



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/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 on the form, and have your advisor sign and date this form.
- ACADEMIC RECORD** – NON-UWSP students submit their most recent official transcript with their application.
- APPLICATION FEE** – This application fee is non-refundable and can be paid by check/money order made payable to “UWSP Office of International Education”. **Print the program name/term on the memo line of 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 the offer 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 Student Financial Services, 003 Student Services Center, 1108 Fremont Street, Stevens Point, WI 54481.

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.



Study Abroad Application Form

<https://studyabroad.uwsp.edu>
email: oe@uwsp.edu
Tel: 715-346-2717

Submit completed application materials to:

**Office of International Education
Room 503 Albertson Hall
900 Reserve Street
Stevens Point, WI
54481**

Date: <input style="width: 150px;" type="text"/>	PROGRAM SELECTION		
Term for which you are applying: <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer <input type="checkbox"/> Winterim		Which year? <input style="width: 80px;" type="text"/>	
Where do you want to study? Refer to the current list of offerings at https://studyabroad.uwsp.edu			
Program Name: <input style="width: 580px;" type="text"/>			
STUDENT INFORMATION			
Last name: <input style="width: 250px;" type="text"/>	First Name: <input style="width: 150px;" type="text"/>	Middle Name: <input style="width: 140px;" type="text"/>	UWSP ID#: <input style="width: 170px;" type="text"/>
(as it appears fully on your birth certificate or passport)			Non UWSP Students, List SSN: <input style="width: 170px;" type="text"/>
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Trans			
Birth date: <input style="width: 130px;" type="text"/>	Birthplace (city, state): <input style="width: 180px;" type="text"/>	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Non-U.S. Citizens: Confirm visa status with International Student & Scholar Services and verify host country visa requirements.	
Passport # <input style="width: 310px;" type="text"/>		To be accepted into a program you must have a valid passport. If you do not have a passport, ATTACH A COPY OF YOUR PASSPORT APPLICATION INSTRUCTION SHEET with date stamp confirming date your passport application was submitted.	
ATTACH A COPY OF PHOTO SIGNATURE PAGE. Your passport must be signed and valid for 6 months after your return to the United States.			
Your current/local mailing address: <input style="width: 340px;" type="text"/>		Major/s: <input style="width: 340px;" type="text"/>	
City: <input style="width: 210px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	Campus email address: <input style="width: 210px;" type="text"/>	Campus/Local phone: <input style="width: 210px;" type="text"/>
ZIP: <input style="width: 80px;" type="text"/>	Cell/Mobile Phone: <input style="width: 210px;" type="text"/>	Home Institution (if not UWSP) <input style="width: 210px;" type="text"/>	Non-UWSP Student ID#: <input style="width: 210px;" type="text"/>
Home mailing address: <input style="width: 340px;" type="text"/>		* Minimum GPA Requirements: All programs have specific academic credit and GPA requirements. Check your selected program at https://studyabroad.uwsp.edu . If you have a concern about meeting the GPA requirement, please contact the Study Abroad Director.	
City: <input style="width: 210px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	Current Cumulate GPA: <input style="width: 440px;" type="text"/>	
ZIP: <input style="width: 80px;" type="text"/>	Home Phone: <input style="width: 210px;" type="text"/>	Tuition/Residency Status: <input type="checkbox"/> Wisconsin <input type="checkbox"/> Minnesota <input type="checkbox"/> Other State	

OFFICE USE: <input type="checkbox"/> Statement <input type="checkbox"/> Transcript <input type="checkbox"/> Faculty Recommendation <input type="checkbox"/> Advisor Form <input type="checkbox"/> App. Fee <input type="checkbox"/> Financial Copy <input type="checkbox"/> Admissions <input type="checkbox"/> PAM <input type="checkbox"/> Conduct <input type="checkbox"/> Response <input type="checkbox"/> Leader Copy <input type="checkbox"/> Acpt. Ltr <input type="checkbox"/> Confirmed Pmt. <input type="checkbox"/> Mailings <input type="checkbox"/> Withdrawal
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Where did you learn about this program? Check as many as apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> International Education Resource Center (203DUC) | <input type="checkbox"/> My Academic Advisor | <input type="checkbox"/> Orientation as New Student |
| <input type="checkbox"/> Office of International Education (ALB 503) | <input type="checkbox"/> A Study Abroad Fair | <input type="checkbox"/> One of My Instructors |
| <input type="checkbox"/> A Student Who Went on a Program | <input type="checkbox"/> UWSP Website | <input type="checkbox"/> A Residence Hall Presentation |
| <input type="checkbox"/> A Pointers with Passports Meeting | <input type="checkbox"/> SPIN/Corq | <input type="checkbox"/> A Class Presentation |

