



# Office of International Education

## University of Wisconsin-Stevens Point

### ***STUDY ABROAD APPLICATION PACKET***

Study abroad is a great opportunity to expand your undergraduate education and the Office of International Education (OIE) is here to help make it happen for you! This application is the first step in the process, which involves universities and government agencies coordinating efforts to approve your travel and studies in another country.

Submit the attached application by the **PRIORITY DEADLINE DATES** listed below for GUARANTEED CONSIDERATION. Late applications considered if space is available in a program, check with the UWSP Study Abroad staff.

**APRIL 1 for Spring Semester and Winterim Programs.**

**DECEMBER 1 for Fall Semester and Summer Programs.**

#### ***Compiling and Submitting Your Application Materials - All applications must include:***

- **STATEMENT OF COMMITMENT** - a single page essay explaining your **academic reasons** as well as your personal motives for participating in the selected program. Remember to sign and date your statement of commitment.
- **FACULTY/UNIVERSITY INSTRUCTOR RECOMMENDATION** - This form is completed and signed by a faculty member or instructor familiar with your academic performance at the university level. Language intensive programs require a recommendation from a World Languages and Literature faculty member. **NOTE: Instructors can email their recommendation to the Office of International Education. Your academic advisor should not be asked to complete this recommendation.**
- **ACADEMIC ADVISOR FORM FOR STUDY ABROAD** - Meet with your academic advisor, review the questions together, and have your advisor sign and date the form.
- **ACADEMIC RECORD** - Non-UWSP students submit their most recent **official** transcripts with their application.
- **PASSPORT COPY** - Please include a color copy of your signed passport photo and signature pages. If you do not yet have a passport, please include a copy of your passport application receipt from your local acceptance facility. This **must** be a passport book and **not** a passport card. Passports that are due to expire within six months of the program start date are not acceptable.
- **APPLICATION FEE** - This application fee is non-refundable and can be paid by check or money order made payable to "UWSP Office of International Education". Print the program name and term on the memo line of the check.

**\$100.00** - Non-refundable application fee

## ***Getting Officially Accepted into a Program***

**SHORT TERM PROGRAMS** – Compile and submit all application materials. Applications will then reviewed by the appropriate trip leader. After the review, each applicant receives an email from OIE notifying them of the acceptance decision.\*

**SEMESTER AND INTERNSHIP/EXTERNSHIP PROGRAMS** – Compile and submit all application materials, THEN schedule a final interview with the Study Abroad Advisor. After the interview, each applicant receives an email from OIE notifying them of the acceptance decision.\*

\*Each accepted applicant is offered a place in a program through an Acceptance Packet AND must officially agree to this offer by completing and submitting the acceptance and authorization forms with the first program payment.

**The forms and payment must be completed and returned within fourteen (14) days of receiving the packet** or the applicant will not officially be accepted as a participant on the study abroad program.

**The first program payment and all program payments** thereafter should be made to the UWSP. Mail with your application materials to the OIE.

When making a payment, you must include the **study abroad program name and term** to have the payment applied correctly to your UWSP accesSPoint account. UWSP students can also make payments directly to their accesSPoint account. Please visit our website at <https://studyabroad.uwsp.edu> for more information or schedule a meeting with our department Financial Specialist to have your financial questions answered.

### ***THERE WILL BE PAPERWORK TO COMPLETE AND DEADLINES TO FOLLOW –***

Do attempt to complete the entire application process within two weeks of submitting your application. Continue to watch your email closely for important updates and information from the OIE staff.

Keep this page of instructions for your records and create a folder now for hard copies of all of the required documentation that will be required with your study abroad program. Keeping organized and on schedule will be the key to your success as you prepare for your amazing study abroad experience! We will be here to help you every step of the way.