

EXCHANGE PROGRAM



HANDBOOK

This handbook is specific to
long-term exchange programs that are
a semester or an academic year.



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Office of International Education

Box 4485
Austin Peay State University
Clarksville, TN 37044 USA
Office: Harned Hall, Room 127

Email: InternationalEd@apsu.edu
Telephone: (931) 221-6851
Fax: (931) 221-6853
Office Hours: 8 a.m. – 4:30 p.m.

website: <http://www.apsu.edu/internationaled/abroad>

WHAT IS AN EXCHANGE PROGRAM?

Put simply, it's a once-in-a-lifetime opportunity to earn college credits while living in a foreign country. This *Exchange Program Handbook* focuses on long-term study-abroad programs. For a current listing of programs, please visit the website.

What makes an exchange program?

- It lasts a semester or a full academic year.
- You will study at a partner institution, earning at least 12 APSU credit-hours.
- You will travel independently immersing yourself in the academic experience and host country's culture.

How do I get started?

- **Apply for a passport.** It will take between four and eight weeks for your passport application to be processed. Apply early! Go online to www.travel.state.gov for more information about passports, including how and where to apply.
- **Choose the program that's right for you.** Research exchange programs that fit your interests and academic goals under the "programs" link on our website.
 - Email InternationalEd@apsu.edu to sign up for email updates about new programs, upcoming activities and scholarship opportunities.
 - Call (931) 221-6851 to schedule an exchange program advising session with the international education coordinator to discuss programs, academic coursework and scholarships.
 - Attend APSU's Study-Abroad Fair during the fall semester.
 - Go to study-abroad information sessions during the fall and spring semesters.
- **Apply for a visa or any other document required for studying in the foreign country** (see page 11).
- **Consider the coursework.** Discuss the courses you will take abroad with your academic advisor and the program coordinator for the program in which you are interested.
- **Figure out the finances.** Discuss financial aid options – including SEOG grants and Perkins, Stafford, Parent Plus and subsidized and unsubsidized loans – with a counselor in APSU's financial aid office.
- **Meet the program coordinator.** The coordinator can provide information about the application process, payment deadline dates and more. Program coordinators are listed at <http://www.apsu.edu/internationaled/abroad>.
- **Research the country.** Go online to find out more about the country or countries where you will study at www.studentsabroad.state.gov

APPLICATION PROCESS

Where do I obtain my application form?

- You can download the application form online at the Study-Abroad website link.
- Study-abroad/exchange program applications can be picked up in the following locations:
Office of International Education
Office of the study-abroad/exchange program coordinator.

Can I receive assistance with completing the form?

- If you have questions about how to complete the forms, you may contact the Office of International Education or the study-abroad/exchange program coordinator.

What is the deadline for applications?

- Consult the program's specific information for the deadline on the program of your choice.

Should I submit my application if I am not sure I will go?

- Most programs require a nonrefundable application fee at the time of application. Many programs are offered on a first-come, first-served basis and your nonrefundable application fee secures your spot in the program. If you are not certain that you will be able to attend, make an appointment with the study-abroad coordinator or International Education Office to discuss any barriers to your participation.

Where do I turn in my application for the exchange program?

- All applications should be submitted to the Office of International Education between the hours of 8 a.m. and 4:30 p.m., Monday-Friday. You may choose to hand-deliver your application to Harned Hall, Room 127, or mail it to the following address:

Austin Peay State University
International Education
Box 4485
Clarksville, TN 37044

When and how will I know if I have been accepted into the exchange program?

- Once you have been accepted into the program, you will receive a email from the Office of International Education.

FINANCIAL AID PROCESS

How do I apply for financial aid?

- You must apply for a PIN (Personal Identification Number). The PIN serves as your electronic signature. You can apply by visiting www.pin.ed.gov.
- You must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. APSU has a priority deadline of March 1.
- Summer exchange program participants are also required to submit the one-page summer APSU application for Student Financial Aid. These are normally available the APSU website www.apsu.edu/financialaid/ in February or early March.

I have completed my FAFSA, what is the next step?

- Upon completion of the FAFSA, additional requirements may be needed. Please review your self-service account for required documents. Once your file has been completed and reviewed, an award offer will be made. Awards can be reviewed and accepted on AP Self Service via AP One Stop. Instructions on how to accept financial aid awards can be obtained from our website http://www.apsu.edu/financialaid/Steps_to_Accept_Fin_Aid.pdf.

What types of financial aid are available for exchange programs?

- There are two main types of financial aid assistance offered by the Office of Financial Aid: student loans and grants. There are three types of grants: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG) and State Grants.

Federal Subsidized and Unsubsidized Stafford loans are available for undergraduate and graduate students enrolled in degree programs who meet the eligibility criteria. Graduate students are not eligible for loan funds for undergraduate courses. Parents of dependent undergraduate students may apply for PLUS loans (Parent Loan). Students must maintain at least half-time status. These are all loans and do require repayment.

