INSTRUCTIONS FOR STUDY ABROAD AND AWAY APPLICATION

Deadlines:

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<tr>
<th>Fall/Full Year International Programs:</th>
<th>Spring International Programs:</th>
<th>Summer Programs:</th>
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<tbody>
<tr>
<td>March 1st</td>
<td>September 15th</td>
<td>March 1st</td>
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<tr>
<td>Fall Domestic Programs:</td>
<td>Spring Domestic Programs:</td>
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<td>March 1st</td>
<td>October 2nd</td>
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**Early submission is recommended to allow time for unforeseen delays and special circumstances.**

**Applications are due by 5pm on the deadline to the Office of Study Abroad and Away Programs**

In order to submit your application, you will need to complete the steps below:

1. **Finalize your program selection and review application requirements**
   - Visit the Clark Office of Study Abroad and Away website and your program’s website to read the application requirements and eligibility criteria. [http://www.clarku.edu/offices/studyabroad/applicationprocess/apply.cfm](http://www.clarku.edu/offices/studyabroad/applicationprocess/apply.cfm).

2. **Meet with your faculty advisor to complete your "Course Credit Approval Form"**
   - Review the included directions.
   - Receive approval for major / minor credit from your advisor.
   - Receive approval for PLS courses from Academic Advising.
   - You must receive faculty approval even if you are not requesting PLS or major waivers.

3. **Request that a faculty member complete a reference form**
   - A recommendation from a professor who has taught you at the college level for a grade is required.
   - If your program requires a recommendation, you may submit the same form in place of the Clark form.
   - Provide a paper or electronic copy to your reference who will then submit the form directly to the Study Abroad and Away Office.

4. **Write a 1-2 page long essay describing the following:**
   - What is your primary motivation for studying abroad/away in your chosen location and what do you expect to gain from the experience?
   - How will your study abroad/away program support your personal, academic and longer-term professional goals?
   - What challenges do you anticipate and how do you plan to overcome them?

5. **Pay the $100 application Fee**
   - To pay online, go to your CUWeb Student Account ([www.CUWeb.clarku.edu](http://www.CUWeb.clarku.edu)).
   - Go to “View and Pay Student Account” > “Make a payment - Study Abroad/Away Application Fee.”
   - You may also pay at the Cashiers Office on the 3rd floor of the ASEC building.
   - Be sure to save your receipt for submission with your application.

6. **Download your unofficial Clark transcript**
   - Log on to your CUWeb Student Account ([www.CUWeb.clarku.edu](http://www.CUWeb.clarku.edu)).
   - Select “Student Services & Financial Aid” tab > Click “Student Records”. Select “Unofficial Academic Transcript.”
   - Print your transcript as a PDF by selecting print, change printer, save as PDF.

7. **Review your resume with Career Services**
   - In advance of the deadline, submit your resume online via Clark Recruiter or meet your LEEP Center Advisor or staff from Career services to review your resume.

8. **Copy of your Passport Photo Page**
   - Your passport must be valid 6 months past your program end date; if renewing write “renewal in process” on application.

**After Submitting Your Application:** Within 2-4 weeks after the deadline, you will receive an approval status via e-mail. If approved, you will need to confirm your intended participation and submit any additional forms by the provided deadline.
CHECKLIST FOR STUDY ABROAD AND AWAY APPLICATION

- Please review the attached instructions page for guidance on how to complete your application.
- Submit both your Clark and program-specific application by the Clark deadline.

- Please place all forms/documents in order of the checklist below.
- Only complete and organized applications will be accepted.

