



INSTRUCTIONS TO APPLY FOR AN INDEPENDENT STUDY ABROAD PROGRAM

Eligibility

Ensure you meet the eligibility criteria posted on the International Programs website.

Independent Study Abroad Instructions

All application materials are to be placed in one large envelope clearly labeled with your name and “ISA application” and turned in to the International Programs Office, Old Chapel, Third Floor **no later than 5:00 pm on Friday of the 5th week of winter term.**

- Completed Application Form, including Course Approval Form
- Unofficial Transcripts (Print from Web Advising)

Address each of the following in your proposal:

- Essay And Program Overview:** A typed, single-spaced essay of no more than two pages explaining your academic reasons for wanting to participate in this program. You should explain why this program offers opportunities that are important for your academic program of study that are not available at Union or on Union terms abroad. It must include an overview of your proposed plan of study, including the rationale for pursuing independent study abroad and how the program will contribute to your academic coursework at Union.

In order to participate in an ISA, students must have a designated primary faculty advisor for the ISA. The student must maintain contact with the primary faculty advisor on a regular basis (at least once every 2 weeks; ideally every week). This communication is the student’s responsibility and student’s must notify the International Programs Office if the faculty member is not communicating on a regular basis. This regular communication enables Union College to monitor our student’s well-being and to immediately address any developing issues.

Note: The International Programs office strongly suggest that students do extensive research to find reputable third party providers in their host countries who can provide logistical support (e.g. assist in finding safe and secure housing, provide orientation, provide an in-country contact in case of emergency or urgent questions, etc.)

- Course Approval Form:** This form is an approved list for each academic credit (including internships) that you hope to earn during your time abroad. In addition, include the names of the professors who have agreed to grade each of your proposed courses. **A copy of this form needs to be provided to each faculty member who will be responsible for grading your coursework.**
- Proposed Budget:** A clear and detailed breakdown of all estimated expenses related to your study abroad experience including room, board, ground transportation, non-Union tuition (if applicable). Please use the ISA Budget Form.

We strongly suggest that students do extensive research to find reputable third party providers in their host countries who can provide logistical support (e.g. assist in finding safe and secure housing, provide orientation, provide an in-country contact in case of emergency or urgent questions, etc.)

- Faculty Endorsement:** A letter or letters describing an overview of the academic work and assignments to be completed in conjunction with each course credit and an endorsement addressing the student’s qualifications for independent study abroad coursework. The letter must also acknowledge the faculty member’s willingness to supervise and grade the academic work and to serve as a resource for the student while the student completes the ISA. The letters should be signed and submitted on letterhead in a sealed envelope with the faculty member’s signature across the seal.
 - You should provide the Faculty Endorsement Letter Guidelines, attached to this application, to each faculty member agreeing to award academic credit for Independent Study Abroad coursework.



Application for an Independent Study Abroad (ISA)

(Union terms abroad, mini-terms, non-Union Term Abroad or those programs under the [Partnership for Global Education](#) (PGE) require the completion of a separate application and essay.)

Program Choice	
Independent Study Abroad Location/Term/Year	

Contact Information - Overseas Name and Title of English Speaking Overseas Contact	

Phone Number	Email
_____	_____

Personal Information Full Name (As it appears on your passport)			

Gender	Union ID Number	Union Email	Union Mail Box #
_____	_____	_____	_____
Your Mailing Address at Union (<i>residence, apartment or post office box, city, state, zip</i>)			Telephone at Union (cell or other)
_____			_____
Permanent Address (<i>street, city, state, zip</i>)			Permanent Telephone
_____			_____
Birth Date (<i>month, day, year</i>)	Birth Place (<i>city, state, country</i>)	Country of Citizenship	
_____	_____	_____	
Do you have a passport?	Passport Expiration Date	Issuing Country of Passport	Visa status (if not a U.S. citizen)
_____	_____	_____	_____

Academic Status			
Major(s)	Minor(s)	Graduation Year	Cumulative GPA (to be verified by International Programs)
_____	_____	_____	_____
Advisor		Advisor's Email	
_____		_____	

Study Abroad Experience

If you have applied to one or more Union study abroad, mini-term, independent study abroad or Union-sponsored Non-Union program, please provide further information on the program(s):

Type of Program	Program/Term/Year	Accepted (Yes/No)	Participated (Yes/No)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent/Guardian Information

1. Name: _____

Relationship: _____

Address: _____

(street, city, state, zip)

Below you must provide at least one phone number and if available, an email

Home Tel: _____

Work Tel: _____

Mobile: _____

Email: _____

2. Name: _____

Relationship: _____

Address: _____

(street, city, state, zip)

Below you must provide at least one phone number and if available, an email

Home Tel: _____

Work Tel: _____

Mobile: _____

Email: _____



Remember that you must hand in this page with the original signatures.

RELEASE

International Program: _____

Student: _____

I authorize the release of my official academic transcript and medical, disciplinary, and other records maintained by Union College to those program administrators responsible for determining the eligibility of my application, selecting program participants and safeguarding their health and well-being.