Federal Pell Grants are federal funds available to undergraduate students who have not earned a bachelor's or professional degree and are working toward a degree. Students must meet the federal government's eligibility criteria. This award is disbursed in accordance to your enrollment status. This award does not usually require repayment.

Federal Supplemental Education Opportunity Grant (SEOG) is a campus-based aid program. Federal funds are available for undergraduate students who meet the campus-based priority deadline date and the federal government's eligibility criteria—as long as funds are available. This award does not usually require repayment.

State grants are available to students who meet their state's eligibility criteria and any published application deadline dates. For example, the Tennessee Student Assistance

Award (TSAA) is a state grant fund that is available to Tennessee residents who meet the Tennessee Student Assistance Corporation (TSAC) eligibility criteria and the published application deadline date—as long as funds are available.

I have been awarded and accepted my awards. What do I do next?

- Call the Student Financial Aid Office, (931) 221-7907, to request an appointment with the assigned study-abroad counselor. This appointment will be for you to discuss your options in financing your exchange program.

What if I need to pay program fees before my aid is awarded?

- In meeting with the study- abroad counselor, it will be determined what funds are available to attend the exchange program. Upon review of the available funds, an advance can be issued (if applicable) to pay for your program cost until your funds are available.

What if I elect not to participate in the exchange program?

- You must understand that if a problem develops with your financial aid and you decide not to participate in the program or any other problems occur, you are still responsible for repaying the amount borrowed from APSU. Therefore, you should immediately contact the financial aid representative for study abroad to discuss your options.

What else do I need to know about financial aid?

- All student financial aid recipients must maintain satisfactory academic progress toward achieving a degree according to the federal guidelines. Our satisfactory academic progress guidelines can be viewed at <http://www.apsu.edu/financialaid/forms/guidelns.pdf> . If a student is not making progress, all federal aid will be cancelled.

Do I need to update my contact information?

- Yes, you must update your contact information including current mailing address in APSU BANNER. You can contact the Office of the Registrar for more information on updating your information.

How do set up my direct deposit information?

- In order for your checks to be transferred directly to your bank account, you must submit a direct deposit form which can be found at <http://www.apsu.edu/accounting-services/forms> and an authorization form found at, <http://www.apsu.edu/financialaid/online-forms> . If you are out of the country when the check is available, this will be much more convenient than a paper check issued and mailed to your mailing address.

REGISTRATION PROCESS

How do I know which courses I need to register for?

- Courses that are offered for the exchange programs will be made available in the program's specific information.
- If you do not see a course you are interested in taking listed in the program information, you should speak directly with the faculty program coordinator to determine if this course will be offered.
- If you are uncertain about which courses you should take from the options available, you should speak with your academic adviser or exchange program coordinator to discuss the best fit for your degree program.

How do I register for the courses?

- Most programs require special permits to register for courses. It is advisable to list the courses you intend to take on your exchange program application and to speak with the faculty program coordinator to discuss the registration process before trying to register through Self-Service.
- Once you have spoken with the faculty coordinator of the program, log in to APSU Self-Service to register for the courses and then validate and confirm your registration.

Registration requirements:

- You must be registered for APSU coursework to participate in any APSU exchange program. Students who are not registered at the time of departure for the program will not be allowed to participate in the program and will be responsible for any additional expenses resulting from their removal from the program.
- If you fail to confirm or validate your coursework, your classes will be dropped after the mandatory drop period. Students with coursework that is not validated or confirmed are not permitted to participate in the APSU exchange programs and will be responsible for any additional expenses resulting from their removal from the programs.

PAYMENT PROCESS

Exchange program payments are divided into three categories.

1. Exchange Program Fees

Exchange program expenses such as the application fees are paid into the exchange program agency account. This amount should NOT be paid to your student account. You must pay the exchange program expenses at the Browning Business Office Cashier's Window. You cannot pay the exchange program expenses online or directly to the APSU faculty coordinator.

2. Tuition and Fees

All tuition and fees for coursework completed in exchange programs should be paid into your student account as they are normally paid for on-campus courses. You can make payments online through Self-Service or make payments at the Browning Business Office Cashier's Window. Tuition and fees should NOT be paid into the exchange program agency account.

3. Program-Specific Fees, Expenses Abroad

All program-specific expenses including housing, travel, meals, excursions, etc. are arranged independently or with the partner university. Contact the exchange program coordinator for details and assistance.

Payment requirements:

- Students are required to pay in full for program fees prior to the deadline dates established by the exchange program. Failure to do so can result in removal from the program. Expenses that cannot be refunded to the exchange program (i.e., travel, housing and other arrangements) will be charged to the student.
- Tuition payments must be received by the deadline date established by the program and no later than the mandatory drop period established for non-payment of tuition. If a student's courses are dropped due to nonpayment or failure to confirm or validate courses, then the student may be removed from the exchange program. Certain expenses (i.e., travel, housing and other arrangements) that cannot be refunded to the exchange program will be charged to the student.
- If you have any questions about tuition or program fee payments, please contact the Office of International Education for assistance.

