



IWU Study Abroad Application Packet For Exchange Programs

All IWU students seeking to study abroad on an IWU exchange program must complete this application in order to receive permission to study abroad. Students seeking to study abroad on an IWU Program or affiliated program should complete the IWU application for that specific program.

Students who fail to complete the appropriate IWU study abroad application will not be approved to study abroad. Failure to complete the application in a timely fashion may result in the delayed issuing of your IWU transcript and the delayed completion of any affiliate- or exchange-required approval forms.

Definitions

Study Abroad: Educational experience abroad with credit-bearing coursework that contributes to a student's degree progress.

IWU Study Abroad Program: One of two semester-length programs open only to IWU students—specifically, the IWU London Program and the IWU Spain Program. Also includes the Pembroke Program for junior-year study at Pembroke College, Oxford.

IWU Exchange Program: A study abroad program that involves the reciprocal movement of students between partner schools. IWU has exchange programs with **Keio University** in Tokyo (Japan), **Al Akhawayn University** in Ifrane (Morocco), and **Lingnan University** and the **Hang Seng Management College** in Hong Kong.

Host University: An overseas university at which students are enrolled. All students on an IWU Exchange will study at a host university, as will students on the Pembroke Program. Students on some, but not all affiliated programs, study at a host university. Students on the IWU Spain and IWU London Programs will not study at a host university.

Affiliated Study Abroad Program: A study abroad program operated by one of IWU's approved partners:

Arcadia University	College Year in Athens	IFSA-Butler
Central College Abroad	DIS Abroad	SACI
CIEE	IES Abroad	SIT

Eligibility

Students seeking to study abroad on an IWU Exchange program must meet the following eligibility criteria:

- You must have a formally declared major.
- You may not be on academic or social probation during the semester in which you apply for study abroad or the semester you are abroad.
- You must have a cumulative GPA of at least 3.0. If you do not, you may petition for a waiver of the IWU GPA requirement. See the International Office for petition guidelines.
- You must meet the minimum requirements of the exchange university.
- Your IWU account must not be in arrears.

Deadlines

October 1: for spring study abroad on an IWU exchange program.

March 1: for fall or academic year study abroad on an IWU exchange program.

Note: All application materials—both for IWU and for the exchange partner—are due by the IWU deadline.

Instructions

1. Carefully read the Study Abroad Policies. If you have questions about any of the policies, make an appointment to talk with someone in the International Office, CLA 3rd Floor.
2. Complete and submit the IWU Study Abroad Application for Exchange Programs by the IWU deadline. Return completed forms to the International Office, CLA 3rd Floor.
3. Complete and submit all forms required by the exchange university before the IWU deadline. Return completed forms to the International Office, CLA 3rd Floor.
4. Complete and submit scholarship applications, as appropriate.



Eligibility

- You must have a formally declared major. (The IWU London and IWU Spain programs are exceptions.)
- You may not be on academic or social probation during the semester in which you apply for study abroad or the semester you are abroad.
- You must have a cumulative GPA of at least 3.0. If you do not, you may petition for a waiver of the IWU GPA requirement. See the International Office for petition guidelines.
- You must meet the minimum requirements of the proposed program.
- Your IWU account must not be in arrears.

General Policies

- All students seeking to study abroad must meet with an advisor in the International Office. Neither credit nor financial aid will be granted if you skip the IWU application and attempt to enroll directly in a study abroad program.
- If your program of choice is not affiliated with IWU, you must submit a petition to the International Office outlining compelling academic reasons for selecting the program. Letters of support from your advisor and/or department chair must also be submitted. See the International Office for petition guidelines. This rule applies to any study abroad program taken for IWU credit, including summer programs.
- You may not study abroad in any location under a US State Department Travel Warning. For a current listing, visit www.travel.state.gov.
- You must participate in the IWU predeparture orientation program. If you miss orientation and fail to attend a scheduled make-up session, approval to study off-campus will be rescinded.
- IWU will award credit for a maximum of two semesters of study abroad plus a summer program. Transfer students may be limited to earning fewer credits abroad.
- IWU financial aid may be applied to one semester of study abroad (with some exceptions).
- Students on F-1 and J-1 visas are restricted from studying abroad in their home country.

