



APPLICATION FOR STUDY ABROAD

OFFICE OF GLOBAL EDUCATION
globaleducation@clayton.edu

Personal Information

Last Name	First Name	Middle Name
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Gender: M F CU Student ID # _____ Freshman Sophomore Junior Senior
 Online Professional and Continuing Studies

Date of Birth: ____ (mm) / ____ (dd) / ____ (yyyy)

Country of Birth: _____ Country of Citizenship: _____

Place of birth (city, state): _____;

Passport #: _____ Expiration date: _____

Country of Issue: _____

University Information

School: Business Education Humanities & Social Sciences Natural Sciences & Mathematics

Major: _____ Minor: _____

Expected semester and Year of Graduation: _____

Contact Information

Home Address:

Street	City	State	Zip Code
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Permanent home phone: (____) _____ E-mail Address _____

Cell phone: (____) _____: WhatsApp phone number: (____) _____

Personal Campus Mailing Address: Address below is on campus off campus.

Street	City	State	Zip Code
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Personal campus phone: (____) _____

Summer Address:

Street	City	State	Zip Code
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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 (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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Registration Worksheet

Current cumulative grade point average _____ (2.75 minimum)

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 Clafin 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 Clafin 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.

Semester Away

Proposed Courses for Study Abroad period

Course Equivalent at Clafin University

Total Anticipated Hours _____

Total Anticipated Hours _____

Semester of return

Proposed coursework for semester **after returning** from study abroad (you are expected to pre-register for these courses online while abroad):

Total Anticipated Hours _____

Attach:

- copy of schedule indicating appropriate section of Study Abroad, and proof of registration
- unofficial academic transcript
- copy of Program/International Institution Documentation

Required Signatures:

Advisor

Department Chair

Director, Alice Carson Tisdale
Honors College
(if applicable)



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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 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 to forward transcripts and other information, as appropriate, to the overseas studies program(s) to which I am applying. I further grant permission to the visiting institution, upon completion of my program, to return transcripts and other information to Clafin University's Office of Registrar. 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 international studies is expected.

Academic Advisor or Department Chair

Date

Office of Residential Life

Date

Director, Alice Carson Tisdale Honors College (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 applying to study abroad during the
 _____ (semester, year).

Does this student have a disciplinary record with Clafin University?

- No Yes, and an official document or copy stating the details is enclosed

If you have any additional comments, you may write them here or attach a separate sheet of letterhead.

Approval for this document

 Vice President for Student Affairs and Services

 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 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.

Required documents include:

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

Approval for this document

Director of Global Education

Date

Student

Date