

## SUMMER STUDY ABROAD APPLICATION INSTRUCTIONS

### ELIGIBILITY

These instructions pertain to students from any WU College or School applying to study abroad in programs offered by the College of Arts and Sciences at Washington University. General qualifications include a sound academic purpose relevant to the program of choice, appropriate academic preparation, minimum B (3.0) average for college level academic work, and no behavioral concerns. In addition, many programs have their own special requirements. Details are available on our website (see below).

### DEADLINES\*

#### February 15

All approved summer programs unless otherwise noted below.

#### Exceptions:

**Jan 15<sup>†</sup>** SIT programs

**Jan 20** Duke-in-Istanbul, RISE Internships, UROP of RWTH Aachen University

**Feb 1** Duke-in-China, OPUS, WU Service Learning in Chile, WU Village India

\*Early application is strongly recommended for all programs.

<sup>†</sup>Deadline strongly encouraged due to competitive nature of SIT programs.

**Note:** Many summer programs have earlier deadlines. See faculty directors for deadlines, applications, and more detailed information.

### APPLICATION CHECKLIST

#### A COMPLETE APPLICATION MUST INCLUDE:

##### WU FORMS

- Data Sheet
- Short Essay Questions
- Study Plan
- Academic Record
- Student Risk and Personal Responsibility
- Parental Agreement

##### REFERENCES FROM WU FACULTY MEMBERS (Give min. 3 weeks notice)

Please use program-specific forms when available.

If no form is provided, please use the WU Faculty Reference forms.

##### PROGRAM-SPECIFIC FORMS AND SUPPLEMENTAL MATERIALS

Submit all application materials to:

Office of International and Area Studies  
Campus Box 1088  
One Brookings Drive  
Washington University  
St. Louis, MO 63130  
Tel.: 314-935-5958  
Fax: 314-935-7642  
Website: <http://www.artsci.wustl.edu/~overseas/>  
McMillan Hall 138

Washington University - College of Arts and Sciences Overseas Programs  
Study Abroad Application for WU Approved Programs

## DATA SHEET

**Please print in ink.**

Period of intended study abroad: Year(s): \_\_\_\_\_  Fall  Spring  Academic Year  Summer

\_\_\_\_\_ Country

\_\_\_\_\_ Foreign Institution or Program Name

\_\_\_\_\_ Primary Subject to be Studied Abroad

**Personal Data:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Female  Male WU Student No. (SSN for non-WU): \_\_\_\_\_ Birth date (mm/dd/yr): \_\_\_/\_\_\_/\_\_\_

US citizen?  Yes  No Passport number \_\_\_\_\_ and date of expiration \_\_\_/\_\_\_/\_\_\_

If not US citizen, nationality: \_\_\_\_\_ and residency/visa status: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ and "edu" e-mail: \_\_\_\_\_@\_\_\_\_\_.wustl.edu  
(**cannot** be aol, hotmail, yahoo, etc.)

WU Students Only: After confirming WebSTAC includes your current local address and telephone number, check here

Permanent (home) address: \_\_\_\_\_  
\_\_\_\_\_ Street

City

State

Zip

Country

**Parents:**

**Mother**

**Father**

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

Complete Address:  same as permanent address  same as permanent address

(List full address of both if different) \_\_\_\_\_

Telephone: home: \_\_\_\_\_ home: \_\_\_\_\_

work: \_\_\_\_\_ work: \_\_\_\_\_

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

**Educational Information:** WU College or School:  A&S  Arch.  Art  Bus.  Engn.

If not a WU student, name of your college or university: \_\_\_\_\_

Major(s) for which you intend to receive credit for coursework abroad: \_\_\_\_\_

Minors(s) for which you intend to receive credit: \_\_\_\_\_

Class standing (at time of study abroad):  Fr  So  Jr  Sr  Just Graduated  Grad

Overall GPA: \_\_\_\_\_

**On-campus activities:** Please list the organizations, teams, or clubs in which you are actively involved:

\_\_\_\_\_

**References:** Name

Department

E-mail Address

1. \_\_\_\_\_

2. \_\_\_\_\_

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### STUDY PLAN

This form should be filled out in consultation with the Study Abroad Advisor(s) (SAA) in the department(s) in which you wish to receive study abroad credit. For a list of SAAs, please refer to <http://www.artsci.wustl.edu/~overseas/advisors/saadirectory.html>

**Student:** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Period of intended study abroad: Summer: \_\_\_\_\_ (Year)

\_\_\_\_\_ Country

\_\_\_\_\_ Foreign Institution or Program Name

\_\_\_\_\_ Primary Subject to be Studied Abroad

\_\_\_\_ Please check here if you are requesting major/minor credit only. Please complete Part I of the form with your Departmental Study Abroad Advisor and leave Part II blank.

