



STUDY ABROAD APPLICATION PROCESS *for* VISITING STUDENTS

STEP 1: Complete the Initial Online Application as a *Visiting Student*

Please go to the Undergraduate Application site (www.asbury.edu/specialstatus) and apply as an "Undergraduate Traditional Day Program" and "Special Status" student. When prompted, please make sure to specify which Asbury University Study Abroad program you are applying for. You must be first accepted as a visiting student in order to be considered for our Study Abroad programs.

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 each office listed in the Acknowledgments and Approvals section of the Application Packet (pg. 5-6).
5. If this is a non-AU program, please make sure that you also apply to the host agency (i.e. Best Semesters, Semester in Spain, etc.) directly 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: Complete the Asbury University Study Abroad Program Forms for Visiting Students

Procure all the necessary signatures to complete the following forms:

1. Student Acknowledgement Form
2. Transcript Request Form
3. Good Standing Verification Form
4. Certification Form, and Program Specific Application Form (i.e. Paris or China).

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

Please make sure to have all forms mailed to Asbury University's Global Engagement Office:

Global Engagement Office
Attn: Director of Global Engagement Office
Asbury University
One Macklem Drive
Wilmore, KY 40390

STEP 4: Acknowledgement of Final Approval

Final approval will be acknowledged by the Global Engagement Office and/or the host faculty member of acceptance into their program.

STEP 5: Submit the Nonrefundable Housing Confirmation Fee

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.

STUDY ABROAD APPLICATION PROCESS for VISITING STUDENTS, cont.

STEP 6: Register for Classes

Please make sure to register for classes with Asbury University's Registrar's Office. They may send you additional forms to make your course selections.

STEP 7: Complete All Necessary Travel Forms and Obtain an International Student Identification Card (ISIC)

All students participating on an Asbury University Study Abroad Program must fill out Travel Forms from the Global Engagement Office. All students traveling abroad must obtain an International Student Identification Card, which provides travel insurance when abroad. All forms can be downloaded from our website at www.asbury.edu/geo. Please mail these forms to the Global Engagement Office at the address above.

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. The student bears the responsibility to secure appropriate documentation (e.g., transcripts) from the host agency both before and after the off-campus experience.
4. 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.
5. Registration will take place only upon final approval by the Academic Dean and confirmation from the host agency of acceptance into their program.

SPECIFIC POLICY FOR VISITING STUDENTS

1. Students visiting for the purpose of participating in off-campus programs are required to have completed at least two semesters of college coursework at their respective institution and to have a cumulative GPA of at least 2.75 (please note that some programs have higher GPA requirements).
2. Students will be required to submit the appropriate paperwork including the Student Acknowledgement Form, Transcript Request Form, Good Standing Verification Form, Home Institution Certification Form, Program Specific Application Form, and Principles and Expectations of Community Life.
3. Students will submit the appropriate deposits to Asbury University on time.
4. Because the visiting student technically remains a student at the home institution, except for the initial deposit required by the program, payment for participation is handled through the Business Office of the home institution. All charges must be paid in full by the first day of the semester.

Please Contact the Global Engagement Office for complete details and instructions.

FINANCIAL AID As a visiting student participating in the Asbury University Study Abroad Program, financial aid (if applicable) will be handled by your home institution. Check with your school's financial aid office to determine whether your existing loans, grants and scholarships can be applied.

PROGRAM CHARGES Because the visiting student technically remains a student at their home institution, payment for participating in the program is handled through the Business Office or the Student Accounts Office of the home institution.

The only expense that a visiting student pays directly to Asbury University is the non-refundable housing confirmation fee, which is 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. In addition to the tuition fee is also an external program fee (application fee) for visiting students. All charges must be paid in full by the first day of the semester.

Travel expenses to and from the Study Abroad site, personal experiences, travel insurance (ISIC Card), and visa/passport costs are not included and are to be paid for by the student.

MEDICAL & LIABILITY INSURANCE Asbury University assumes no medical expenses for the students in this program. All students must have medical insurance coverage either through their parents, their personal insurance, or from their home college or university. In addition, students will need to purchase an ISIC Card for travel insurance purposes. Student may purchase this through the Global Engagement Office.

CANCELLATION If for any reason you find it necessary to cancel after being accepted into the program at Asbury University, you must notify the Registrars at your home institution and at Asbury University as soon as possible. If your non-refundable deposit has already been paid, it will be forfeited.

