Faculty Guide to Study Abroad

**Study Abroad Application Process**

The Puget Sound Application process is a 2-step process

1. **Puget Sound Study Abroad Application** - Students must complete a Puget Sound Study Abroad Application by the deadline and be approved to study abroad by the International Education Committee

2. **Program Specific Application** - Students must complete their program specific application and be accepted by their specific program

**Puget Sound Study Abroad Application Deadline**

January 31, 2014

for Summer 14, Fall 14 and Spring 15 programs.

Simply submitting an application does not guarantee approval to study abroad. There may be a limit to the number of students who can be approved each semester to study abroad

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**Study Abroad Selection Criteria**

- Good academic and judicial standing (not on probation)
- Students meet their selected program requirements
- Highest Priority: Students going on Puget Sound sponsored programs (e.g. Dijon, Oaxaca…), students with majors that require study abroad, and students in language immersion programs
- Faculty Recommendation
- Student essay(s) - priority given to students who provide strong and detailed academic, linguistic, and cultural connections in their responses
- Students may be limited to a single program (semester or year) taken on a case by case basis
- Preference to rising seniors who have not previously studied abroad, then rising juniors, then sophomores
- GPA will be considered. Students with below a 3.0 GPA may have lower priority.

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**Step 1: Puget Sound Study Abroad Application**

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<tr>
<th>Application (3 sections)</th>
<th>Faculty Recommendation</th>
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<tbody>
<tr>
<td>1. Student Personal Info &amp; Program Selection</td>
<td>Applications are not complete without a faculty recommendation. The recommendation is whether or not you have any concerns about the student studying abroad and if so to explain your concerns. <a href="http://www.pugetsound.edu/studyabroadfacrec">http://www.pugetsound.edu/studyabroadfacrec</a></td>
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<td>2. Faculty Recommendation - (not needed for summer non Puget Sound faculty-led programs)</td>
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<td>3. Essay(s) - (not needed for summer non Puget Sound faculty-led programs)</td>
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**Essay(s)**

If a student has a GPA of 3.0 or higher the student only needs to complete the first essay, for a GPA below 3.0 the student must complete both essays

**Essay 1:**

1. Please describe the relationship between your proposed off-campus study program and your academic pursuit at Puget Sound. In your 400-600 word essay you may identify several learning goals for your off-campus study and discuss how the program of study or location you have chosen will help you achieve these goals.

**Language Majors:** Go beyond language functionality, requirements, or simply listing different components of the program. Discuss new ideas, uses of language, or cultural perspectives you expect to encounter and why they are important to you.

**Essay 2:**

2. If a student’s GPA is below a 3.0 - Please explain in 400-600 words why your GPA is below 3.0, and why you should be approved to study abroad by the International Education Committee.

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**Step 2: Program specific application (i.e. - SIT India or Lewis & Clark Munich etc.)**

Students complete program specific applications directly with the program provider - upon approval to study abroad by Puget Sound students will attend an application meeting to explain the process.

<table>
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<th>Program Specific Application Deadlines</th>
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<tr>
<td>Feb 17, 2014 for Summer 2014 programs</td>
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<tr>
<td>March 21, 2014 for Fall 2014 programs</td>
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<td>May 2, 2014 for Spring 2015 programs</td>
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* some program specific applications are due before the Puget Sound deadline (i.e. - Waseda, Lewis & Clark Munich and some highly competitive programs. Please check with International Programs if you have any questions about the program specific application deadline
Petitioning to add a new program to the Approved Program List

If there is a program or programs you feel would greatly benefit your majors and minors please let international programs know. We have a petition process in which faculty can petition to add a new program to our approved program list. The deadline for new program petitions is October 1 in order to be approved or the next application cycle. However, we will accept petitions from faculty members throughout the year. - [http://www.pugetsound.edu/academics/international-programs/study-abroad/students/programs/](http://www.pugetsound.edu/academics/international-programs/study-abroad/students/programs/)

Students must complete the study abroad course evaluation form to determine the credits a student may receive from a study abroad program. Questions - contact Kathleen Campbell kcampbell@pugetsound.edu – 253.879.2653

Course Evaluation Form Deadline(s) - Feb 25 for Summer & Fall Programs
                              Sept 15 for Spring Programs

With whom should students meet?