\_\_\_\_ Please check here if you are requesting major/minor credit and general elective credit. Please complete Part I with your Departmental Study Abroad Advisor and Part II (no signature required).

\_\_\_\_ Please check here if you are requesting general elective credit only. Please skip Part I and complete Part II. You do not need a signature.

I acknowledge that the advisor's signature does not guarantee the amount of credit to be awarded for study abroad or the ultimate acceptability of proposed courses or subjects for satisfying specific degree requirements, both of which depend upon a review of academic performance and course work after completion of the program.

Student's Signature: \_\_\_\_\_

#### Part I: Major/Minor Credit

##### Departmental/College/School SAA:

Please review the following with the student before completing the chart below:

- Available course titles and descriptions to identify appropriate courses or subjects for satisfying major/minor, distribution and elective requirements within the student's degree plan.
- Portfolio requirements where applicable and policies for earning academic credit:
  - o up to 3 credits per semester may count for unclustered NS/LA/TH/SS distribution
  - o courses taught or evaluated by WU faculty will receive a grade at WU
  - o a C- or better is required depending on the department
  - o it is NOT possible to receive WI/QA/SD/CD credit for courses taken abroad

##### To be completed by the SAA

Courses or subjects for which student wishes to receive major or minor credit.	WU course number	# of WU credits	SAA initials Preliminary approval for coursework
1.			
2.			
3.			

**Brief description of portfolio required by the department:** (Minimum is copies of course descriptions, reading lists, papers)

\_\_\_\_\_  
\_\_\_\_\_

#### Amount of credit likely to count towards major or minor:

\_\_\_\_\_ units    \_\_\_\_\_ major/minor subject    \_\_\_\_\_ SAA signature      \_\_\_\_\_ units    \_\_\_\_\_ major/minor subject    \_\_\_\_\_ SAA signature

#### Part II: General Elective Credit

Courses or subjects proposed for other WU degree requirements	Distribution Credit (NS/LA/SS/TH for 1 course only) Leave blank if distribution credit is not needed
1.	1.
2.	N/A
3.	N/A

## SHORT ESSAY QUESTIONS

**Please answer on a separate sheet of paper. Your typed response should be 2 pages total, double-spaced with 1 inch margins using 12pt. font. Make sure to include your name, ID and the program you will participate in.**

**If your program-specific application requires an essay, you only need to write 1 essay. If your program-specific application does not require an essay, please address the points below.**

I. Academic goals:

- Describe how the program to which you are applying fits with your academic background and future goals.
- Describe your academic goals for your time abroad and how you plan to achieve them.
- Describe how your proposed course of study abroad complements your WU academic endeavors and your plans for completing your degree (list courses, distribution you will still need, language, etc.)
- What is your academic preparation for this experience?
- What academic differences do you anticipate abroad?

II. Personal goals:

- Describe your personal goals for your time abroad and how you plan to achieve them.
- Have you lived or traveled outside the U.S. before? If so, where and for how long?
- Study abroad requires you to tolerate ambiguity, show respect for differing opinions and values, and demonstrate independence. Please describe specific experiences that show your skills in each of these areas.
- Describe an important cross-cultural experience you have had and its impact on your preparation to study abroad.

### ACADEMIC RECORD FORM

This form will be used to obtain your official WU transcript which will be evaluated as part of the application process. WU students do NOT need to order a transcript. Overseas Programs will use this form to order the transcript and send it to your program.

**Student:** Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Period of intended study abroad: Year(s): \_\_\_\_\_ \_\_\_Fall \_\_\_Spring \_\_\_Academic Year \_\_\_Summer

\_\_\_\_\_ Country \_\_\_\_\_ Foreign Institution or Program Name \_\_\_\_\_ Primary Subject to be Studied Abroad

**WU Student:** Please sign below to authorize the Office of International and Area Studies to request, receive, and distribute official WU transcripts of your academic record on your behalf in support of your application for study abroad.

