

OFFICE OF GLOBAL EDUCATION 803-535-5400/jacjackson@claflin.edu

Personal Information

Last Na	me	First Name	Middle Name
Gender: □ M □	F CU Student ID#		ore Junior Senior Online
Date of Birth: _	(mm) / (dd) /	(yyyy)	
Country of Birth	n:	Country of citizenship):
Place of birth (c	ity, state):		
Passport #:		Expiration date:	
Country of Issue	e:		
University Info	rmation		
School: Busin	ness 🗆 Education 🗆 Huma	nities & Social Sciences Nat	tural Sciences & Mathematics
Major:		Minor:	
Expected semes	ter and Year of Graduation	1:	_
Contact Inform Home Address:			
Street	City	State	Zip Code
Permanent home	e phone: ()	E-mail Address	
Cell phone: ()	_	
Personal Campu	s Mailing Address: Addre	ess below is \square on campus \square of	f campus.
Street	City	State	Zip Code
Personal campus	s phone: ()		
Summer Addres	s:		
Street	City	State	Zip Code



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Parent/Legal Guardian Contact Information

Father's Name	Mother's Name				
Street address					
City or town					
State / Zip Code	State / Zip Code				
Home phone number ()					
Work phone number ()	Work phone number ()				
E-mail	E-mail				
☐ Do not contact.	☐ Do not contact.				
used for emergency billing:	he previous questions, please complete the following to be Relationship				
Street City	State Zip Code				
Home Phone ()	_ Work Phone ()				
Selected Program Program Sponsor (company or exchange uni	versity):				
City, state, country:,					
City, state, country:,,,,,					

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 actives, 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 C	hoice	
Program Spons	or (company or excha	nge university):		
City, Country: _		,		
Semester, year	studying abroad:		,	
I give up the rig	ght to see this recomm	endation: Yes	□ No	
Student Signatu	ıre			Date
Please send it to additional comm	o the Director of Glob ments on this form or	al Education (Tinglon a separate sheet.	ley Hall, 1-S3). If you	til we receive this form desire, you may make
In what capacity	y and for what length	of time have you ki	nown the applicant?	
	ncademic work prepar			
☐ Excellent	☐ Above average	•	☐ Below average	☐ Unsatisfactory
* *	overall familiarity wi ☐ Above average	th the subject matter Satisfactory		ght is ☐ Unsatisfactory
* *	intellectual motivatio ☐ Above average		☐ Below average	☐ Unsatisfactory
	stability, independend Above average		lexibility is ☐ Below average	☐ Unsatisfactory
	d rate this student's ca Above average		n a foreign educationa Below average	al setting as Unsatisfactory
Name				
Position				
Signature				



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Registration Worksheet

Current cumulative grade point average	(2.75 minimum)
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Academic Coursework

Academic advisement and pre-registration are required for all students studying abroad. Students are expected to meet with their academic advisors and select appropriate coursework for the semester/period away as well as for the semester they expect to return to Claflin University. Students must register for the appropriate level of Study Abroad (STUD 200, 300, or 400) during the study abroad period. In an effort to provide a smooth transition between Claflin University and the selected institution, students are encouraged to enroll in coursework that is applicable to their program of study. All coursework taken at the foreign institution will be added to their official academic transcript upon receipt of their official grade reports and these grades will be counted toward the cumulative grade point average.

	heir official acade	mic tran	script upon receipt of their official grade repo ade point average.		
Semester Away					
Proposed Courses for Study Abroad period		Cour	Course Equivalent at Claflin University		
Total Anticipated Hours			Anticipated Hours		
Total Anticipated Hours		Tota	Anticipated Hours		
Semester of return					
Proposed coursework for se	mester after retu i	rning fro	om study abroad (you are expected to		
pre-register for these course	s online while abr	oad):	Attach:		
			-copy of schedule indicating appropriate section of Study Abroad, and proof of registration		
			-unofficial academic transcript		
Total Anticipated Hours					
Required Signatures:					
Advisor	Department (Chair	Director, Alice Carson Tisdale		
			Honors College		

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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 Claflin University. Final approval by Claflin 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 knoprocess may include supplementary materials, which I agree to complete promptly	
If accepted into the Exchange Program, I will participate in all required orientationall evaluations. I give permission to the Office of Global Education (OGE) 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 a to forward transcripts and other information, as appropriate, to the overseas studiam applying. I understand that any action on this application is contingent on re University grades, and my complete academic and disciplinary records through the program.	ies program(s) to which I view of all of my Claflin
I further understand that a change in my academic status or an academic (in disciplinary violation or sanction prior to my departure overseas may result in the for my nomination. I understand that weekly contact by email with the Director expected.	he withdrawal of support
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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Disciplinary Clearance

The student named below has no past or pending disciplinary issues that would prevent their successful completion of a study abroad program. It is understood that disciplinary problems that arise anytime prior to departure to the study abroad program site may constitute grounds for exclusion from the program. Any financial loss incurred due to such a cancellation would need to be assumed by the student.

(student name) is a	applying to study abroad during the
(semester, year).	
Does this student have a disciplinary record with Claflin Univ	versity?
\Box No \Box Yes, and an official document or copy stating the de	etails is enclosed
If you have any additional comments, you may write them her	re or attach a separate sheet of letterhead.
Approval for this document	
Vice President for Student Development and Services	Date



Required documents include:

APPLICATION FOR STUDY ABROAD

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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 Claflin 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.

	Claflin 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 MyClaflin)		
Disciplinary Clearance Form (with required approval signature)			
 □ Program/Foreign Institution Documentation □ Supplementary Insurance Documentation (EllA covers anyone from CU that travels abroader) 			
	Evidence of having attended mandatory study abroad orientation	,	
	Required Document Index (with required approval signatures)		
Appr	oval for this document		
Direc	tor of Global Education	Date	
Stude	nt	Date	