in this program is submitted to the Asbury University Registrar's Office.
- I understand that my courses will be graded as "I" (incomplete) until an official transcript is received by Asbury University.
- I understand that the grades I receive in this program will count in my GPA at Asbury University.
- I understand that this may affect my financial aid until these credits are received and posted.
- I understand that all fees (excluding the initial application fee) related to this program will be charged to my Asbury University student account.
- I understand that students are expected to honor the lifestyle standards of the University even while off campus and between school terms while continually enrolled. I understand that violation of any of these standards is grounds for disciplinary action, including immediate dismissal from the program.

Signature of Participant

Date Signed

STUDENT AUDIT INSTRUCTIONS

- Using the computer audit sheet, check off all courses that have been successfully completed.
 - On the General Education and/or Foundational Courses sheet
 - On the Major Sheet(s)
 - On the Minor Sheet(s)
- Write in comments showing how the remaining course requirements will be handled.
 - Semester and year the course is expected to be taken.
 - Courses expected to be transferred in.
 - Substitutions expected to be made.
 - Courses expected to be completed during the off-campus program semesters
- Remember that you will need a total of 124 semester hours to graduate.

According to the audit you performed above, please answer the following questions:

- Yes No Will your **Foundational Courses** be completed (or almost completed) by the time of the off-campus semester?
- Yes No Will your **World Language Requirement** be met before the off-campus semester?
If not, will it be completed during the off campus semester? Yes No
- Yes No Will your **Science Requirement** (with lab) be completed before the off-campus semester?
- Yes No Will your **Cross-Cultural Engagement** be completed before the off-campus semester?
If not, will the requirement be met by the off campus semester? Yes No
- Yes No Will participating in the off-campus program change your expected graduation date?
- Yes No Will participating in the off-campus program add a semester to your graduation plan?

Student Signature

Date Signed

Advisor Signature

Date Signed

Advisor Signature

Date Signed

ACKNOWLEDGEMENTS *and* APPROVALS

It is the student's responsibility to procure the following information and corresponding signatures. Registration will take place only upon final approval by the Global Engagement Office and confirmation from the host agency of acceptance into their program.

The following approvals indicating "good standing" must be maintained up to and during the student's participation in the program.

Host Faculty Member

Only Applicable to AU Study Abroad Programs (i.e. Paris, China)

Program: _____ Faculty Name: _____

- I acknowledge that this student is seeking admission to this off-campus program.
- We have discussed the nature and expectations of the program.

Comments/Concerns: _____

Faculty Signature

Date Signed

Advisor(s)

As the student's advisor:

- I acknowledge that the student and I have discussed their academic plans as it relates to their Study Abroad/ Off-Campus Program of Interest.
- I understand that if this is an external program, no remuneration for Asbury University faculty is involved.
- I have worked with the student to create a plan to meet all requirements for graduation.
- A copy of the student's course plan and audit form is attached.

Comments/Concerns: _____

Advisor's Signature

Date Signed

Advisor's Signature

Date Signed

Financial Aid

I have discussed the following with the student:

- The student must demonstrate that he/she has an appropriate grasp of how his/her financial aid will be handled and that the necessary paperwork is in order to secure financial aid (if any) through Asbury University.
- The student understands the implications of incomplete grades for financial aid.

Will this student's financial aid be processed through Asbury University? Yes No

Comments: _____

Financial Aid Signatory

Date Signed

Student Accounts

I have discussed the following with the student:

- The student must demonstrate that financial commitments to the university have been met consistently and that he/she has no outstanding balance at Asbury University.
- The specific charges for this program have been entered below. Figures are subject to change based on final registration and invoice from the off-campus program being attended.

Program: _____ OFC: _____
number designation

Year: 20_____ Term: Fall Spring Summer

START HERE

▶▶▶ OFC_____Program Tuition \$ _____
program specific cost

AU External Program Fee + \$ _____
overhead and processing fee

OFC Program Cost = \$ _____

OFC_____Program Cost \$ _____

20_____ Asbury University Tuition
includes the Student Activities Fee - (\$ _____)
 Fall Spring Summer

Total Additional Cost to Tuition
shows as OFC_____Course Fee on Student Accounts = \$ _____

- The student will pay all charges (except host-agency program application fees and deposits) to Asbury University.
- Students enrolled in off-campus programs are not eligible for payment plans.
- Students enrolled in Asbury's Study Abroad Programs (i.e. Paris or China) may be eligible for payment plans, which requires additional approval from the Business Affairs Office.
- A tuition waiver may be made available to students enrolled in Asbury's Student Abroad Programs (i.e. Paris or China).
- All students registered for 8 or more credit hours are assessed the Student Activities Fee, including students who are participating in Study Abroad or Off-Campus Programs
- Payments must be made in full by the first day of the semester: _____
mm/dd/yyyy

Comments: _____

Student Accounts Coordinator Signatory

Date Signed

Office use only

- Yes No Reasonable progress made on Foundational Courses
- Yes No Completed/this completes World Language requirement
- Yes No Completed lab science requirement
- Yes No Completed/this completes CCE requirement

Confirmed with Register's Office

_____ Cumulative GPA (*min. of 2.75*)

_____ Number of AU Semesters

Confirmed with Student Development

Previous Semester: _____ chapel absences

Current Semester: _____ chapel absences

- Notification and/or evidence of acceptance into off-campus program received. _____
Date

Academic Dean or Designee

This student has been approved to participate in the Off-Campus Program.

Academic Dean or Designee Signatory

Date Signed