\_\_\_\_\_ Student's Signature \_\_\_\_\_ WU Student Number \_\_\_\_\_ Date

\*Note: If you transferred to WU from another college or university, an official transcript from that institution is required as well.

### Disciplinary Record

Have you ever been before a university disciplinary officer, including but not limited to the Judicial Administrator, Residence Life, Greek Life, Athletics, or a Dean's Office? \_\_\_Yes \_\_\_No

If yes, please attach a separate sheet of paper with a brief description of the circumstances.

### Non-WU Students Only

Please arrange for official transcript(s) covering your college level academic work to be mailed directly to: **Office of International and Area Studies, Campus Box 1088, One Brookings Drive, Washington University, St. Louis, MO 63130.** Please wait for the grades for recent or current courses to be posted (i.e., include grades for fall semester if applying for next summer, fall semester, or academic year abroad; include grades for spring semester if applying for next spring semester abroad). Please list other courses, if any, to be taken prior to participation in the program.

Course Title	Credits	College or University
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## ACADEMIC REFERENCE FORM

**Note:** Please use this form as a cover sheet along with program-specific reference forms when available.

**Student (please print):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

E-mail address: \_\_\_\_\_@\_\_\_\_\_.wustl.edu Phone: \_\_\_\_\_

Period of intended study abroad: Year(s): \_\_\_\_\_ \_\_\_ Fall \_\_\_ Spring \_\_\_ Academic Year \_\_\_ Summer

Program student is applying to:

Country	Foreign Institution or Program Name	Primary subject to be studied abroad
_____	_____	_____

**Name of Reference:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date this form was given to Reference:** \_\_\_\_\_

**Due date:** \_\_\_ Jan 8 \_\_\_ Feb 1 \_\_\_ Feb 15 \_\_\_ Apr 1 \_\_\_ May 1 \_\_\_ Other \_\_\_\_\_

**Statement:** I hereby \_\_\_ waive \_\_\_ do not waive my ability to view this letter.

\_\_\_\_\_  
Student's Signature

\* This recommendation should come from a professor, instructor, or advisor who is familiar with your academic work. Preferably, this person should be familiar with the subject area(s) you intend to study while abroad. For a foreign language program, at least one of your references should be familiar with your language proficiency. Be sure to discuss your study abroad goals and expectations before requesting the letter of reference.

**Faculty Member or Advisor:**

- **Please do NOT send any materials directly to the program.**
- If a program-specific reference form is included, please complete and return it via Campus Mail to **Overseas Programs, Campus Box 1088**, with this form. **Do NOT send the reference letter directly to the program.** You do not need to write a separate letter and may disregard the instructions below.
- If no program-specific form is provided, please prepare a letter evaluating this student with respect to:
  - a. Academic ability and preparation for participation in the study abroad program(s) listed above.
  - b. Personal suitability for study abroad, including adaptability, maturity, and motivation.
- Please write your recommendation letter "To Whom It May Concern" on letterhead stationery.
- Please send this form and the signed and dated letter (or completed program-specific form, if any) directly to:

**Office of International and Area Studies**  
**Campus Box 1088**  
One Brookings Drive  
Washington University  
St. Louis, MO 63130  
Tel. 314-935-5958  
Fax 314-935-7642  
e-mail: [overseas@wustl.edu](mailto:overseas@wustl.edu)

## ACADEMIC REFERENCE FORM

**Note:** Please use this form as a cover sheet along with program-specific reference forms when available.

**Student (please print):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

E-mail address: \_\_\_\_\_@\_\_\_\_\_.wustl.edu Phone: \_\_\_\_\_

Period of intended study abroad: Year(s): \_\_\_\_\_ \_\_\_Fall \_\_\_Spring \_\_\_Academic Year \_\_\_Summer

Program student is applying to:

Country	Foreign Institution or Program Name	Primary subject to be studied abroad
_____	_____	_____

**Name of Reference:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date this form was given to Reference:** \_\_\_\_\_

**Due date:** \_\_\_Jan 8 \_\_\_Feb 1 \_\_\_Feb 15 \_\_\_Apr 1 \_\_\_May 1 \_\_\_Other \_\_\_\_\_

**Statement:** I hereby \_\_\_waive \_\_\_do not waive my ability to view this letter.

\_\_\_\_\_  
Student's Signature

\* This recommendation should come from a professor, instructor, or advisor who is familiar with your academic work. Preferably, this person should be familiar with the subject area(s) you intend to study while abroad. For a foreign language program, at least one of your references should be familiar with your language proficiency. Be sure to discuss your study abroad goals and expectations before requesting the letter of reference.

