

## Study Abroad Application Packet

# Study Abroad Checklist

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### Study Abroad Application Procedures

Students must complete the following Governors State University study abroad application requirements in order to receive approval for study abroad. Students must also meet admission requirements set by their chosen study abroad program and be accepted into the program. Office of International Services approval does not guarantee admission into any study abroad program.

**Step I** - Make a Study Abroad Advising Appointment with an advisor in the Office of International Services to discuss your plans. To schedule an appointment, you must submit a Study Abroad Appointment Request Form or come to the Office of International Services during open advising hours. You can obtain the Request Form from the front desk of the Office of International Services or from the OIS website under the Education Abroad section.

**Step II** - Submit the Following Documents to the Office of International Services:

- Completed Study Abroad Application
- Completed Study Abroad Course Approval Form (for students attending study abroad programs not sponsored by Governors State University.)

**Step III** - Upon Confirmation of Study Abroad Participation from the Study Abroad Program Leader, students must submit the following documents to the Office of International Services:

- Copy of front page of passport (Which includes your picture, passport number, expiration date)
- Submission of Health Insurance Coverage with copy of ISIC card submitted to OIS. The ISIC card can be purchased from the OIS website under the Education Abroad section.

**Step IV** - After completion of Steps I-III, students are eligible to apply for the GSU Study Abroad Scholarship. To be considered for the scholarship, students must submit the following documents to the Office of International Services:

- Completed Study Abroad Scholarship Form
- 2 Academic or Professional Letters of Recommendation
- 500 Word Study Abroad Essay
- Resume

\* Please return all items to the Office of International Services, C3370. Incomplete or late applications will not be considered for the scholarship.

### Study Abroad Scholarship Application deadlines

- Students applying to study abroad in the Fall semester: June 1
- Students applying to study abroad in the Spring semester: November 1
- Students applying to study abroad in the Summer semester: March 1

*OIS recommends that you copy all of your documents for your records.*

Passports MUST be valid at least 6 months BEYOND your arrival date back in the United States.

It is your responsibility to know if you need a visa to travel to another country. Please check with the State Department's website if you are a US citizen or permanent resident for visa requirements. For non-immigrants, please check with your home country's government to confirm whether or not you would need a visa. You should also reference the State Department's website to ensure that you obtain all of the proper immunizations for the country to which you will travel.



**Study Abroad Application Packet**  
**Study Abroad Application**

*Office of International Services*  
1 University Parkway, GMT 157  
University Park, IL 60484  
708.235.7611  
Fax: 708.235.7372  
ois@govst.edu  
www.govst.edu/ois

**Study Abroad Student Information**

Name: \_\_\_\_\_ GSU ID: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Phone: \_\_\_\_\_ Major(s): \_\_\_\_\_

Program Destination: \_\_\_\_\_ Program Semester: \_\_\_\_\_

Program Title: \_\_\_\_\_

**Emergency Contact Information**

The information requested below is sought to assist Governors State University officials and inform them of your emergency contact information in the unlikely event of an emergency during your study abroad experience.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

## Statement of Responsibility and Assumption of Risk

In consideration of being allowed to participate in a Governors State University study abroad program, I hereby agree to the following conditions of participation:

