

Study Abroad: Information for Advisors

Application

All majors going abroad must submit an application form by the due date, since the Department needs to know how many people are going abroad in order to distribute the grant funds and to prepare students appropriately.

International Programs

All USA students who study abroad need to register with International Programs. That office will certify in advance whether the program they wish to attend is accredited and valid; it will also oversee their registration and financial aid and assist with travel plans and such items as the International Student Identity card. Advise all students that they must stop by International Programs early in their planning stages.

LG 394

All majors who are going abroad need to sign up for this course. Minors and others going abroad, even on USA programs, do not have to. They should attend any orientation sessions (particularly with respect to Xalapa), however, and receive counseling from faculty about preparing for their experience. (The Department might want to consider allowing other students to sign up for 394 as well).

This course has a number of different functions to prepare students in several different ways: academically, for courses that will be taken abroad and in the rest of their major, including LG 480 and the portfolio; linguistically, for insuring that language skills are at the proper level; culturally, for adjusting to life in the foreign environment; practical and administrative, for travel preparations and enrollment; etc.

Transient Student Approval

International Programs will start this process. Courses taken abroad need to be approved in advance and USA equivalents determined. Changes can be made upon students' return if they did not place at the anticipated level or if for some other reason a different equivalent needs to be specified. Since there is a limit to the number of directed studies and seminars that may be taken for credit, advisors will probably want to assign a variety of LG 494, LG 492, and LG 490 equivalents to allow students some flexibility. After the Transient Student forms are signed by the advisor and the chair, they need to be approved at the International Programs office before being sent to the Dean.

IS 391

Students must enroll in the 0-credit IS 391 Study Abroad course when they are overseas. They should enroll in the section that corresponds to the country where they are studying. International Programs can help them enroll. This process keeps them officially on the books as USA students and is necessary for them to receive financial aid.

Financial Aid

Students may receive financial aid for their study abroad. Our grants and scholarships are a form

of financial aid and must be coordinated with the USA Financial Aid office. International Programs is usually the office that provides this coordination. Students seeking financial aid fill out the federal FAFSA form for the next academic year, and their need is determined from these figures. (When filling out this form, students should also indicate the cost of summer study so that their need is not underestimated). If we award a scholarship late in the academic year and cause the total amount to exceed their calculated need, the Financial Aid office will take the money to pay back loans in the amount of the excess. Therefore we usually wait until after the end of spring semester to disburse our grants so that they will be calculated for the next academic year. Payment is usually made directly to the program itself through International Programs (e.g. University of Veracruz, Dijon, U. Arizona Russian Program, dormitory in Passau), though direct payments can be made to students in some cases. The business office (and the process as a whole) tends to take longer than we would like: Students should be counselled as to the methods and timing of payment so that they will not become frustrated, and they should also plan to insure that they will have enough money at their disposal when abroad.