PASSPORT PROCESS

Who needs a passport?

- Any U.S. citizen who travels beyond the borders of the United States, including Mexico and Canada, must possess a valid U.S. passport to depart and re-enter the country.
- If you are an international student, you will need a valid passport and all of your valid immigration documents (DS-2019, I-20, I-94, visa, etc) to travel; however, the following passport application process will not be the process you will follow. Please contact the Office of International Education for more information.

When do I need to apply for my passport?

- Passport processing times vary depending on the volume of applications. You should apply *at least* three months in advance of the date you will purchase your airline ticket. (Before postponing this process, please check to see how long it may take to get a visa, if needed. Passports are needed in order to get a visa, and some visas may take two to three months to get.)

How do I apply for my passport for the first time?

1. First-time applicants must apply in person at a passport acceptance facility or passport agency. In Clarksville you can choose from two acceptance facilities:
Main Post Office, 2031 Wilma Rudolph Blvd. Clarksville, TN 37040, (931) 905-0927
Montgomery County Clerk, 350 Pageant Lane Clarksville, TN 37040, (931) 648-5711
2. To apply, you must bring the following documents:
 - **Evidence of U.S. citizenship.** Select one of the following: certified birth certificate, consular report of birth abroad or certification of birth, naturalization certificate, certificate of citizenship.
 - **Identification.** Select one of the following: naturalization certificate, valid driver's license, current government I.D., current military I.D.
3. You must pay the processing fee for the passport. Please call the contact number above or visit the following website for the current fees:
http://travel.state.gov/passport/fees/fees_837.html
Cash or money order is the preferred method of payment for the application.
4. Provide two passport-sized photos. Check online for the photo requirements if you plan to take the photos yourself as some photos will not be acceptable.
http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html
You can have passport photos made at many locations including the post office and at Walgreens on Wilma Rudolph Boulevard.

5. Although the passport application is available online for you to complete prior to visiting an acceptance facility, ***you should not sign the application until you are asked to do so at the acceptance facility.***

How do I renew my passport?

- If you are not a first-time applicant, you should consult the U.S. Department of State website for more information on how to renew your passport. Please visit the following link:
http://travel.state.gov/passport/renew/renew_833.html

U.S. permanent residents must possess valid passports from their home countries to travel and permanent residency cards (green cards) to re-enter the United States.

VISA PROCESS

What are the steps to getting a visa?

- All countries have different requirements and restrictions. Look up current information on the embassy or consulate website.
- Gather documents and information.
- Begin to make travel arrangements.
- Apply for your visa.
- Keep a copy of all documents.

AUSTRIA

Austrian Embassy, Washington, D.C. - Consular Section www.austria.org

3524 International Court, NW

Washington, D.C., 20008

What type of documentation do I need to study in Austria?

- Students staying fewer than six months need to apply for a Student Visa.
- Students staying over six months need to apply for a Residence Permit - Student Attending University in Austria.

What is needed to obtain an Austrian Student Visa (Staying less than 6 months)?

- Completed and signed application form for Student Visa.
- Two passport size photographs (not a snapshot).
- Passport - must be valid at least three months beyond date of travel.
- Letter of admission to the Austrian university or from U.S. University if it is an exchange program.
- Proof of lodging in Austria.
- Proof of medical insurance - letter from insurance company confirming complete coverage during your stay in Austria (copy of your insurance I.D. is not sufficient). Emergency coverage only is also not sufficient.
- Proof of sufficient funds (bank statement).
- Letter of financial responsibility - unless you are self supporting - which must be signed by parents and notarized. Your most recent bank and/or income statement must be attached.
- Copy of your itinerary or round-trip ticket.
- If you wish to have your passport returned by mail, a self-addressed, prepaid return envelope should be included with your application.

Further documentation may be required. Processing time for the Visa - if all documents are received is approximately two weeks.

What is needed to obtain an Austrian Residence Permit - Student Attending University in Austria (Staying over 6 months)?

- Completed and signed application form for Residence Permit - Student Attending University in Austria.
- Passport - must be valid at least three months beyond date of return and must have a blank page to affix the residence permit.
- Copies of previous passports if applicable
- One recent picture (passport format, color, front view).
- Original or notarized copy of Birth Certificate.

- Original Certificate of Good Conduct/Criminal Record (available at local police station; not older than three months)
- Proof of health/travel/accident insurance (original letter from insurance company confirming coverage in Austria).
- Proof of sufficient financial means (e.g. scholarship, letter of grants, bank statement of last two months or parent's account, other proof of income).
- Proof of lodging in Austria.
- Statement of Financial Liability if stay in Austria is sponsored by someone residing in Austria
- One set of photocopies of all supporting documents
- Original letter of admission to Austrian university.

