



## Study Abroad Application Process

### General Requirements

International Programs requires that all applicants to Union College programs:

1. Have and maintain at least a 2.5 cumulative GPA. (Programs to Japan and Ireland require a 3.0 GPA)
2. Be in good academic standing as of the date of going abroad
3. Successfully have completed two courses at Union College the term prior to their term abroad program
4. Meet the minimum language requirement (if any) specified
5. Complete the application process, which includes an essay

The International Programs Office will verify with those program administrators responsible for determining the eligibility of applicants, selecting program participants and safeguarding their health and well-being. If applicants have accumulated five points at the time of application and/or if applicants accumulate five points in the time period between applying and departure, it may affect their eligibility to participate.

In addition, most programs, including those hosted by overseas universities (“Host Institution”) with a relationship with Union College, have preconditions for approval of applications. Students must meet or plan to meet these specified prerequisites, as well.

### Application Checklist

You must demonstrate academic reasons for studying abroad. Your application will be evaluated on:

1. The **appropriateness** of your plan of study to your overall academic plan
2. The **quality** of the match between your goals and opportunities the program offers
3. The **strength** of your preparation at Union College
4. The **satisfactory assessment** of fulfilling essential program requirements

Deadlines and additional prerequisites for Union College programs are listed in the individual program descriptions. **To apply, please submit the following to the International Programs Office by the stated deadline. Incomplete applications will not be accepted.**

1. **Application Form:** Please note that the application form for Union programs and the form for the Partnership for Global Education (PGE) programs are different. Be sure you have the correct form.
2. **Essay:** The guidelines for most Union programs are in “Suggestions for Writing the Term Abroad Essay.” There are a few programs, however, where the guidelines are different. Ask at the International Programs Office to be sure you have the correct guidelines for the program(s) to which you are applying. The guidelines for the PGE essay are on the application form. All essays for Union programs should be typed, single-spaced, and no more than a single page. Essays for PGE programs may be two pages.
3. **Unofficial Transcript:** Include an Unofficial Transcript from Webadvisor.

*International Programs Office | Union College | Old Chapel 3<sup>rd</sup> Floor | Schenectady, NY 12308  
P: 518-388-6002 | F: 518-388-7124*

### **Approval Process**

Once the application deadline has passed, three faculty members associated with the program will read the applications and decide which students are provisionally accepted, which are on a ranked wait list and which are on an unranked wait list.

Provisionally accepted students will be given instructions on how to pay the \$200 non-refundable deposit. They will also receive an International Programs Medical Information Form, to be returned to the office within two weeks, signed by the student and his/her parents.

Also included will be the International Programs Self-Identification Form, to be returned, if necessary, to the office within two weeks. Please note that with the exception of work-study, students on financial aid will have that aid applied to program costs.

### **After Provisional Acceptance**

Students are required to submit the following documents and forms to the International Programs Office by the end of the eighth week of the term preceding the program. You will be given instructions and forms at the first orientation meeting, which will occur in the second or third week of the term preceding the program.

There is one exception to the due date. You will be told by what date the Host Institution Application is due. If you do not submit this application on time, you will be removed from the program. The host institution must receive the application in a timely fashion because of the visa process.

1. **Passport Photocopy:** Submit a photocopy of the inside page of your passport. If you do not have a valid passport (or if it will expire within six months of the end date of your program), apply for one immediately and bring a copy to International Programs.
2. **Host Institution Application Form:** If there is one
3. **Student and Parent Participant's Agreement-Waiver of Liability and Hold Harmless Agreement:** Must be completed and with you and your parents' or guardians notarized signatures
4. **International Programs Code of Conduct with Alcohol and Drug Policy:** Must be signed by you and your parents or guardians
5. **International Programs Sexual and Other Forms of Unlawful Harassment Policy:** To be signed by you
6. **International Programs tuition and credit guidelines:** Signed by you and your parents or guardians
7. **Housing and Health Form:** Includes housing preferences, prescription drugs taken on a regular basis, drug allergies, food and diet needs, emergency medical information

### **Before Leaving**

**Pre-Departure Orientation:** You are **required** to attend the International Programs orientation and any program-specific orientations that may be organized. Failure to attend will jeopardize your ability to participate in your study abroad program.

**Course Credit on Study Abroad:** The number and type of courses you will take on your term abroad will vary depending on the program. Most courses have prior approval and the Registrar will take care of any issues of registration. Some things to note:

1. You must take the designated number of courses for the program, e.g. if it is four, you must take four; if it is three, you must take three.
2. You must take any required language courses.
3. You are not allowed to drop any courses, barring serious medical circumstances.
4. You may not take any courses Pass/Fail.
5. If you wish to take an elective that is normally not taken by Union students or falls outside the normal course offerings at Union, you must obtain approval either from an appropriate department chair at Union or from the Dean of Studies.
6. General Education credit for term abroad courses – you must obtain this from the Dean of Studies. It is your responsibility to provide a course description, syllabus or any other relevant information.
7. Writing Across the Curriculum credit for term abroad courses – you must obtain this from the Dean of Studies. It is your responsibility to provide a course description, syllabus, copies of papers you have written or any other relevant information.

### **While Abroad**

**Union College Academic Regulations:** Academic regulations apply to students while studying abroad. In addition to Union College academic regulations, students must maintain a standard full course load of classes as defined by the host institution. You are also required to follow the academic policies of the host institution overseas and study abroad program. *You should contact International Programs regarding any questions about these policies.*

**Course Load:** While abroad, students must maintain a standard full course load of classes as defined by the host institution; this would typically be equivalent to three to four courses at Union. Check with both your overseas coordinator and International Programs to verify your registration. Notify International Programs of the actual courses in which you are enrolled by the end of the on-site add/drop period.

**Pass/Fail:** No course on a Union International Program may be taken pass/fail.

### **Returning to Campus**

**Grades:** Grades will be sent from your program to the International Programs Office and then transferred to the Registrar's Office. Please note that for some programs, it takes a considerable amount of time for grades to arrive, and the office can do nothing to speed up their arrival.

**Evaluation:** You are required to complete a study abroad evaluation either at the end of the program or upon your return to Union. This evaluation will be used on a confidential basis by International Programs staff to make improvements in future programs.