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Tel. 314-935-5958  
Fax 314-935-7642  
e-mail: [overseas@wustl.edu](mailto:overseas@wustl.edu)

## STATEMENT OF PERSONAL RESPONSIBILITY AND ASSUMPTION OF RISK

**Student:** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Period of intended study abroad: Year(s): \_\_\_\_\_ \_\_\_ Fall \_\_\_ Spring \_\_\_ Academic Year \_\_\_ Summer  
\_\_\_\_\_  
Country Foreign Institution or Program Name Primary Subject to be Studied Abroad

**Behavioral and academic standards:** Admission to study abroad may be denied or rescinded due to behavioral or academic concerns. Your WU judicial and academic records will be subject to review. As a participant, you will be expected to behave in a manner that is consistent with the behavioral standards of the WU Judicial Code. Disruptive behavior, academic dishonesty and other improprieties will not be tolerated. Also, you must comply with the rules and regulations of any host institution and with the local laws and regulations in the foreign country or countries where you reside or travel during the program, including times when you are engaged in independent activities. Your participation in the program may be terminated by WU for violation of these standards, along with forfeiture of program fees and loss of academic credit for the program. You may have to return to WU at your own expense to appeal a disciplinary decision. These standards apply to students studying abroad on a leave of absence as well as those on WU-approved programs.

**Drug use and other illegal activities:** The possession or use of any quantity of marijuana, cocaine, or other illegal substance is strictly prohibited. This prohibition applies not only while you are in the company of fellow participants, but also while you are alone or with people not associated with the program. The consequences of substance abuse or other illegal activity at any time during the program include immediate expulsion from the program, forfeiture of all program fees, and loss of academic credit for the program. Furthermore, U.S. citizens in a foreign country are subject to the laws of that country. Neither the U.S. Embassy nor Washington University can obtain your release from jail; they can only aid in obtaining legal assistance for you.

**Inherent conditions, hazards and risks:** Washington University acts only to provide the opportunity for foreign study and does not guarantee your satisfaction with the program or your well-being. You will not be closely supervised while you are abroad. You are responsible for using good judgment to ensure your own health, safety and welfare. There are certain inherent conditions, hazards and risks associated with international travel and living abroad for which the University cannot and will not assume responsibility. These include, but are not limited to, inclement weather, natural disasters, labor disputes, riots, terrorism, delays or disruption of travel or accommodations, accidents and disease. During the period of your participation in the program, and while you are en route to or returning from the program, WU will not be responsible for any injury or damage to you or your property or for any personal liability sustained or incurred by you.

**Medical needs and health insurance:** You are responsible for assessing your own medical needs. Physical or emotional problems may be exacerbated by stresses associated with study abroad. You must be medically able and prepared to participate in the program, including appropriate immunizations. Some foreign institutions and/or national health systems provide limited health care for visiting students, but access to free or low cost medical care is not assured and may not be readily available. You are responsible for verifying that you will have adequate health insurance coverage and that it will remain effective for the duration of the program. Also, you are responsible for complying with the appropriate claims procedures and deadlines. All WU fall and spring semester programs include mandatory WU student health insurance, which provides worldwide coverage for partial reimbursement of medical expenses plus the services of Assist America, including medical evacuation and repatriation of remains. Students who are enrolled at WU during a spring semester are covered during the summer too. Simultaneously, you may be covered by a family or private health insurance plan and/or by mandatory host country student health insurance.

**Authorization for emergency medical treatment:** Washington University representation is not available at all program sites. Nevertheless, by signing the following statement, you are granting permission to WU and any person acting on behalf of the University to authorize emergency medical treatment for you when deemed necessary, and you are agreeing that neither the University nor the person acting on behalf of the University can be held responsible for any injury or damage that may arise out of or in connection with such authorization.