I understand that if I have accumulated five or more points at the time of application and/or if I accumulate five or more points in the time period between applying and departure, it may affect my eligibility to participate.

Student/Participant Signature: _____ Date: _____

Print Name of Student/Participant: _____

ACADEMIC ADVISOR APPROVAL

Academic Advisor: _____

As the Academic Advisor to: _____

I hereby approve this student's participation in this program and it is my assessment that participation will not compromise progress toward meeting major, minor, or graduation requirements.

Signature: _____ Date: _____

Print Name: _____

PRIMARY FACULTY ADVISOR

This is to acknowledge that I am willing to serve as a Faculty Sponsor for an Independent Study abroad (ISA) student as described below. I understand that I will be compensated \$500 per course and that my responsibilities as a sponsor include the following:

- 1) To evaluate the full proposal and affirm my satisfaction with the academic content and viability of the plan of study.
- 2) To be in communication with the student while he/she is abroad on a bi-weekly basis about the project/course. The International Programs office understands that communication is a two-way endeavor and that the faculty's main responsibility toward the student is academic, but as the Union faculty member is our main source of contact with the student on an Independent Study Abroad program, this the method by which we know if the student is doing well or may need assistance from our office.
- 3) To evaluate the student's coursework and assign him/her a grade.

Signature: _____ Date: _____

Print Name: _____

DEPARTMENT CHAIR APPROVAL

I hereby approve this student's participation in this program and it is my assessment that participation will not compromise progress toward meeting major, minor, or graduation requirements.

Department Chair Signature: _____ Date: _____

Print Name: _____

Applicant Name: _____



Independent Study Abroad Course Approval Form

Name _____ Union ID # _____ E-mail _____

Graduation year: _____ Major _____

Overseas Institution _____ City and Country _____

Term/s overseas (please check): _____ Fall _____ Spring _____ Winter _____ Summer

Faculty Advisor(s): _____

Grades received from a Term Abroad program will be entered into student's academic record and calculated into his/her GPA. Please provide at least 4-5 course choices per term (in case you are unable to secure your first course preference).

	Proposed Course Title	Union Course Units	Dept.	Gen Ed Category	Signature of Independent Study Faculty Supervisor	Chair's Signature	Chair's Printed Name	Major/Credit* (Y/N)
Example	<i>Business Strategies</i>							
	<i>International Marketing</i>							

*Course will be given major credit? (Y/N). This column is to be completed by the chair.

Required signatures:

Dean of Studies Signature _____ Date _____

International Programs Director Signature _____ Date _____

I understand how this study, as approved, affects my academic program. Study abroad courses may not be taken Pass\Fail or dropped. I understand that these course approvals are my own responsibility, and NOT that of the International Programs Office. It is my responsibility to obtain approved home campus equivalents for any and all classes I participate in while overseas. In the event that I change any of the above courses, I understand that I must seek additional approval from the Dean of Studies by the end of the first full week of classes abroad. Failure to do so may jeopardize the fulfillment of my degree requirements.

Student Signature _____ Date _____

E-mail contacts:

Dean of Studies: Kristin Bidoshi, bidoshik@union.edu	Director of International Programs: Lara Atkins, atkinsl@union.edu
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Students should check schedule on WebAdvisor in the term before departure to see final course listings.

Routing: Faculty Member->Chair->Dean of Studies->Director of International Programs ->copy to student

Applicant Name: _____



FACULTY ENDORSEMENT LETTER GUIDELINES

TO BE DISTRIBUTED (ALONG WITH ESSAY AND PROGRAM OVERVIEW) TO EACH FACULTY MEMBER AGREEING TO AWARD ACADEMIC CREDIT FOR INDEPENDENT STUDY ABROAD (ISA) COURSEWORK

STUDENT APPLICANT'S NAME-PLEASE PRINT

The student named above is applying for an Independent Study Abroad (ISA) and has identified you as a faculty supervisor. The faculty member's responsibilities, which focus on the academic content of ISA projects, include:

- Assisting the applicant in sharpening the focus of the overall project plan
- Identifying institutions and individuals who could serve as appropriate foreign contacts
- Proposing the scope of the academic credit for various components of the project
- Monitoring progress during the applicant's time abroad [Weekly contact is expected.]
- Coordinating supervision with colleagues at foreign institutions(s) if necessary
- Grading the project

Compensation for supervising independent study components of ISAs will be similar to that for sophomore research project supervision (currently \$500 per credit).

Please provide the Liaison Committee on Study Abroad (LCOSA) with your Faculty Endorsement Letter. This is a letter describing an overview of the academic work and assignments to be completed in conjunction with each course credit and an endorsement addressing the student's qualifications for independent study abroad coursework. The letter must also acknowledge your willingness to supervise and grade the academic work and serve as a resource for the student while he/she completes the ISA. Letters should be signed and submitted on letterhead in a sealed envelope with your signature across the seal. All letters should be given to the applicant so that s/he may submit all materials at the same time to the International Programs Office. Applications are due no later than 5 pm Friday of the 5th week of winter term.