You must file your application for a residence permit to the Austrian Embassy before you actually leave for Austria. In general, you are not allowed to go to Austria as long as your application has not been approved. Further documentation may be required. All foreign-language papers and documents must be translated into German by any professional translating service. The residence permit, once issued, is to be picked up at the issuing authority in Austria. Fees are due at the time of application and must be paid in exact change in either cash or money order.

FRANCE

Campus France

www.usa.campusfrance.org

Embassy of France
4101 Reservoir Rd.
NW Washington D.C. 20007

Consulate General of France in Atlanta

www.consulfrance-atlanta.org

3475 Piedmont Road NE Suite 1840
Atlanta, GA 30305-2987

What type of documentation do I need to study in France?

- Students must obtain a Student Visa.

What is needed to obtain a French Student Visa?

- **Students must follow procedures from Campus France.** Campus France is a service provided by the Embassy of France to Americans and U.S. residents who wish to pursue their higher studies in France.
- **You must apply in person** when submitting an application.
- Applicants may only be received by appointment. No application will be accepted more than 90 days before entry into France. The French Consulate in Atlanta does not issue visas on the same day.
- **The French Consulate does not make photocopies.** Please make sure to include copies of ALL DOCUMENTS required with your application.
- All long stay visa applications **submitted in person** will be issued within a **period of two weeks to three months. The delivery of a visa is solely the responsibility of the French Consulate.**

What are Campus France Procedures?

1. Fill out the on-line Campus France application.

- A guide for filling out the application can be found on the Campus France homepage. Click on the first link *Guide to Campus France Registration* for a step-by-step guide that will show you how to fill out the application.

- Once you register, you will have a login and a password which will allow you to save changes made to your application and view your file. Please save your login and password! If you lose them, contact washington@campusfrance.org.
- 2. Send a copy of your letter of enrollment and the application fee to Campus France in Washington D.C.**
 - The acceptance letter is a signed official document that states that you have been accepted to a French university. Emailed acceptance letters and letters without your full name will not be accepted.
 - The Campus France registration fee of \$60 can be paid by money order. The electronic payment option in the application is not set up. They will not be able to process your money order until they have receive it at the Campus France office by mail. Campus France does not accept checks. They **ONLY** accept money orders.
 - 3. It will take three weeks for your file to be completed by Campus France; then you will receive a confirmation email through your Campus France personal space which you will need to include with your visa application.**
 - Once your application is complete, you may apply for your visa. If you want to schedule your appointment with the visa services before your Campus France application is complete, please make sure to allow for the two weeks it takes for Campus France to process your application.

If you have any questions for Campus France, contact: washington@campusfrance.org

Do I only need to apply for a Residence Permit while in France?

As of June 1st, 2009, **long-stay visa holders** will be allowed to reside in France **for up to 12 months** according to the validity of their visa and purpose of stay. With a valid visa, they will **no longer be required to obtain a residence permit** through the French local authorities. However, long stay visa holders will have to **register** to the French Office of Immigration and Integration (OFII) during the first three months of their stay in France.

SOUTH KOREA

Consulate General of the Republic of Korea – Atlanta

<http://usa-atlanta.mofat.go.kr/eng/am/usa-atlanta/main/index.jsp>

229 Peachtree Street
Suite 500, International Tower
Atlanta, GA 30303

What type of documentation do I need to study in Korea?

- Students must obtain a student visa.

What is needed to obtain a Korean student visa?

- A valid passport
- A completed visa application.
- Passport size photo (2"x 2" color).
- Fee: \$45 for American citizens (Cash or money order only; Pay to the Order: Korean Consulate General)
- Admissions letter or certificate of registration issued by the president of the college or university.
- Postage paid self-addressed express-mail envelope for return of your documents & visa.

- Certificate of bank balance.
- A copy of Diploma or the most recent school transcript.
- Letter of personal security assurance.

SWEDEN

Consulate General of Sweden

www.swedenabroad.com

One Dag Hammarskjöld Plaza
885 Second Avenue, 45th floor
New York, NY 10017

What type of documentation do I need to study in Sweden?

- International students planning to study at a Swedish university for a period of three months or longer must obtain a student residence permit prior to arriving in Sweden. An estimated time of two to three months is usually required to process your application.

What is needed to obtain a Swedish Residence Permit?