**Statement:** I understand and accept the stated conditions of participation in a WU sponsored or approved study abroad program. I understand and accept my responsibilities, and I understand and assume the potential risks, as described above. I authorize WU to contact my parent or guardian about my physical or mental health while I am abroad if deemed advisable to do so. I am eighteen years of age and fully competent to sign this statement and I am signing it as my own free act.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
WU Student No. (SSN for non-WU)

Washington University - College of Arts and Sciences Overseas Programs  
Study Abroad Application for WU Approved Programs

**PARENTAL AGREEMENT**

<b>Student:</b> Last Name: _____ First Name: _____ Middle Initial: _____		
Period of intended study abroad: Year(s): _____ Fall _____ Spring _____ Academic Year _____ Summer _____		
_____	_____	_____
Country	Foreign Institution or Program Name	Primary Subject to be Studied Abroad

**Behavioral and academic standards:** Admission to study abroad may be denied or rescinded due to behavioral or academic concerns. Disruptive behavior, academic dishonesty, and other improprieties will not be tolerated. Participation in the program may be terminated by WU for violation of these standards, along with forfeiture of program fees and loss of academic credit for the program.

**Drug use and other illegal activities:** The possession or use of any quantity of marijuana, cocaine, or other illegal substance is strictly prohibited. The consequences of substance abuse or other illegal activity at any time during the program include immediate expulsion from the program, forfeiture of all program fees and loss of academic credit for the program. Furthermore, U.S. citizens in a foreign country are subject to the laws of that country. Neither the U.S. Embassy nor WU can obtain release from jail; they can only aid in obtaining legal assistance.

**Inherent conditions, hazards and risks:** Washington University acts only to provide the opportunity for foreign study and does not guarantee satisfaction with the program or a student's well-being. Students will not be closely supervised while abroad and are responsible for using good judgment to ensure their own health, safety and welfare. There are certain inherent conditions, hazards and risks associated with international travel and living abroad for which the University cannot and will not assume responsibility. These include, but are not limited to, inclement weather, natural disasters, labor disputes, riots, terrorism, delays or disruption of travel or accommodations, accidents and disease. During the period of participation in the program, and during transit to or from the program, WU will not be responsible for any injury or damage or for any personal liability sustained or incurred.

**Medical needs and health insurance:** You and your student are responsible for assessing medical needs. Physical or emotional problems may be exacerbated by stresses associated with study abroad. A student must be medically able and prepared to participate in the program, including appropriate immunizations. You and your student are responsible for verifying that the student will have adequate health insurance coverage and that it will remain effective for the duration of the program. All WU fall and spring semester programs are covered by mandatory WU student health insurance, which provides worldwide coverage for partial reimbursement of medical expenses plus the services of Assist America, including medical evacuation and repatriation of remains. Students who are enrolled at WU during a spring semester are covered during the summer too. Simultaneously, you may be covered by a family or private health insurance plan and/or by mandatory host country student health insurance.

**Authorization for emergency medical treatment:** Washington University representation is not available at all program sites. Nevertheless, by signing the following statement, you are granting permission to WU and any person acting on behalf of the University to authorize emergency medical treatment for your student when deemed necessary, and you are agreeing that neither the University nor the person acting on behalf of the University can be held responsible for any injury or damage that may arise out of or in connection with such authorization.

**Billing:** The program price is posted to the student's WU billing account, where financial aid and other credits can be applied. The price of fall and/or spring semester programs includes WU tuition and health insurance, and if applicable, charges for housing and/or meals. WU guarantees the timely payment of fees included in the program price directly to the program sponsor. You and your student are responsible for timely payment directly to the program sponsor or airline for any fees not included in the WU program price. Detailed contracts will be issued to students in Nov. for spring programs and April for fall programs; general cost estimates are available by program online at <http://www.artsci.wustl.edu/~overseas/programs/index.html>. Members of the College of Arts & Sciences can use financial aid, if any, to participate in a WU sponsored or approved study abroad program. For other students, the availability of financial aid depends upon the policies of their own WU school or home institution.

<b>Parent/Guardian's Statement of Consent</b>	
The above named student has my permission to participate in the above listed program(s). I agree to the terms and conditions listed above, and will meet the applicant's expenses, including all program costs and fees, on the same terms as if the student were taking courses on the Washington University home campus.	
Parent's Signature: _____	Date: _____
Printed Name: _____	
Printed Email Address: _____	Phone #: _____

Please sign this form and send it to: Office of Overseas Programs, Campus Box 1088, Washington University, One Brookings Drive, St. Louis, MO 63130. Alternatively, you may fax it to 314-935-7642 or scan it and e-mail it to [overseas@wustl.edu](mailto:overseas@wustl.edu).