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**Forms to submit:**
- Checklist for Study Abroad and Away Application
- Application for Approval
- Health and Disability Management Plan
- Course Credit Approval Form
- Faculty Reference Form *(Provide to a faculty member who will submit it on your behalf)*

**Additional Documents to submit:**
- Essay
- Resume
- Unofficial Clark transcript
- Copy of Passport photo page
- $100 non-refundable application fee confirmation
- Senior Statement *(only if studying abroad during 2nd semester of senior year)*
- Language proficiency form *(If required by your program, should also be submitted with Clark application)*

**To be completed by student:**

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<th>Name:</th>
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<tr>
<td>Program:</td>
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**For Office Use:**

Questions? Contact the Study Abroad and Away Office at 508-793-7363 or studyabroad@clarku.edu
# APPLICATION FOR APPROVAL TO STUDY ABROAD AND AWAY

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<thead>
<tr>
<th>Name</th>
<th>Clark ID#</th>
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<tr>
<td>Home Address</td>
<td>Cell Phone:</td>
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<tr>
<td>Clark Email:</td>
<td>Other Email:</td>
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<td>Citizenship(s)</td>
<td>Date of Birth</td>
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<td>Race/Ethnicity</td>
<td>Gender Identity</td>
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<td>Major</td>
<td>Minor / Concentration</td>
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<td>GPA</td>
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<td>Class standing while abroad</td>
<td>Graduation Year</td>
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**Passport Number***

*If you are currently renewing your passport, please submit current passport info and write “renewal in progress.” If you are currently applying for a passport, write “application in process.”

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<th>Institution/Organization conducting Program</th>
<th>Program Location (City, Country)</th>
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**Period of study:** Academic Year 20______ / Fall 20____ / Spring 20____ / Summer 20____

**Have you ever been on social or academic probation?** Yes / No  If yes, please explain:

**Do you receive tuition assistance as a Clark family member?** (Is a parent employed by Clark?) Yes / No  **Do you receive Clark Financial Assistance** (including scholarships or loans)? Yes / No  **Do you receive a Pell Grant?** Yes / No

- I understand that any violation of university academic and disciplinary policy may affect my eligibility to study abroad.
- I hereby authorize the release of my academic, disciplinary and medical records, including mental health records, to the Study Abroad Office. I also authorize the Study Abroad Office to further release any of such records that they deem relevant or necessary to the study abroad agents in the country where my study abroad program occurs.

| Signature | Date |

*Clark University does not discriminate against qualified persons on the basis of race, color, sex, sexual orientation, religion, national origin, age as defined by law, or handicap. Clark University is an Affirmative Action/Equal Opportunity institution.*
STUDY ABROAD AND AWAY HEALTH AND DISABILITY MANAGEMENT PLAN

Student Name: __________________________________ Program: ____________________________________

Studying abroad can cause normal stress that may exacerbate existing physical or emotional conditions. Disclosing information about your current physical and emotional wellbeing will help us to best advise you for a healthy time away.

Most programs provide reasonable accommodations for students, but this does not guarantee that accommodations or medications you are used to will be available. It is important that you are aware of these limitations during the application process and plan for your needs well in advance.

Applicants are required to return this form signed, but all information is voluntary. Your approval status will not be affected based on the information you provide. Please provide your answers below or on a separate page as needed.

1. Do you currently see a health professional for any ongoing physical or mental health needs? If yes, please describe how you manage this and what your plans are for continuing management while abroad or away from Clark?

2. University and living facilities in other countries may not meet American standards of accessibility for persons with physical or learning disabilities. Do you have a disability for which you will need accommodations while abroad? (Ex. physical, learning, visual, psychological, communication, etc.) Note: Students need to be registered with the Office of Student Accessibility Services to receive accommodations while off campus.

3. List medications that you currently take and your plan for continuing your medication abroad. Have you checked that these medications will be available in your program site? Will any medication need special handling?

4. List any dietary restrictions or allergies and your plans for managing these while abroad or away from Clark.

5. Is there any other information that you would like to include in your Health Management plan for going abroad?

- The answers and information I have given on this form and any attachments are complete and accurate to the best of my knowledge.
- I hereby authorize the release of my medical records, including mental health record, to the Study Abroad and Away Office. I also authorize the Study Abroad and Away Office to release any such record that they deem relevant or necessary to the study abroad agents where my study abroad program occurs.

Signature ___________________________ Date ___________________________
INSTRUCTIONS FOR OBTAINING PRE-APPROVAL FOR COURSES TAKEN ON A STUDY ABROAD AND AWAY PROGRAM

Please complete this form together with your faculty advisor and return it to the Office of Study Abroad and Away Programs as part of your application.