AUTHORIZATIONS AND REFUND POLICY

By signing this application, I authorize the Office of International Education to perform a conduct check of my student records and to share my contact information with other program participants as well as host country international office staff. Furthermore, by signing this application I am stating that I understand and agree to comply with the following terms:

REFUND POLICY

All study abroad participants assume financial responsibilities for their international experience well before the official U.S. departure date. International programming requires advance payments made on behalf of each individual participant to secure services such as academic lectures, tours, airfare and housing accommodations. Please read the following withdrawal and refund policy carefully.

- Airline Tickets.** As an officially confirmed participant in a UWSP study abroad program, any airline tickets purchased on the student's behalf by the UWSP Office of International Education are the student's personal property and financial responsibility. These airline tickets are not part of the UWSP study abroad program fee and thus are not covered by the following refund policy.
- Required Written Statement of Withdrawal.** In order for a participant to be considered officially withdrawn from a study abroad program, the participant must provide a written statement of withdrawal that is confirmed by a staff member in the Office of International Education.
- Program Fee Refund Policy for Withdrawal Before the Official Program Commences.** The following policy statements are in reference to the date of confirmed statement of withdrawal.
 - More than one hundred (100) days prior to the official program start date:** The Office of International Education will retain the non-refundable application fee and charge a \$250 cancellation fee. The application fee is not transferable.
 - In the period from one hundred (100) days to thirty-one (31) days prior to the official program start date:** The Office of International Education will retain the non-refundable application fee and charge a \$250 cancellation fee as well as assess penalties for any purchased or reserved transportation, accommodation arrangements, and any instructional costs that on-site providers assess as well as any other program expenditure incurred to the date of withdrawal.
 - Thirty (30) days prior to the official program start date:** The Office of International Education will assess the penalties listed above for the period from one hundred days to thirty-one days, but participants should be aware that on-site providers and other pre-purchased services may be fully non-refundable.
- Generally, **no refund** of any part of the program cost is possible for withdrawal **once a program has officially begun**.
- Any outstanding payments due may be applied to my UWSP Billing Account.

Participant Signature

Date

NOTE: The Office of International Education does NOT purchase cancellation insurance for individual participants. Participants are encouraged to investigate trip cancellation insurance to determine if such insurance is in their best interest to purchase.



University of Wisconsin-Stevens Point

Office of International Education

900 Reserve Street, ALB 503, Stevens Point, WI 54481-3109 USA

Phone: 715-346-2717; Fax: 715-346-3591

Study Abroad and National Student Exchange

E-mail: oie@uwsp.edu

www.uwsp.edu/international

FACULTY/UNIVERSITY INSTRUCTOR RECOMMENDATION FORM

APPLICANT: Fill out the top section completely down to the "TO THE REFERENCE" portion. After completing the confidentiality waiver election and the top part of this form, give this form to the individual providing your recommendation for study abroad.

NOTE: Applicants need one recommendation from a faculty member or instructor familiar with their academic abilities at the university level. Recommenders may also email us at studyabroad@uwsp.edu. For language intensive programs, this form must be completed by a World Languages & Literature instructor.

I waive [] do not waive [] any right I may have to read or obtain copies of this recommendation which I am requesting from the below mentioned individual.

Name of Applicant: _____ Applicant's Signature: _____

Email address: _____ Applicant's ID # (if applicable): _____

Program Applied for: _____ Term planning to study abroad: _____

TO THE REFERENCE: If accepted, the applicant will study abroad on a UWSP-sponsored program. Student participants must recognize and accept their responsibilities as representatives of UWSP. They must also be willing and able to contribute to, as well as benefit from the international experience. If you would like to submit a separate letter providing us with greater detail, please attach it to this form. Explanation would be crucial in cases where a characteristic is rated as "poor".