- Residence permit application form #105031, completed, signed and dated, and including detailed contact information.
- Passport.
- Two passport photos, in color, taken from the front with the face depicted at a straight angle. Digital files and photocopies of passport pictures will NOT be accepted.
- Acceptance letter from the school or the exchange organization, giving the dates your studies will begin and end.
- Documentation proving that you are covered by health insurance for the duration of your stay in Sweden (minimum 30,000 Euro or 50,000 USD).
- Documentation proving that you have sufficient funds to cover your living expenses for the entire duration of your stay in Sweden. You must show proof of currently available funds of at least 7300 SEK (approx. \$1100) per month. (For example, if you are planning to stay for 10 months, you need proof of 73,000 SEK.) This proof can be in the form of a letter or statement from your bank confirming that you personally (not a parent, guarantor or other sponsor) have a bank account *in your name* with the total amount of required funds; or documentation certifying that you have received either a scholarship or student benefit from your country of origin/residence.
- Letter in which you outline your plans after you have completed your studies in Sweden and indicate approximate arrival and departure dates.
- Application fee, in the form of one money order or certified bank check, payable to Consulate General of Sweden or Embassy of Sweden, depending on where you file the application. Applicants applying at the Consulate General of Sweden in New York may also pay by Visa or MasterCard.
- Self-addressed, stamped envelope or self-addressed pre-paid FedEx packing slip for return of passport.

How do I submit my application?

- Applications with all required documents may be delivered in person during **visiting hours** or sent directly to the following address:
Consulate General of Sweden
Attn: Visa Section
One Dag Hammarskjöld Plaza
885 Second Avenue, 45th floor
New York, NY 10017
- Applications must include a self-addressed stamped envelope or self-addressed pre-paid FedEx packing slip for return of passport.
- Due to the large number of applications, the Consulate General will NOT be able to confirm receipt of your documents. If you would like acknowledgement that your application has been received, please use registered mail or a delivery service such as FedEx that enables you to track packages online.
- Please note that you might be requested to provide additional documentation.

How long does it take?

- An estimated time of two to three months is usually required to process your application.

How long is a permit valid?

- If the study period is a year or less, you will be granted a residence permit for the duration of your studies. If the study period is longer than a year you will be granted a permit for one year at a time. To obtain an extension of your residence permit, you must be able to show that you have performed adequately in your studies. You must also be able to show that you have regularly received money for your upkeep during the time you have spent in Sweden, by producing a bank certificate or a statement of accounts. In addition, you must be able to show that you have been accepted for further studies and that your upkeep remains assured.

TAIWAN

Study in Taiwan

<http://studyintaiwan.org/en/index.html>

Bureau of Consular Affairs, Republic of China (Taiwan)

www.boca.gov.tw

What type of documentation do I need to study in Taiwan?

- Students must obtain a Student Visa.

What is needed to obtain a Taiwanese Student Visa?

- Passport valid for at least six months.
- Completed application form.
- Two 2x2 inch color photos taken within the last six months.
- Supporting documents or official letters of approval from a competent authority of the ROC.
- Other relevant documents.
- Health Certificate if applicable.

PREPARING TO LIVE ABROAD

Adjusting to a new culture is a continual process that will last your entire time abroad. Extended time abroad can cause feelings of alienation and frustration. It is important to research where you will live abroad in order to make this adjustment easier and less stressful. Here are some steps to get started.

- **Talk to your coordinator and adviser.** Let your advisor know that you are going abroad.
- **Talk to past participants.** Previous students will be able to give you a heads up on the culture and what they experienced on their study-abroad and exchange programs.
- **Learn the language.** Making a sincere effort to learn basic phrases such as *please, thank you, my name is...* etc. can really go a long way. Don't assume that every person will speak English.
- **Read up on the culture.** Read memoirs, books or journals of people living in that culture. Learn about greetings and tipping. Find out about Holidays and when public buildings or banks will be closed.
- **Try the food.** Food is a basic expression of every culture and while you might not like frog legs, try to stay positive--you will find something you like. Try to be adventurous before you leave by making a food check off list.
- **Know the etiquette.**
- **Dress like the locals.** Don't draw attention to yourself by sticking out in a foreign country.
- **Consider a power of attorney.** If you are going to stay abroad for an entire year. You may want to consider having a power of attorney so a parent can take care of business for you in the States while you are abroad.
- **Research insurance.** See if your insurance will cover you abroad. Know if your insurance will cover emergency evacuations and repatriation of remains.
- **Read up on laws in that country.** You will be subject to the laws of that country while you are abroad.
- **Check out health risks abroad.**
- **Research banks.** Transaction fees can really add up. Find out if you can open a bank account in that country or see if you can find a bank that has sister banks abroad or no international transaction fees.

SCHOLARSHIP AND GRANT RESOURCES

The following is a listing of available scholarship and grant resources for funding study-abroad and exchange programs.

APSU SCHOLARSHIPS

- **APSU Scholarships***

There are APSU scholarships that may be applicable to APSU Study-Abroad and Exchange Programs. See scholarships descriptions and deadline at www.apsu.edu/scholarships for more information. For questions and comments contact the Scholarship Coordinator.