STUDENT ACKNOWLEDGEMENT FORM

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 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. As a visiting student, I understand that payment for participation is handled through the Business Office of my home institution.
- 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. Acceptance of these credits by the home institution is up to the home institution.
- 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 students are expected to honor the lifestyle standards of Asbury University even while off campus while continually enrolled. I have agreed to the Principles and Expectations of Community Life. I will also honor any additional standards required by my home institution. 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

TRANSCRIPT REQUEST FORM

Name: _____
Last *First* *Middle*

Complete and submit this form to your school's Registrar in order to request that an official transcript be mailed to Asbury University. Please note that your home institution may require you to complete their transcript request form. If so, please discard this one.

Your application as a visiting student at Asbury University is not considered complete and ready for admissions review until all application requirements, including transcript(s) from all undergraduate institutions attended, have been received. Remember, it can take several weeks for transcript request to be processed and received.

I HEREBY AUTHORIZE the release of my official transcript to Asbury University. I am applying to the _____
term
_____ semester of the following Asbury University Study Abroad Program _____
year

Mail to: Office of the Registrar

Asbury University
One Macklem Drive
Wilmore, KY 40390

FAX: 859-858-3921

Visiting Student's Full Name (print) *Signature*

Student ID # *Home Institution* *Date*

GOOD STANDING VERIFICATION FORM

Name: _____
Last *First* *Middle*

Please specify which AU Study Abroad Program you are applying for. Obtain the required campus verification for your current behavioral/social standing on campus. This includes any behavioral, social, and/or chapel probation. This is usually through the Student Development, Student Life, or Student Affairs office. Applicants are responsible to know and to comply with his/her home institution policies. Please kindly provide your campus office with a stamped envelope to mail the completed verification form to Asbury University's Global Engagement Office (One Macklem Drive, Wilmore, KY 40390).

By signing, the applicant authorizes the release of information requested on this form and waives his/her right to access this form or information.

AU Study Abroad Program *Term* *Year*

Visiting Student's Full Name (print) *Signature*

Student ID # *Home Institution* *Date*

Required Verification (Campus Officials Only):

The above-named student is applying to participate in Asbury University's Study Abroad Program. University, I **HEREBY VERIFY** the following good standing status for the above student:

- YES**, this student currently is in good social/behavioral standing at our institution
- NO**, this student currently is not in good social/behavioral standing at our institution

Should the student's standing change prior to program participation, we will notify Asbury University's Global Engagement Office (phone: 859-858-3511).

Authorized Approval/Signature *Date Signed* *Signatory's Phone Number*

Signatory Name and Title (printed) *Signatory's Email Address*

CERTIFICATION FORM

Name: _____
Last *First* *Middle*

Obtain the required campus approval signatures and college/university seal. Please kindly provide your campus office with a stamped envelope to mail the completed verification form to Asbury University's Global Engagement Office (One Macklem Drive, Wilmore, KY 40390).

Required Approval (Campus Officials Only):

As an authorized signatory of _____, **I HEREBY APPROVE THIS**
College/University

APPLICATION to Asbury University's Study Abroad Program, declaring that the above signatory is a student in good behavioral and academic standing at our institution. My signature and the college/university seal embossed below constitute approval for the above student to apply to the program and, if accepted, to grant course credit toward the applicant's degree program. Should the student's good standing and/or approval from our institution change, we will notify the Global Engagement Office at Asbury University (phone: 859-858-3511). It is understood that the student is required to be enrolled as a full-time student of our institution during participation on the Study Abroad Program. Furthermore, because the visiting student technically remains a student at the home institution, payment for participation is handled through the Business Office of the home institution. All charges must be paid in full by the first day of the semester.

Off-Campus Study or Study Abroad Approval/Signatory *Date*

Off-Campus Study or Study Abroad Approval/Signatory's Name & Title (printed)

Academic Officer's Approval/Signatory *Date*

Academic Signatory's Name & Title (printed)

The above-mentioned campus is a:

- CCC member institution
- CCCU member/affiliated institution
- Non-CCCU or Non-CCC institution*

**If a Non-CCCU institution, please attach home institution's contact information (Registrar's Office, Business/Student Accounts, Academic Officer).*