



APPLICATION FOR STUDY ABROAD

OFFICE OF GLOBAL EDUCATION
[803-535-5400/jacjackson@claflin.edu](mailto:jacjackson@claflin.edu)

Parent/Legal Guardian Contact Information

Father's Name _____	Mother's Name _____
Street address _____	Street address _____
City or town _____	City or town _____
State / Zip Code _____	State / Zip Code _____
Home phone number (____) _____	Home phone number (____) _____
Work phone number (____) _____	Work phone number (____) _____
E-mail _____	E-mail _____
<input type="checkbox"/> Do not contact.	<input type="checkbox"/> Do not contact.

Person to be notified in case of emergency? Father Mother Other*

Person to receive billing statements? Father Mother Other*

**If you have checked "Other" for either of the previous questions, please complete the following to be used for emergency billing:*

Name _____ Relationship _____

Street _____ City _____ State _____ Zip Code _____
Home Phone (____) _____ Work Phone (____) _____

Selected Program

Program Sponsor (company or exchange university): _____

City, state, country: _____, _____, _____

Study abroad period: Fall Spring Full Year Summer

Personal Statement

On separate sheets of paper, please attach a personal statement of about two pages that includes the following elements: why you plan to study abroad, what factors have influenced this decision, anticipated benefits, why you selected your particular program, how you believe the experience will enhance your academic background, how the experience will increase your capacity to serve others, non-classroom activities in which you hope to participate (service, internships, religious involvement, extracurricular activities, living with native speakers, excursions, etc.)

Note: This personal statement, in adapted form, may also be used for outside funding applications.



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Faculty Recommendation

To the Student: Please fill out **and sign** the Student Information and Program Choice sections, and then give this form to a faculty member who is familiar with your work.

Student Information

First Name Last Name Middle Name

Program Choice

Program Sponsor (company or exchange university): _____

City, Country: _____, _____

Semester, year studying abroad: _____, _____

I give up the right to see this recommendation: Yes No

Student Signature

Date

To the Faculty Member: *The student's application will not be complete until we receive this form.* Please send it to the Director of Global Education (Tingley Hall, 1-S3). If you desire, you may make additional comments on this form or on a separate sheet.

In what capacity and for what length of time have you known the applicant?

The quality of academic work prepared by the applicant is

Excellent Above average Satisfactory Below average Unsatisfactory

The applicant's overall familiarity with the subject matter of the courses I taught is

Excellent Above average Satisfactory Below average Unsatisfactory

The applicant's intellectual motivation is

Excellent Above average Satisfactory Below average Unsatisfactory

The applicant's stability, independence, creativity, and flexibility is

Excellent Above average Satisfactory Below average Unsatisfactory

Overall, I would rate this student's capacity to succeed in a foreign educational setting as

Excellent Above average Satisfactory Below average Unsatisfactory

Name _____

Position _____

Department _____

Signature

Date



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Financial Aid Clearance Certification and Other Required Signatures

Students who study abroad must comply with the same financial aid procedures that they follow when studying on campus at Clafin University. Final approval by Clafin University to study abroad is not granted without completion of these requirements. A stamped, approved course schedule and a copy of the Financial Aid Award Letter must be attached to this document. The student is responsible to cover any difference between the total amount of financial aid and the total amount of Study Abroad expenses (including program fee, transportation, health insurance, books, etc.)

Student Signature

Date

Director of Global Education

Date

The information in this application is complete and correct to the best of my knowledge. The application process may include supplementary materials, which I agree to complete promptly.

If accepted into the Exchange Program, I will participate in all required orientation meetings, and complete all evaluations. I give permission to the Office of Global Education (OGE) to send my parent(s) or guardian(s) any information deemed appropriate by the OGE.

I also authorize the Registrar to release my transcript to the OGE as part of this application, and the OGE to forward transcripts and other information, as appropriate, to the overseas studies program(s) to which I am applying. I understand that any action on this application is contingent on review of all of my Clafin University grades, and my complete academic and disciplinary records through the time of departure for the program.

I further understand that a change in my academic status or an academic (including Honor Code) or disciplinary violation or sanction prior to my departure overseas may result in the withdrawal of support for my nomination. I understand that weekly contact by email with the Director of Global Education is expected.

Academic Advisor or Department Chair

Date

Office of Residential Life

Date

Director, Alice Carson Tisdale Honors College (**Only if applicable**)

Date

Provost

Date

Office of Fiscal Affairs

Date



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Conditions of Acceptance, Release, and Waiver/Required Documents Index

Students wishing to study abroad must submit the following required documents to the Office of Global Education, with all appropriate signatures in the official application folder provided by the Office of Global Education by the appropriate deadline. The deadline for submission of all documents is November 1 for spring semester experiences and April 1 for the summer term or the fall term.

Please note that Clafin University is committed to compliance with all guidelines, policies, and procedures relevant to submission of applications and required documents for study abroad experiences to our partner institutions and exchange agencies. All deadlines are firm and cannot be adjusted under any circumstances.

Required documents include:

- Clafin University Application for Exchange Programs (this document)*
- Personal statement
- Faculty Recommendation Form
- Registration worksheet (with required approval signatures)
- Pre-registration schedule
- Unofficial Academic Transcript (may be printed from MyClafin)
- Disciplinary Clearance Form (with required approval signature)
- Program/Foreign Institution Documentation
- Supplementary Insurance Documentation (EIIA covers anyone from CU that travels abroad)
- Evidence of having attended mandatory study abroad orientation
- Required Document Index (with required approval signatures)

Approval for this document

Director of Global Education

Date

Student

Date