- 1. Personal Conduct:** I understand that as a visiting student in a foreign country, I shall be subject to the laws of that country and the rules and regulations of the institution with which I am engaged. I further understand and agree to the following conduct stipulations:
  - a.** While enrolled in and attending the study abroad program (herein after referred to as Program), students are expected and required to abide by the rules and regulations established by Governors State University. The actions that constitute misconduct for which students may be subject to disciplinary penalties are promulgated in the Governors State University student handbook. A current copy of which is available at: <http://www.govst.edu/studenthandbook/>
  - b.** Violations of the rules of student conduct as described above may result in the University instituting disciplinary or administrative action proceedings. Regulations governing student conduct as well as disciplinary proceedings and appeals can also be found in the student handbook.
  - c.** The disciplinary process may result in dismissal of the charges, a verbal or written warning, program probation, or termination from the program. Termination from the program will result in the loss of academic credit from the program. Students terminated from the program will be held responsible for all program costs incurred on their behalf.
  - d.** For the duration of the program students are considered to be engaged in an official University activity and must comply with all the rules and regulations that pertain thereto.
- 2. Academic Responsibility:** I understand that I am responsible for attendance at all classes and scheduled activities. I also understand that the GSU student conduct code will apply to me while I am enrolled in this study abroad program and it is my responsibility to be informed of the code and the resulting misconduct proceedings, should a violation occur. These regulations and procedures can be found in the GSU student handbook: <http://www.govst.edu/studenthandbook/>
- 3. Financial Liability:** I agree to bear any additional costs if approximate rates quoted by the University increase due to currency exchange rate fluctuations or inflation prior to my departure and during my residence abroad. I also understand that Governors State University will bill me for any outstanding charges, damages, etc., incurred by me at the program site. My GSU academic transcript will be encumbered and my study abroad credit will not be posted until these charges have been resolved.
- 4. Responsibility During Free Time:** I understand that during free time within the period of the program and after the period of the program I may elect to travel independently at my own expense. I agree to inform the proper authorities abroad of my travel plans and understand that Governors State University and/or staff or its counterparts overseas are not responsible for me while I am traveling independently during such free time.
- 5. Theft and Other Crimes:** I agree to release Governors State University and its staff from any liability for damage to or loss of my possessions, injury, or death arising out of crimes during the period of the program.
- 6. General Release and Waiver:** I waive Governors State University and its staff from any liability for damage to or loss of property, injury, illness, or death during the period of the program arising on the part of fellow participants, host family members, agencies and educational organizations, persons or groups with which the University contracts for the provision of services for the program or which have been suggested by program faculty as resources for the students.
- 7. Governors State University Student Responsibility:** I understand that as a Governors State University study abroad student, I will be viewed as a representative of my university and my country. It is my intention to act as a good will ambassador and conduct myself in a fitting manner.

## Refunds & Withdrawals Policy

### Refunds

Any payments made to Governors State University for participation in study abroad programs will not be refunded under any circumstances.

### Risks

Travel abroad involves some risks and uncertainties not present at Governors State University (GSU), including risks of injuries, damages or other harm that may arise during the overseas study period. GSU students must accept these risks and uncertainties as well as accept responsibility for their own safety. Governors State University cannot guarantee students' safety while living abroad.

### Voluntary Withdrawal

GSU students who choose to withdraw from a study abroad program must be aware that GSU will not assume any financial responsibility for such a voluntary withdrawal. Furthermore, GSU students must pay careful attention to the cancellation/withdrawal policies of the host university or program provider.

The Office of International Services will notify Financial Aid of your withdrawal. Please note that students who withdraw after a program begins should expect to repay any financial aid, including scholarships and loans, awarded for the program.

## Involuntary Withdrawal

Though very rare, GSU students may be required to withdraw from a study abroad program involuntarily. Reasons could be – but are not limited to – medical needs, political instability, natural disasters or other evacuations. The Office of International Services will make every reasonable effort to advocate for refunds of unspent expenses. However, Governors State University will not assume any financial responsibility for such involuntary withdrawals.

It is expected that after a program is cancelled or after it is determined that a student must withdraw from a program involuntarily, the student will depart from the program location within 24 hours. In some cases, a student may be asked to sign a document acknowledging that her/his participation in the program has concluded.

The Office of International Services reserves the right to cancel any overseas program where the security of GSU students might be threatened. This may occur even if the United States Department of State has not issued a travel warning or travel alert. Governors State University will not assume any financial responsibility for a canceled study abroad program.

If a host university or program provider terminates the participation of a GSU student in a study abroad program, Governors State University will not assume any financial responsibility for such an involuntary withdrawal.