APSU Scholarship Coordinator

Sherri Devers

Box 4546, Clarksville, TN 37044

www.apsu.edu/scholarships

E-mail: DeversS@apsu.edu

Tel: (931) 221-7035

- **Clarksville Sunrise Rotary Study Abroad Scholarship***

The Clarksville Sunrise Rotary Club supports The Rotary Foundation's ultimate goal of world understanding and peace by establishing a study-abroad scholarship for qualified Austin Peay State University students. The goals of the scholarship are to increase awareness of and respect for cultural differences by sending APSU students to study in a different country and integrate their experiences into community enrichment programs, encourage students to dedicate their personal and professional lives to improving the quality of life for the people of their home community and country, develop leaders who can address the humanitarian needs of the world community and foster a lifelong association between Rotary and its scholarship recipients. The scholarship award is a maximum of \$1,000 per year.

Eligibility requirements:

- Student must have a strong academic background and have achieved at least a cumulative 2.5 GPA at the time of application.
- Student must submit a letter detailing his/her reasons for studying abroad and how he/she plans to use the experience for the betterment of local and world-wide communities.
- Student must also present a resume listing any leadership experience, community service activities, special recognitions, and achievements.
- Preference will be given to applicants who have not already participated in a study-abroad experience.

Office of International Education

Box 4485, Clarksville, TN 37044

Office: Harned Hall, Room 127

Email: InternationalEd@apsu.edu

Tel: (931) 221-6851

*Information is subject to change. Please see scholarship websites for further information.

- **Global Learning Merit Scholarship and Travel Grant***

The Office of International Education at Austin Peay State University prepares students to be knowledgeable about the world, experienced with intercultural communication, and equipped with an international skill set necessary to support our future community needs in an increasingly international society. The Global Learning Scholarship funds provide greater access to study-abroad and exchange program opportunities by providing two categories of awards for students participating in APSU-sponsored study-abroad and exchange programs.

Global Learning Merit Scholarship

Eligibility requirements:

- Full-time main campus student who has paid the program service fee either for the spring semester or fall semester preceding the study-abroad or exchange program.
- Applicants must have completed at least one full semester at APSU, have a record of enrollment and a 3.0 G.P.A. on file.
- No history of student code of conduct violations.
- First-time recipients will be given preference over past recipients of Global Learning Merit Scholarships.
- Applicants who demonstrate an intent to return to APSU for at least one semester following their study abroad will be given preference over students who will not be returning after their study-abroad experience, with the exception of graduating seniors.
- The qualified applicant will demonstrate participation in APSU-sponsored international activities, including student organizations and campus events.
- The qualified applicant will also demonstrate a need to complete the study-abroad or exchange program to further the mission of the global learning scholarships and to meet future educational and professional goals.

Global Learning Travel Grant

Eligibility requirements:

- Full-time main campus student who has paid the program service fee either for the spring semester or fall semester preceding the study-abroad or exchange program.
- Completion of at least one full semester at APSU, have a record of enrollment and a 2.25 G.P.A. on file.
- No history of student code of conduct violations.
- No current academic probation or suspension.

Office of International Education

Box 4485, Clarksville, TN 37044	E-mail: InternationalEd@apsu.edu
Office: Harned Hall, Room 127	Tel: (931) 221-6851
www.apsu.edu/StudyAbroad	Fax: (931) 221-6853

*Information is subject to change. Please see scholarship websites for further information.

SPECIFIC PROGRAMS SCHOLARSHIPS

- **Kyungpook National University Fellowship***

Due to the APSU student exchange agreement with KNU, students can apply for a KNU fellowship which covers housing and meal plan fees of about \$1000 per semester. Contact the coordinator for the Korea Exchange Program for details and further assistance.

Coordinator for Korea Exchange Program

Dr. Kathy Lee-Heuston
Box 4446, Clarksville, TN 37044
Office: MMC 141

Email: LeeK@apsu.edu
Tel: (931) 221-7554

- **Université d'Orléans Exchange Program***

This program provides a \$100 scholarship for each semester you participate in the exchange program. Contact the coordinator for details and further assistance.

Coordinator for Université d'Orléans Exchange Program

Dr. Culley Carson-Grefe
Box 4487, Clarksville, TN 37044
Office: Harned Hall 213

Email: CarsongrefeC@apsu.edu
Tel: (931) 221-7596

*Information is subject to change. Please see scholarship websites for further information.

NATIONAL SCHOLARSHIPS

- **Benjamin A. Gilman International Scholarship***

The Benjamin A. Gilman International Scholarship Program provides scholarships to U.S. undergraduates with financial need for study abroad, including students from diverse backgrounds and students going to non-traditional study abroad destinations. Established under the International Academic Opportunity Act of 2000, Gilman Scholarships provide up to \$5,000 for American students to pursue overseas study for college credit. Students studying critical need languages are eligible for up to \$3,000 in additional funding as part of the Gilman Critical Need Language Supplement program.