1. Study abroad students are required to meet with their faculty advisor prior to submitting the Puget Sound Study Abroad Application and prior to completing the Study Abroad Course Evaluation Request form.

2. Students need to meet with their primary advisor in the department of their major. If they have two or more majors, they need to meet with the advisor from each major department. If they plan to apply to a health profession graduate program upon graduation they should meet first with the Health Professions Advisor

3. If students don’t have an advisor in their major department yet - It’s best to find an advisor in their major department now and before they apply to go abroad, and then meet with that new advisor. If that’s not possible, they should meet with the department chair in their major department and also their primary advisor.

Questions to Discuss with Students

How might study abroad be useful to a student’s long-term academic and career goals?

Which study abroad programs are preferred by the department or not approved by the department?

Which major/minor requirements should the student take on campus? Can the student transfer major/minor requirements?

Is there a preferred semester to study abroad for the student in terms of completing the major or minor? Are there particular major/minor requirements taught only during one semester at UPS?

Are their particular study abroad classes which have been approved for credit for previous students from this department?

Are there particular kinds of classes that might be beneficial to take abroad?

Is it better to take classes abroad that cannot be taken on campus, or is it better to take courses abroad that are similar to courses taught on campus? Why?

Must the student earn specific major, core or other degree requirements abroad to graduate ‘on time’? Will the student be able to graduate ‘on time’ and also go abroad if the student only earns elective credit while abroad?

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Links

Office of International Programs - [http://www.pugetsound.edu/academics/international-programs/](http://www.pugetsound.edu/academics/international-programs/)

Faculty Information - [http://www.pugetsound.edu/academics/international-programs/study-abroad/faculty/](http://www.pugetsound.edu/academics/international-programs/study-abroad/faculty/)

Faculty Recommendation - [http://www.pugetsound.edu/studyabroadfacrec](http://www.pugetsound.edu/studyabroadfacrec)

Office of International Programs

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<thead>
<tr>
<th>Name</th>
<th>Title/Duty</th>
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<tr>
<td>Roy Robinson</td>
<td>Director, ext 3653, <a href="mailto:robinson@pugetsound.edu">robinson@pugetsound.edu</a>, advises for Africa, Oaxaca, SE Asia, Middle East</td>
</tr>
<tr>
<td>Stephanie Noss</td>
<td>Study Abroad Coordinator, ext 2514, <a href="mailto:snoss@pugetsound.edu">snoss@pugetsound.edu</a>, advises for Europe, Latin America, Australia/NZ</td>
</tr>
<tr>
<td>Allyson Lindsley</td>
<td>International Student Coordinator &amp; Study Abroad, ext 2513, <a href="mailto:alindsley@pugetsound.edu">alindsley@pugetsound.edu</a>, advises all International Students, Germany, France, Austria, China &amp; Japan</td>
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Office of International Programs (253) 879-2515, Fax (253) 879-2648, internationalprograms@pugetsound.edu

Costs & Financial Aid

Regardless of the program, all students are charged

- Puget Sound tuition
- Puget Sound housing (exception programs in Hungary)
- Puget Sound government fee

If the program provides a meal plan, the student will also be charged Puget Sound board, i.e. - if a host family provides two meals a day the charge would be 2/3 of Puget Sound board fee.

Students who complete the FAFSA and demonstrate financial need may use, in conjunction with federal and state aid, their Puget Sound scholarships and grants up to their level of financial need.

Students can bring merit aid abroad up to the level of their financial need as determined by the FAFSA.

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