Registration & Academic Issues

Courses and Course Load

As part of the application process, you are required to complete a Course Approval Form, which pre-approves your course selections for IWU credit. When approval is granted for your study abroad courses, the approval is for the *specific* course of study listed on your Course Approval Form. This means that once you are abroad, you are expected to take the course of study outlined in your proposal. If you must change courses for valid academic reasons (e.g., scheduling conflicts or course availability issues), you should contact the International Office immediately; they will help you request the necessary IWU approval of those changes.

You are required to carry a full-time load of coursework (i.e., no fewer than 3 IWU course units or 12–18 semester hours) on your off-campus study program. If you are eligible to receive an Illinois State Monetary Award, you must enroll for no fewer than 4 course units of credit to receive the maximum award. Participation in an off-campus study program precludes simultaneous registration for IWU coursework (e.g., independent study, internships, etc.).

Examinations

If you are enrolled at a foreign university, *you must sit at the regularly scheduled times for all examinations that are required of you*, including those given at the end of individual academic terms and, if you are on an academic year program, any comprehensive exams that are given at the end of the academic year. Failure to do so may result in a failing grade.

Credits and Grades

IWU does not allow students to take their study abroad coursework on a credit/no credit basis. For programs with standing affiliation agreements with IWU, all coursework from a semester or academic year off-campus study program will be reflected as transfer credit on your IWU transcript, including failed courses. *All grades are factored into your IWU cumulative grade point average.* Your off-campus study program must report all credit earned.

Credit from programs that do not have standing affiliations with IWU will not be awarded unless you successfully petition to study abroad on a non-affiliated program during the semester prior to your proposed term of study. Once permission is granted, credit will be awarded and the *grades will be factored into your IWU cumulative grade point average.*

Upper- and lower-division credit is determined by the teaching institution. (Courses taken at a British or Australian institution are usually upper-division if they are classified as second- or third-year classes; first-year classes constitute lower-division course work.) The International Office determines whether upper-division credit will be awarded and records this on your Course Approval Form.

The amount of credit awarded is determined by the teaching institution. One course unit at IWU is defined as the equivalent of 4 semester hours. Therefore, a course awarded 3 semester hours of credit by the teaching institution or the credit-granting institution earns the equivalent of 0.75 IWU course units.

A common course load in study abroad is 15 semester hours, which will transfer back as 3.75 IWU units (as opposed to the 4.0 units you would normally earn on campus). *You are responsible to keeping track of the credits you earn abroad* and for ensuring you have the required number of courses and units to graduate.

Applying Credit to Degree Requirements

Credit earned through off-campus study is degree credit for graduation, but this does *not* guarantee that it may be applied towards General Education, major, or minor requirements. As part of the course approval process, you are required to consult with the appropriate department chair/program director or the Registrar (for General Education) to determine how your off-campus study credit will apply towards your degree program. You must complete the Course Approval Form, obtain the signatures of relevant department chairs and/or the Registrar, and return it to the International Office by the published deadline.

It is the prerogative of each department or program at IWU to determine whether or not to apply credit from off-campus study toward its requirements. Not all coursework is necessarily approved in advance; departments may require evaluation of certain courses upon your return from the program. It is always a good idea to return to IWU with copies of all course syllabi, reading lists, papers, and exams from off-campus study.

A course must carry at least 3 semester hours/0.75 units of credit to fulfill a major, minor, or General Education requirement.

Transfer students

If you entered IWU as a second-semester sophomore, you may receive a maximum of 4 course units for off-campus study. If you entered as a first-semester junior, you may only earn credit for approved May Term or summer study abroad. Appeals may be submitted to the International Office only with compelling evidence of academic necessity.