Eligibility requirements:

- Open to all U.S. citizen undergraduates who are in good academic standing.
- The applicant must be receiving a Federal Pell Grant or provide proof that he/she will be receiving a Pell Grant at the time of application or during the term of his/her study abroad.
- The applicant is applying to or has been accepted into a study-abroad program eligible for credit by the student's accredited institution of higher education in the U.S.
- The applicant is studying abroad for at least 28 days in one country. Programs going to more than one country are eligible if the student will be studying in one country for at least 28 consecutive days.
- The applicant is studying abroad in any country except Cuba or a country on the State Department's current Travel Warning list.
- The applicant is studying in the fall, spring, or academic year terms including winter inter-sessions. Summer only programs are not eligible.

Institute of International Education – Gilman International Scholarship

Web: www.iee.org/gilman

E-mail: gilman@iee.org

- **Boren Scholarships***

Boren Scholarships provide up to \$20,000 to U.S. undergraduate students to study abroad in areas of the world that are critical to U.S. interests and underrepresented in study abroad, including Africa, Asia, Central & Eastern Europe, Eurasia, Latin American, and the Middle East. The countries of Western Europe, Canada, Australia, and New Zealand are excluded.

Eligibility requirements:

- A U.S. citizen at the time of application.
- A high school graduate, or have earned a GED, and is matriculated in an undergraduate degree program in a U.S. post-secondary institution, including universities, colleges and community colleges accredited by an accrediting body recognized by the U.S. Department of Education.
- The country that you plan to study abroad is outside of Western Europe, Canada, Australia, or New Zealand--must meet home institution standards.
- The scholarship will be used for study abroad, and the study abroad program ends before you graduate. Boren Scholarships are not for study in the United States.

Institute of International Education – Boren Scholarships and Fellowships

Web: www.borenawards.org

E-mail: boren@iie.org

*Information is subject to change. Please see scholarship websites for further information.

- **Fulbright Program for U.S. Students – Sponsored by the U.S. Department of State***
The Fulbright U.S. Student Program offers fellowships for U.S. graduating college seniors, graduate students, young professionals and artists to study, conduct research, and/or teach English abroad. See website for more information.

Eligibility requirements:

- Must be a U.S. citizen.
- Must have a bachelor's degree by the beginning date of the grant, but will not have a doctorate degree as of application date.

Institute of International Education- Fulbright Program

Web: www.fulbright.state.gov

E-mail: fulbright@iie.org

- **Phi Kappa Phi Society Study Abroad Grant***
This grant is designed to help support undergraduates as they seek knowledge and experience in their academic fields by studying abroad. Forty-five \$1,000 grants are awarded each year. Applications should be submitted in early spring for the following year. To obtain and submit a Study Abroad Application Packet, go to PhiKappaPhi.org and complete the application.

Eligibility requirements:

- Grant is open to all (members and non-members) undergraduates in all fields of study.
- Applicants should have a cumulative GPA of at least 3.5.
- Applicants should have at least 30 hours but fewer than 90 semester hours of academic credit before application deadline.
- Applicants must be accepted into a study-abroad program.
- Study-abroad experience should take place between May and June of the following year.
- Applicant must have two semesters remaining at APSU.

The Honors Society of Phi Kappa Phi

Web: www.phikappaphi.org

E-mail: studyabroad@phikappaphi.org

- **Rotary Ambassadorial Scholarship***
The purpose of the Ambassadorial Scholarship program is to further international understanding and friendly relations among people of different countries and geographical areas. The program sponsors several types of scholarships for undergraduate and graduate students. While abroad, scholars serve as goodwill ambassadors to the host country and give presentations about their homelands to Rotary clubs and other groups. Upon returning home, scholars share with Rotarians and others the experiences that led to a greater understanding of their host country. See website for further details.

Rotary International

Web: www.rotary.org

*Information is subject to change. Please see scholarship websites for further information.

SCHOLARSHIPS BY COUNTRY

FRANCE

- **Embassy of France Teaching Assistantship Program***

The French Ministry of Education and the Cultural Services at the Embassy of France offer approximately 1,500 teaching assistant positions in French primary and secondary schools as well as in various French teaching colleges –the "Instituts universitaires de formation des maîtres (IUFM)". This is a truly unique opportunity for young American citizens to not only gain valuable teaching experience but also spend between six to nine months in France or in one of its overseas departments ("DOM"). It thus facilitates the mastery of the French language through linguistic immersion while allowing, at the same time, for a privileged insight into contemporary France.

Cultural Services of the French Embassy

Web: www.frenchculture.org

- **The Chateaubriand Fellowship***

Scholarships for research in France on French literature, cinema, the humanities, the arts, history, philosophy, political sciences. It also offers scholarships for research in science and technology to conduct research in a French laboratory.

Cultural Services of the French Embassy

Web: www.frenchculture.org

- **Walter J. Jensen Fellowship for French Language, Literature, and Culture***

\$10,000 Fellowship for the study of French Language, Literature and Culture. Requires a 6 month visit to France for research purposes.

