

STUDY-ABROAD HANDBOOK



This handbook is specific to short-term study-abroad programs that last from two to six weeks and take place during the winter and summer breaks.



International Education

TABLE OF CONTENTS

COVER PAGE	1
TABLE OF CONTENTS	2
WHAT IS STUDY ABROAD?	3
APPLICATION PROCESS	4
FINANCIAL AID PROCESS	5
REGISTRATION PROCESS	7
PAYMENT PROCESS	8
PASSPORT PROCESS	9
SCHOLARSHIP AND GRANT RESOURCES	11
CHECK-LIST	12

Office of International Education

Box 4485

Austin Peay State University

Clarksville, TN 37044 USA

Office: Harned Hall 127

E-mail: InternationalEd@apsu.edu

Telephone: (931) 221-6851

Fax: (931) 221-6853

Office Hours: 8–4:30 p.m.

Website: <http://www.apsu.edu/internationaled>

WHAT IS STUDY ABROAD?

Put simply, it's a once-in-a-lifetime opportunity to earn college credits while you visit a foreign country. This Study-Abroad Handbook focuses on short-term programs that take place during winter and summer breaks including the following types:

- **Study-abroad programs** that last two to six weeks, include a group of 10-30 students and are led by faculty members. Students earn between three to eight APSU credit-hours for academic work completed with these programs.
- **Consortium programs** are study-abroad programs that are organized by a group of institutions that share one or more education-abroad programs. Program participants travel with students and faculty from other universities but receive APSU course credit.

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. See page 9 for more information.
- **Choose the program that's right for you.** Research study-abroad and exchange programs that fit your interests and academic goals under the "programs" link on our website <http://www.apsu.edu/InternationalEd>
 - E-mail InternationalEd@apsu.edu to sign up for e-mail updates about new programs, upcoming activities and scholarship opportunities.
 - Call (931) 221-6851 to schedule a study-abroad 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.
- **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 under each specific program on our website.
- **Research the country.** Go online to find out more about the country or countries where you will study at <http://studentsabroad.state.gov/>

APPLICATION PROCESS

Where do I obtain my application form?

- You can download the application form online at the website below:
<http://www.apsu.edu/InternationalEd>
- Or call the Office of International Education and someone can email an application to you.

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 program coordinator.

What is the deadline for applications?

- Consult the program-specific information for the deadline on the program of your choice.
- Although the deadlines vary, it is best to apply by Feb. 28 for summer programs and Sept. 20 for winter programs.

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. Once your application fee is received, the program coordinator will use it to make travel arrangements on your behalf. Additionally, 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 studying abroad?

- All applications for study abroad should be submitted to the Office of International Education between the hours of 8-4:30, Monday through 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 study-abroad program?

- Once you have been accepted into the program, you will receive an email from the Office of International Education notifying you of your acceptance.

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 study-abroad participants are also required to submit the one-page summer APSU application for Student Financial Aid. This is available at the Financial Aid 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 the APSU web page http://www.apsu.edu/financialaid/Steps_to_Accept_Fin_Aid.pdf

What types of financial aid are available for study-abroad trips?

- 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; are working toward a degree; and must meet 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, fund availability and the federal government's eligibility criteria. 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, fund availability and the published application deadline date.

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 study-abroad trip.

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

- In meeting with the study-abroad financial aid counselor, it will be determined what funds are available to attend the trip. Upon review of the eligible funds, a study-abroad advancement 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 study-abroad program?

- You must understand that if a problem develops with your financial aid, you decide not to participate in the program or any other problem occurs, 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 to allow your balance checks to be transferred directly to your bank account, you must submit a direct deposit form at <http://www.apsu.edu/BUSINESSOFFICE/ACCTREC/ddform.pdf> and authorization form, <http://www.apsu.edu/financialaid/Authorization.htm>. If you are out of the country when the balance is available, this will be much more convenient than a paper check issued and mailed to your mailing address in BANNER.

REGISTRATION PROCESS

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

- Some courses that are offered for the study-abroad programs will be listed on the specific program's page at <http://www.apsu.edu/internationalel/abroad>
- If you do not see a course that 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 coursework you should take from the options available, you should speak with your academic adviser, or the Study-Abroad to discuss the best fit for your degree program.

How do I register for the coursework?

- Some programs require special permits to register for coursework. It is advisable to list the coursework you intend to take on your study-abroad 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 coursework, validate and confirm your registration.

Registration requirements:

- You must be registered for APSU coursework to participate in any APSU study-abroad 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 study-abroad programs and will be responsible for any additional expenses resulting from their removal from the program.

PAYMENT PROCESS

Study-abroad program payments are divided into two categories.

1. Tuition and fees

All tuition and fees for APSU coursework completed in study-abroad 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 study-abroad Agency Account.

2. Study-abroad program fees

All study-abroad program expenses including application fees, housing, travel, meals, excursions, etc. are paid into the **study-abroad program Agency Account**. This amount should **NOT** be paid to your student account. You must pay the study-abroad program expenses at the Browning Business Office Cashier's Window. You cannot pay the study-abroad program expenses online or directly to the APSU faculty coordinator.

Payment requirements:

- Students are required to pay in full for program fees prior to the deadline dates established by the study-abroad program. Failure to do so can result in removal from the program. Expenses that cannot be refunded to the study-abroad program including 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 university's 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 study-abroad program. Certain expenses including travel, housing and other arrangements that cannot be refunded to the study-abroad 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 to 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 also 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.

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, then press 5.
2. You must bring the following documents with you when applying:
 - **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 web site for the current fees:
http://travel.state.gov/passport/get/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/pdf/Photo-Quality-Requirements.pdf>
You can have passport photos made at many locations, including the post office and at Walgreens on Wilma Rudolph Blvd.

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/passport_1738_2.html

U.S. permanent residents must possess a valid passport from their home country to travel and also their permanent residency card (green card) to re-enter the United States.

SCHOLARSHIP AND GRANT RESOURCES

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

- **APSU Scholarships***

There are APSU scholarships that may be applicable to APSU study-abroad and exchange programs. See scholarship descriptions and deadlines 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 or 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: HH 127

E-mail: InternationalEd@apsu.edu

Tel: (931) 221-6851

- **Cooperative Center for Study Abroad Scholarship***

Scholarship is available to CCSA participants. Contact campus representative for more information.

Coordinator for Cooperative Center for Study Abroad

Dr. Mickey Wadia

Box 4487, Clarksville, TN 37044

Office: Harned Hall 227

www.ccsa.cc

E-mail: WadiaM@apsu.edu

Tel: (931)221-7448

Checklist of Study-Abroad Student Requirements

- Apply for the study-abroad program by the application deadline.
- Attend study-abroad advising appointment with the study-abroad coordinator.
- Apply for your U.S. passport.
- Register for coursework for the study-abroad program.
- Pay tuition and fees to your student account.
- Pay study-abroad program fees to the study-abroad agency account at the Cashier's Window.
- Confirm or validate your classes prior to deadlines established by the study-abroad program or the mandatory drop period whichever date is the earliest.
- Attend all orientation sessions for your program.