Name of Reference: _____ Position: _____

If you prefer, you may disregard this form and write out your entire evaluation in letter form or email a few paragraphs to studyabroad@uwsp.edu.

Excellent = 1, Good = 2, Average = 3, Poor = 4, Unknown = 5

- 1. Ability to work independently: 1 [] 2 [] 3 [] 4 [] 5 []
2. Ability to follow through on assignments: 1 [] 2 [] 3 [] 4 [] 5 []
3. Ability to cope with changes in course plans or syllabi: 1 [] 2 [] 3 [] 4 [] 5 []
4. Ability to express her/himself verbally: 1 [] 2 [] 3 [] 4 [] 5 []
5. Commitment to attending class: 1 [] 2 [] 3 [] 4 [] 5 []
6. Ability to express her/himself in writing: 1 [] 2 [] 3 [] 4 [] 5 []
7. Ability to contribute to a group: 1 [] 2 [] 3 [] 4 [] 5 []
8. Capacity to carry through anything undertaken: 1 [] 2 [] 3 [] 4 [] 5 []
9. Ability to take direction cheerfully: 1 [] 2 [] 3 [] 4 [] 5 []
10. Consideration for and interest in others and their views: 1 [] 2 [] 3 [] 4 [] 5 []

11. Common sense and good judgment: 1 [] 2 [] 3 [] 4 [] 5 []
12. Emotional stability: 1 [] 2 [] 3 [] 4 [] 5 []
13. Intellectual curiosity and imagination: 1 [] 2 [] 3 [] 4 [] 5 []
14. Sense of humor: 1 [] 2 [] 3 [] 4 [] 5 []

To be completed by a World Languages & Literature instructor, if student is participating in a language intensive program.

15. Rate this individual's ability to interact fluently in the target language.

1 []

Excellent

2 []

Good

3 []

Average

4 []

Poor

What stands out in your mind as the applicant's strongest and weakest points?

To what extent is the applicant able to undertake independent study projects?

In what capacity have you known the applicant: _____

WHEN? 20 _____ to 20 _____

Would you wish to take the applicant as a member of a group for which you were responsible?

Yes ____ No ____

COMMENTS:

Signature of Reference _____ Date _____

RETURN TO: UWSP Office of International Education, Room 503 Alberston Hall,
900 Reserve St, Stevens Point, WI 54481
Email: studyabroad@uwsp.edu Website: <https://studyabroad.uwsp.edu>

UPDATED July 2019



University of Wisconsin-Stevens Point

Office of International Education
Study Abroad and National Student Exchange

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ACADEMIC ADVISOR FORM FOR STUDY ABROAD

Dear Advisor:

Study abroad can be a great educational opportunity, but not without its challenges. Helping students integrate the international experience into their undergraduate degree plan is one of them. In some cases, study abroad can easily fulfill general educational requirements. In others, study abroad meets specific major or minor degree requirements. Sometimes students simply want to study abroad for personal enrichment. Whatever the reasons, academic planning and clear communication are crucial. Our sincere hope is that study abroad will help students fulfill their bachelor degree goals without prolonging time to degree. We are asking you to help student advisees make the best possible decision about study abroad choices.

(Advisee/Applicant Name)

is applying to study abroad in during .
(Country) (Term, Year)

Please discuss the following issues with your advisee, sign the statement at the bottom, and have the advisee/program applicant return this signed form to the Office of International Education (Room 103SSC).

- 1. Does the student meet the minimum academic requirements for the program?**
Each program has specific academic requirements including a minimum GPA. Please check the program requirements at studyabroad.uwsp.edu under Destinations.
- 2. How does the study abroad program fit into the student's academic plan** (general educational, major/minor coursework, elective)?
- 3. What impact will this program have on the student completing her degree in a timely manner?**
- 4. How will you communicate regarding registration for the semester after the study abroad experience?**

The advisee and I have discussed the four questions listed above. I support this student's decision to study abroad in the program and term designated.

PRINT NAME LEGIBLY

Advisor Signature

Date

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Stevens Point, WI 54481 Email: studyabroad@uwsp.edu Website: <https://studyabroad.uwsp.edu>