The Phi Beta Kappa Society

Web: www.pbk.org

- **Mary Isabel Sibley Fellowship***

The Mary Isabel Sibley Fellowship is awarded alternatively in the fields of Greek and French. The \$20,000 award is to be used to support the scholar over the course of one year.

The Phi Beta Kappa Society

Web: www.pbk.org

*Information is subject to change. Please see scholarship websites for further information.

KOREA

- **TaLK, Teach and Learn in Korea – Exchange Student Program**

Sponsored by the Korean Ministry of Education, Science and Technology and affiliated with the National Institute for International Education Development, the TaLK program offers a wonderful and rewarding opportunity for students from English-speaking countries. Participating students will explore the rich, vibrant culture and dynamism of Korea, while at the same time offering their knowledge of English to Korean provincial areas where exposure to the English language is not taken for granted.

Eligibility requirements:

- Citizenship of a country where the primary language is English. (Australia, Canada, New Zealand, U.K., U.S.A., Ireland, and South Africa) * Ethnic Koreans with legal residencies in the above countries are eligible also.
- Enrollment in undergraduate or graduate courses during whole contract term. *Must be able to maintain status of a full-time student in home university during whole contract term (six months or one year). *Ethnic Koreans with F-4 or F-2 visa are eligible regardless of number of years completed in university. *An exchange student who is already in Korea is eligible also.
- Attendance of one of the Korean universities offering the TaLK Exchange Student Program.

Kyungpook National University
www.knu.ac.kr/eng/

Contact: Ms. Saeron Lee
E-mail: knuexchnage@knu.ac.kr

- Capable (mentally and physically) of performing the specified responsibilities and duties.
- Able and willing to adapt to Korean lifestyle and culture.
- Speaks English fluently with clear and distinct pronunciation.
- Meets the criteria of eligibility for D-2 visa set forth by the Korean Immigration Authority. *F-4 or F-2 visa in the case of ethnic Koreans

TaLK Office, National Institute for International Education

Web: www.talk.go.kr

E-mail: talk@korea.kr

- **Freeman-ASIA Scholarships**

Designed to support American undergraduates with demonstrated financial need who are planning on studying overseas in East or Southeast Asia.

Institute of International Education-

Web: www.iie.org/programs/freeman-asia/

*Information is subject to change. Please see scholarship websites for further information.

SWEDEN

- **SASS Swedish Travel Grant***

Travel grant is up to \$1000 for study of or research in Swedish language, literature, cultural studies or social sciences.

Eligibility requirements:

- Open to the general public of the United States, with priority given to members of the Society for the Advancement of Scandinavian Study (SASS) and, in particular, to graduate students and untenured faculty.
- Grants may be used for projects in either Sweden or North America.

Consulate General of Sweden

Web: www.swedenabroad.com

- **Fellowships and Grants from the American-Scandinavian Foundation***

The American-Scandinavian Foundation (ASF) offers fellowships (up to \$23,000) and grants (normally \$5,000) to individuals to pursue research or study in one or more Scandinavian country for up to one year. The number of awards varies each year according to total funds available. Awards are made in all fields.

Eligibility requirements:

- Applicants must have a well-defined research or study project that makes a stay in Scandinavia essential.
- Applicants must be United States citizens or permanent residents.
- Applicants must have completed their undergraduate education by the start of their project in Scandinavia.
- Team projects are eligible, but each member must apply as an individual, submitting a separate, fully-documented application.
- First priority will be given to applicants who have not previously received an ASF award. Only in exceptional cases will a third award be considered.

American-Scandinavian Foundation

Web: www.amscan.org

- **American Women's Club in Stockholm Scholarship***

Founded in 1982 by former AWC President Jessie Lokrantz, the AWC Scholarship Foundation has been making it possible for American women to study in Sweden, allowing members in the AWC to share their adopted country with their fellow countrywomen. The scholarship which is based on academic excellence and commitment to improving humankind is awarded in the form of a stipend. The purpose of the stipend is to assist in covering expenses incurred while studying in Sweden.

Eligibility requirements:

- Applicant must be female.
- Applicant must be an American Citizen.
- Applicant must be 18 years old or older.
- Applicant must be accepted to an accredited university or institute.
- Applicant must attend the university or institute for a minimum of one academic year.

American Women's Club in Stockholm

Web: www.awcstockholm.org

*Information is subject to change. Please see scholarship websites for further information.

Checklist of Exchange Student Requirements

- Apply for the Exchange Program by the application deadline.
- Apply for your U.S. Passport and any additional documentation, such as visa.
- Register for coursework for the exchange program.
- Pay tuition and fees to your student account.
- Pay exchange program fees to the exchange program agency account at the Cashier's Window.
- Confirm or validate your classes prior to deadlines established by the exchange program or the mandatory drop period whichever date is the earliest.
- Attend all orientation sessions for your program.

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