The Office of International Services will notify Financial Aid of all involuntary program withdrawals. Please note that students who are involuntarily withdrawn from a program after it begins should expect to repay any financial aid awarded for the program.

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*All of the information that I have entered above is correct to the best of my knowledge. Additionally, I have read, understand, and accept each of the above listed conditions.*

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Signature of Participant

Date

**To Parent or Legal Guardian of the above signed:** If the above signed is claimed as a dependent on your annual federal tax return, or the student is under the age of 18, your signature is required below.

*As the parent or legal guardian of the participant whose signature appears above, I have read and understand the conditions outlined above, have given my child or ward permission to participate in the program, and agree to be bound by the conditions outlined above as if I myself had signed above.*

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Signature of Parent / Legal Guardian

Date

Check if signature is not needed

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## Information Release Consent Form and Survey (Optional)

\_\_\_\_ I consent to allow the Office of International Services to release information regarding my participation in the Study Abroad Program. This may include my name, hometown, telephone number, major and e-mail address. This information can be shared with the following parties (please check to which of the following parties you agree to release your information):

\_\_\_\_ Anyone

\_\_\_\_ Media (no phone or e-mail will be shared)

\_\_\_\_ My parents, legal guardians or family members

\_\_\_\_ Faculty and/or staff (at Governors State University or your program abroad)

\_\_\_\_ Students interested in participating in Study Abroad programs in the future

\_\_\_\_ I do not consent to have my information released

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Student Name

Student Signature

Date



Office of International Services  
1 University Parkway, GMT 157  
University Park, IL 60484  
708.235.7611  
Fax: 708.235.7372  
ois@govst.edu  
www.govst.edu/ois

Study Abroad Application Packet  
**Study Abroad Health Questionnaire**

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Name: \_\_\_\_\_ Program: \_\_\_\_\_ Date: \_\_\_\_\_

An important component of your experience abroad is the state of your health. Because we want this experience to be positive and because we also want to be of help to you in case of sickness or injury, we ask that you complete this questionnaire as completely and as candidly as possible. Please keep in mind that your answers do not affect your status as a program participant. Also this information will be held in strict confidence, to be shared with program staff only on a need-to-know basis.

1. Do you have a chronic health condition? \_\_\_\_\_ If so, please describe this condition.

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2. Do you take, regularly or sporadically, a medication or medications? \_\_\_\_\_  
If so, please identify the medication(s) and your dosage schedule.

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3. Do you have a physical condition that could affect your participation in program events (or require special steps on our part to make your participation possible)? \_\_\_\_\_ If so, please describe this condition.

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4. Do you suffer from an allergy or allergies? \_\_\_\_\_ If so, please elaborate.

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5. Have you any dietary restrictions? \_\_\_\_\_ If so, what are they?

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6. Is there anything in your medical history — illness or injury — about which it would be potentially useful for us to know (to ensure your full participation in the program)? \_\_\_\_\_ If so, please elaborate.

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Student Signature

*Thank you for completing this form. If you would like to elaborate on anything here or if you want to discuss a problem outside the framework of these questions, please feel free to attach a separate sheet of paper. Also, you are welcome to speak privately (and confidentially) with an Office of International Services staff member about any potential medical problem or concern you may have.*



## Study Abroad Tuition Deposit Slip

PLEASE SUBMIT THIS FORM WITH YOUR PAYMENT TO THE CASHIER'S OFFICE

GSU Student, employee, or Non-GSU Personal ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Deposit Type: \_\_\_\_\_

Program Description: \_\_\_\_\_

Term: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_



## Study Abroad Tuition Deposit Slip

PLEASE SUBMIT THIS FORM WITH YOUR PAYMENT TO THE CASHIER'S OFFICE

GSU Student, employee, or Non-GSU Personal ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Deposit Type: \_\_\_\_\_

Program Description: \_\_\_\_\_

Term: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

## Study Abroad Application Packet

# Study Abroad Scholarship Application Instructions

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**Step I** – The Student must meet all the eligibility criteria required for study abroad scholarship program and be accepted to participate in a program.