Cost & Billing

The actual cost of studying abroad will depend on the location and on the program with which you study. There are some fixed costs, however, that you can readily compare. Foremost among these will be the costs for *tuition, room, and board.*

IWU has a home-school tuition policy, which means that study abroad students pay IWU tuition or the program tuition, whichever is higher. Study abroad students do not, however, pay IWU room and board; instead,

students are responsible for the room and board costs of the program and will receive a separate bill from the program for those charges. Exceptions to this policy are the IWU London and IWU Spain programs, which are billed entirely by IWU.

Program sponsors and/or the International Office can help you estimate costs when you are comparing off-campus study programs. It is your responsibility to monitor any potential cost differential between on-campus and off-campus study and to select a program appropriate to your budgetary constraints.

Financial Aid

According to the Higher Education Act of 1965, federal financial aid can be applied to study abroad if you are registered as a full-time student and if you will receive course credit for your study abroad. Both federal and state sources may be applied to up to a year of study abroad. Please note that financial aid packages will be proportionally reduced if comprehensive study abroad costs are significantly lower than IWU's comprehensive fee.

IWU financial aid, with the exception of work-study jobs, may be applied to one semester abroad through an approved study abroad program. Exceptions to the policy are granted for study abroad programs that do not offer a semester option (e.g., the London School of Economics or the Pembroke Program), for study abroad on an IWU exchange program (specifically at Keio University in Tokyo, Al Akhawayn University in Morocco, and Lingnan University and the Hang Seng Management College in Hong Kong), and for participants in the IWU London and IWU Spain programs. Students on these programs may use their institutional aid to study abroad for a second semester.

Additional aid is available for study abroad. All IWU students, as part of the study abroad application process, are required to submit a Study Abroad Financial Aid form to the Financial Aid Office. That office will then evaluate your financial need as compared with the estimated cost of your study abroad program and you may then become eligible for additional loans or a study abroad grant. In addition, study abroad scholarships are available from our affiliated study abroad programs and other external sources.

If a student wishes to receive financial aid for additional study abroad experiences beyond the exceptions outlined above, he or she may submit an appeal. This appeal must outline compelling academic reasons for participation in a second semester abroad. The appeal must be submitted to the director of the International Office, who will forward it to the appropriate committee.

Once a student initiates an appeal for an additional experience, any University grant or scholarship money the student is receiving will be suspended for the semester in question until a decision is made regarding the appeal. If the appeal is approved, the grant money will be restored for that semester, and if the appeal is denied, no change will be necessary. Additionally, if the student's appeal is denied and the student decides not to study abroad, the grant or scholarship money will be restored.



IWU Study Abroad Application For Exchange Programs

The application process for study abroad involves two applications:

1. The IWU Study Abroad Application for Exchange Programs (form + essay + faculty reference)
2. The host university's student exchange application. Please see the International Office for those forms.

All application materials are due on by the IWU application deadline. Once your completed IWU Study Abroad application (form, essay, reference) has been received, we will confirm your eligibility and grant approval to study abroad. We will then complete any exchange-required approval or nomination forms and send a copy of your official transcript, along with any host university application materials, to the exchange university.

Personal Information (Please print clearly in ink.)

Name: _____
last first middle

Current Class: First-year Sophomore Junior Senior
Student ID #: _____

Local Address (Hall, House, or Off-Campus): _____

Local Phone: _____ Home Phone: _____ IWU Email: _____@iwu.edu

Home Address: _____
street city state zip code

Proposed Study Abroad Program

Proposed study abroad semester: Fall Spring Summer Academic Year
Proposed study abroad year: _____

IWU Exchange Program: Al Akhawayn University (AUI) Hang Seng Management College (HSMC)
 Keio University Lingnan University

Country: _____ City: _____

Academic and Disciplinary Information

Current cumulative GPA: _____ (See the Director of the International Office if your GPA is under 3.0)

Are you currently on academic probation or under any disciplinary sanction with the Dean of Students Office?
 Yes No If yes, please explain: _____

Please list any majors/minors for which you intend to receive credit for coursework completed abroad:

Major: _____ Minor: _____
Major: _____ Minor: _____

Checklist

- IWU Study Abroad Application Form**
- Application Essay.** 300–500 word essay on your academic and personal goals for your study abroad experience. The first paragraph should explain your academic reasons, including a brief summary of relevant preparation and interests. The optional second part can address other relevant factors, such as cultural interests, related travel opportunities or affinity for the geographic location. At the top of the page, please type your name and the name of the program, term, year(s) of your proposed study abroad experience. (Note: If you are required to write an essay for your host university application, you may submit that essay to fulfill the IWU application requirement.)
- Faculty Reference.** If you are required to supply a faculty reference for your host university application, you may submit a copy of that same reference to fulfill the IWU application requirement. If you are not required to submit a reference as part of your host university application, please have a faculty member complete the IWU Study Abroad Reference form.

Please provide the name(s) of your faculty referee(s): _____

- Host University Application.** Including any required fees, photos, or other materials. Please see an advisor in the International Office to learn what host university (AUI, Keio, Lingnan, or HSMC) forms you will need to complete. The International Office will not forward your transcript or complete any program authorization or nomination forms until you have completed all parts of the IWU Study Abroad application and all host university application materials. Once we have received those and verified eligibility, we will grant approval to study abroad and forward materials.

Agreements

Please initial the following to indicate that you have read and understand each item:

_____ I understand that I am required to attend the pre-departure meeting in its entirety or permission to study abroad will be withdrawn.

_____ I understand that I must submit all additional study abroad forms (Course Approval Form, Waiver, Medical Information Form, Study Abroad Financial Aid Form, and Letter of Understanding form) by the required deadlines or permission to study abroad may be withdrawn.

_____ I understand that social and/or academic probation can affect my approval for off-campus study.

_____ I understand that the tuition cost for semester and full-year study abroad on an exchange program is the regular IWU tuition.

_____ I understand that IWU will apply any applicable financial aid to that tuition bill, and then will forward the balance to me, my parents, or my guardian.

_____ I understand that room and board charges for study abroad on an exchange program vary depending on the host university. Students on the AUI and Lingnan exchange programs pay IWU housing and meals. Students on the Keio exchange must pay housing and meal costs in Japan.

_____ I understand that it is my responsibility to understand the cost of my study abroad program and to keep up to date on any fee increases by checking the program home page.

_____ I understand that I must report any additional scholarships I receive to the International Office and the Financial Aid Office.

Name (print)

Signature

Date

**Please complete and return to
International Office, CLA 3rd Floor**



IWU Study Abroad Reference Form

Deadlines

October 1: for affiliated spring study abroad programs, or one week before the affiliated program deadline if that deadline falls on or before October 1.

March 1: for affiliated summer, fall, and academic year programs, or one week before the affiliated program deadline if that deadline falls on or before March 1.

Note: All application materials—both for IWU and for the affiliated program—are due by the IWU deadline, not the affiliate program deadline (unless the affiliate deadline is earlier than the IWU deadline).

Instructions

For the Student

If you are required to supply a faculty reference for your affiliated program application, you may submit a copy of that same reference to fulfill the IWU application requirement. If you are not required to submit a reference as part of your affiliated program application, please have a faculty member complete the bottom portion of this form.

Complete the top portion of the form then provide it to your academic referee. Your academic referee should be a faculty member with whom you have taken a course and who knows you well enough to provide an assessment of your academic performance. Ask the faculty member to **send this completed form to the International Office, CLA 3rd floor, by the appropriate deadline**. Please allow the faculty member at least two weeks to complete this form.

Student Information (Please print clearly in ink.)

Name: _____
last first middle

Local Phone: _____ Home Phone: _____ IWU Email: _____@iwu.edu

Proposed study abroad semester: Fall Spring Summer Academic Year
Proposed study abroad year: _____

IWU Exchange Program: Al Akhawayn University (AUI) Hang Seng Management College
 Keio University Lingnan University

Country: _____ City: _____

Waiver and Consent

- YES, I do waive my right to examine this letter of recommendation.
- NO, I do not waive my right to examine this letter of recommendation.

I understand that once my application is submitted, the above choice may not be altered.

Name (print) _____ Signature _____ Date _____