1. Select the courses you wish to take during your program
   It is strongly recommended to select more courses than you are required to take. Courses are not guaranteed to run each semester, so it is wise to have extra courses pre-approved.

2. Fill in your course selections and number of credits you will earn for each course
   Remember that you are looking for the appropriate number of credits and NOT number of courses. One Clark unit is approximately equivalent to 4 US credits or 8-10 ECTS credits. It is important to check with your program how many credits you will need to take to be considered full time.

3. Major / Minor / Concentration Credits
   Provide course descriptions / syllabi to the Faculty Advisor or Chairperson of your major / minor / concentration department if you want to take a course for major / minor / concentration credit. Ask your advisor to initial the Major / Minor Approval column.

4. Program of Liberal Studies Credits
   If you wish courses to be evaluated for a Program of Liberal Studies requirement, write the requirement for which you want the course considered (i.e. HP, SP, etc.), in the column marked “PLS Requested”. You must request PLS approval from Academic Advising. Please include a course description / syllabi with your request.

5. Faculty Advisor Approval
   Have the form signed by your faculty advisor(s), indicating their approval of participation in your selected program, even if you are not requesting major credit approvals.

6. Return this form to the Study Abroad Office with your application

NOTE: Once your program begins, you MUST email your faculty advisor at Clark and the Study Abroad and Away Office with any course changes. Save your academic-related correspondence and work performed while away. This is important in case there are questions on grading or academic integrity.

Clark-Partner programs: Courses taken on a Clark-partner program must be taken for a letter grade. Internship programs must be taken Pass/Fail.

Non-Clark and Summer programs: All students on a non-Clark partner program will receive transfer credit provided a C or above is earned.
CLARK STUDY ABROAD AND AWAY COURSE/CREDIT APPROVAL FORM

Name_______________________________________________ ID#_________________________ Cell ____________________

E-mail address_________________________________ Graduation Year _____________ GPA_________

Study Abroad Program_____________________________________________ Semester Away: ____________________________

Major 1_________________________________________ Faculty Advisor 1__________________________

Major 2_________________________________________ Faculty Advisor 2__________________________

Minor / Concentration_________________________________ Faculty Advisor________________________

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<tr>
<th>Course Title</th>
<th># of credits earned (in host credits)</th>
<th>Major / Minor Approval (Faculty Initial)</th>
<th>PLS Requested</th>
<th>PLS Approval (Academic Advising Initial)</th>
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Faculty Approval:
I have met with the abovementioned student and confirm that they are on track to complete all academic requirements, based on their completed coursework and proposed courses during their study abroad / away program.

Signature, Faculty Advisor, Major (Required) __________________________ Date ______________

Printed Name and Department ____________________________________________

Signature, Faculty Advisor, Major / Minor / Concentration  
_________________________ Date ______________

Printed Name and Department ____________________________________________

Please contact the Study Abroad and Away Office at 508-793-7363 or studyabroad@clarku.edu with any additional questions or concerns.
Clark Study Abroad and Away Faculty Reference Form

To be completed by the applicant:

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<th>Name</th>
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<tr>
<td>Study Abroad Program</td>
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<td>Graduation Year</td>
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I hereby waive my right to access the information on this completed form:

| Applicant Signature | Date |

To the referee:

For approval to study abroad or away, all students must obtain a faculty recommendation. Please provide any information regarding the applicant’s academic qualifications, strengths and weaknesses, sense of responsibility, motivation, character, and ability to work with others.

| How long have you known the applicant? |
| In what capacity? |

Please report on the student's strengths and weaknesses, as well as any aspect of the applicant's character or personality that might affect their success on a study abroad program.

How would you characterize your support of this student’s plans to study away or abroad?

| Enthusiastically | Favorably | With Reservations |

Please note that this recommendation is for Clark University approval only. The student will independently apply directly to their program of choice and may ask you to write an additional recommendation for their specific program. Please consider saving a copy of your comments for future reference.

| Name of Referee (print): |
| Position / Department: |
| Signature: | Date: |

All information is confidential. Return the completed form to studyabroad@clarku.edu or to Study Abroad via campus mail.