- read the Application Instruction packet for your program

**Step II** – Select the appropriate term/semester (Fall/Spring/Summer) and check the deadlines for the submission.

**Step III** – Complete Study Abroad Scholarship Application Form.

- In order to obtain study abroad scholarship application student must come to the Office of International Services (Room C 3370) and request a copy of the application or download the form from the website [www.govst.edu/ois](http://www.govst.edu/ois)
- Fill out the application and turn it to the Office of International Services

**Step IV** - Submit all of the supporting documentation to the Office of International Services (refer to your application instructions packet for details.)

- 500 word essay
- Two letters of recommendation or recommendation forms
- A current copy of your resume

**Step V** – Students who are awarded will be notified as to the decision on their application within one month after the application deadline and provided additional information and details on the award.

### Required for the Study Abroad Scholarship:

Scholarships are awarded based on basic eligibility criteria and an essay. In order to be eligible for the Study Abroad Scholarship, the undergraduate students must have a minimum cumulative GPA of 2.75 at the time of application and at least 30 credit hours in their program prior to applying for the study abroad scholarship. The graduate students must have a minimum cumulative GPA of 3.0 at the time of application. The students must also be in good academic standing with the University and have a study abroad program application on file in order to qualify for the scholarship.

### Study Abroad Essay specifics:

- Typed
- 500 word essay
- Double-spaced
- One-inch margins
- 12 pt. font
- Include one-line header in the top-right corner with the information: Name and Student ID

### Your study abroad essay must answer the following questions:

1. How do you anticipate that study abroad will affect:
  - Your career goals?
  - Your academic goals?
  - Your long-term goals?
2. How are you preparing for your experience?

Please be specific describing your goals and your interest in study abroad. You should also pay attention to detail in terms of grammar and style.

Letters of recommendation must be delivered in a signed, sealed envelope or emailed from the recommender directly to the Office of International Services at [ois@govst.edu](mailto:ois@govst.edu). It is the student's responsibility to ensure that the letters arrive by the deadline.

### DEADLINES 2013 - 2015

Fall 2013: September 27, 2013 by 3 p.m. • Fall 2014: June 1, 2014  
Spring 2014: November 1, 2013 • Spring 2015: November 1, 2014 • Summer 2014: March 1, 2014



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Study Abroad Application Packet  
**Study Abroad Scholarship Application**

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GSU Student ID #: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Current Student Status    Undergraduate    Graduate    Doctoral    Honors    Non-degree    Certificate

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Study Abroad Term: \_\_\_\_\_

Study Abroad Program Title: \_\_\_\_\_

**Application Checklist**

- Completed scholarship application
- 500 word essay (see application instructions)
- Two (2) letters of recommendation
- A current copy of your resume

I understand it is my responsibility to make sure all of the application materials are submitted to the Office of International Services by the deadline. If my application is incomplete, I understand that I may not be considered for an award.

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Student signature

Date

Submit the Study Abroad Scholarship application and required documents to:

Attn: Study Abroad Scholarship Committee  
Governors State University  
1 University Parkway, C 3370  
University Park, IL 60484



Office of International Services  
1 University Parkway, GMT 157  
University Park, IL 60484  
708.235.7611  
Fax: 708.235.7372  
ois@govst.edu  
www.govst.edu/ois

Study Abroad Application Packet  
**Study Abroad Scholarship  
Recommendation Form and Instructions**

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**Instructions for Student:** Complete information below, print and sign two forms and give to at least one GSU faculty member and one academic advisor; or two faculty, academic advisors. We WILL NOT accept recommendation forms that are not in a sealed envelope.

**Instructions for Recommender:** The below named student is applying for a study abroad scholarship through Governors State University and has listed you as a reference. The GSU Study Abroad Scholarship Committee appreciates a frank appraisal on your part of the applicant, particularly with regards to the applicant's ability to successfully carry out studies in a foreign environment. Please comment specifically on the applicant in terms of the following: a) academic suitability; b) personal suitability; c) weaknesses; d) strengths e) linguistic preparation, if applicable; and any other factors relevant to the applicant's ability to participate successfully in a study abroad program.

Please write clearly or attach your typed comments on a separate sheet. Thank you for assisting us in the evaluation of this student.

**Note:** The student's study abroad scholarship application cannot be processed until references are returned. We would therefore appreciate receiving your response as soon as possible. Please provide the form in a sealed envelope to the Office of International Services in C 3370 or email directly as an attachment to ois@govst.edu.

**Study Abroad Scholarship Recommendation Form**  
*(to be completed by student)*

Name of Applicant: \_\_\_\_\_

Phone: (        ) \_\_\_\_\_

E-mail: \_\_\_\_\_

GSU ID Number: \_\_\_\_\_

Study Abroad Term: \_\_\_\_\_

Study Abroad Program Title: \_\_\_\_\_

Names and Titles of Reference(s): \_\_\_\_\_

\_\_\_\_\_

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Student Signature

Date

**Study Abroad Scholarship Recommendation Form**  
*(to be completed by recommender)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Institution/Business Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please answer all of the following questions.**

1. How long and in what capacity have you known the applicant?

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2. If selected, this student will be required to make an adjustment to a challenging visiting abroad situation. The student's success in the program will be affected by this adjustment of staying in a foreign environment. Based on your knowledge of the applicant, will you give us your opinion of student's ability to make such adjustments?

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3. How would you describe the candidate in terms of maturity, sense of responsibility, reliability, honesty, and character?

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4. Please use this space to make any additional comments you want to make concerning the applicant's qualifications for the program. Attach an additional sheet if necessary.

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Please check the statement that you feel most accurately reflects your opinion of this student's suitability for the program.

- The student has my strong recommendation
- I have minor reservations, but I am willing to recommend the student
- I cannot recommend this student for the scholarship

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Signature

Date

Please return this form either in sealed envelope to:

Attn: Study Abroad Scholarship Committee  
Governors State University  
1 University Parkway, C 3370  
University Park, IL 60484

or submit electronically to [ois@govst.edu](mailto:ois@govst.edu) with "GSU Study Abroad Recommendation" in subject line.

## Study Abroad Course Approval Form

Student Name

GSU ID Number

Name of Program

School Issuing Transcript

City and Country of School Abroad

College and Major/Minor

Study Abroad Term

Academic Advisor(s)

COURSE NUMBER AND TITLE <i>As listed at host institution</i>	CREDIT HOURS* <i>Verify credit hours with OIS</i>	REQUESTED GSU EQUIVALENT <i>(i.e., specific course, major, minor, etc.) **</i>	GSU EQUIVALENT/APPLIES TOWARD	SIGNATURE OF ACADEMIC ADVISOR AND DEAN
			<i>To be completed by Academic Advisor and Dean</i>	

\*Number of credit hours awarded may be more or less depending on the transcript from the sponsoring institution or program.

\*\* Approved courses will be determined by the academic advisor and dean.

**(Students must provide: Course title and description, number of contact hours, and whether it is a lower or an upper division course.)**

Provided that the student passes these courses with at least a "C" grade, the above approved courses will be accepted for the equivalency and credit indicated. **NOTE: Courses will be accepted subject to program approval by the Office of International Services. The student is responsible for confirming that his/her program provides grades or an evaluation. Certificates of attendance or completion do NOT meet the requirements for transfer of credit.**

For acceptance of the above courses toward the degree, the official transcript of credit (under seal) must, as soon as possible, be sent directly from the school at which the courses are taken to the Office of the Registrar:

*via FedEx/UPS or US Postal Service:*  
Office of the Registrar  
Governors State University  
1 University Parkway, C1300  
University Park, IL 60484

**Return this completed document to the Office of International Services. A copy will be provided to your academic advisor.**