**Faculty Guide to Study Abroad**

***Advising your students***

You can assist your advisees by asking early and often if they have considered study abroad and if they have taken the steps below:

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| Fall of First Year | * Attend the study abroad fair to explore program options
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| Fall of Sophomore Year (or earlier) | * Fill out a study abroad interest form at: pugetsound.edu/studyabroad (which results in getting scheduled to . . .)
* Attend a First Steps meeting (which results in being invited to . . .)
* Meet with an Office of International Programs (OIP) Advisor
* Meet with Academic Advisor (see Advisor Questions below)
* Decide on the program they wish to apply to
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| Spring of Sophomore Year  | * Submit the Puget Sound Study Abroad application (deadline is typically the first Friday of spring classes to study abroad during the following summer, fall and spring)
* Receive Puget Sound study abroad approval decision
* If approved by Puget Sound, fill out and submit the program specific application with the program provider
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**Advisor Questions**

OIP encourages students who are applying to study abroad to declare their majors in the fall of their sophomore year and to discuss the issues below with their major and minor advisors. However, many Sophomores may not have a declared major and may contact department chairs or other faculty in their intended major department(s) to seek advice. Below are some potential questions that students may ask:

1. How might study abroad be useful to **my long-term academic and career goals**?
2. Are there study abroad programs that are **preferred by my major/minor department**?
3. Which major/minor requirements should be taken **on campus**?
4. Is there a **preferred semester** to study abroad in terms of completing my major/minor? Do I need to be on campus for a particular semester or a particular course?
5. Are there **particular study abroad classes** which have been approved for credit for previous students from this department?
6. 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?
7. *Must* I earn specific major, core or other degree requirements abroad in order to **graduate ‘on time**?**’**
8. What **extra-curricular (non-classroom) experiences** abroad should I take advantage of in order to add breadth and/or depth to my academic study at UPS?
9. From what you know of me both in and outside the classroom, **am I a good candidate to study abroad**?

Many of these questions can also be answered by OIP advisors (and we do discuss these issues with students) but you may have unique insights to share with your advisees. OIP is always interested in working with individual faculty or departments to help clarify answers to any of these questions for students in your department.

***When can students study abroad?***

The advising timeline above assumes a student will study abroad during their junior year (which a vast majority of Puget Sound students do). However, students may study abroad according to the following guidelines:

* Current first year students: may apply for Summer term (if earned at least 7 units during first year)
* Current second year students: may apply for Summer, Fall, and Spring terms
* Current third year students: may apply for Summer, Fall, and Spring terms\*
* Transfer students must complete one year in residence before studying abroad

\* *Students may study abroad any term their senior year if it works with their academic plan - approved study abroad is considered residential credit and thus fulfills the last 8 units in residence requirement if they follow the steps in the advising timeline above.*

***Where and what can students study abroad?***

Students can search our database of 100+ approved programs on the OIP website. ***Note:*** Puget Sound Students may only participate on a Puget Sound approved program. Approved programs have been reviewed and approved by the International Education Committee (IEC) of the Faculty Senate.

If you would like to discuss adding a new program to the approved list please contact the Director of International Programs- Roy Robinson - to discuss the IEC process, timeline and criteria.

If you’re contacted by programs that are not currently approved by Puget Sound, please forward the communication to the Director of International Programs – Roy Robinson - so that OIP may inform the program of our program approval process. Additionally, please do not promote “non-approved” study abroad programs to Puget Sound students.

There are several different types of programs represented on our approved list. Many programs encompass more than one of the types listed below. These program type descriptions can be useful in understanding the breath of experiences available to students:

* **University-Based**: Students enroll in a university and study alongside students from the host country. Most University-Based programs in English and Spanish speaking countries offer courses in many disciplines. In some overseas university courses, the majority of each course grade will depend heavily on the outcome of a final exam or paper and less on assignments throughout the semester. In addition, classes will follow the local academic calendar and semesters may start much earlier or later than universities in the U.S. Housing choices may include local dorms, shared apartments or, in some cases, homestays. Examples: University of Edinburgh, Scotland; IFSA Argentine Universities Program in Buenos Aires
* **Center-Based**: These programs are specifically designed for international students. Students will be taking courses with other students from U.S. institutions. The number and variety of courses offered are dependent on the size of the center. These programs offer classes in English or the local language taught by local and/or visiting faculty. Courses are generally structured similarly to U.S. university courses. These programs are also more likely to follow the U.S. academic calendar. Some Center-Based programs also allow students to take courses at a local university. Housing choices may include shared apartments or homestays.
* **Field-Based**: These programs engage students in experiential, interdisciplinary learning. Most programs have very specific themes and a set curriculum with very little course choice. These programs tend to be small, usually accommodating 35 or fewer students from U.S. institutions who take all of their courses together. Course content is delivered by a combination of professors, local experts and working professionals. Class time is balanced between lectures that provide context and field study, observing, collecting data, and interacting directly with the subject matter. Many field-based programs allow students to complete independent research.
* **Internships:** Several programs offer internship opportunities that allow students to gain experience with a private firm, a government body or a non-governmental organization (NGO) while also taking a course for academic credit. Some internship programs also allow students to enroll in courses taught at a program center or a local university.
* **Faculty-Led:** Each year we offer a small number of Faculty-Led programs abroad. Typically, these are tied to a course taught here on campus and the professor and students travel abroad after the completion of the semester. If you are interested in leading a Faculty-Led program, please contact the Director of International Programs - Roy Robinson.

***Study Abroad Application Process***

Puget Sound students follow a 2-step process:

1. Puget Sound Study Abroad Application - Students must complete a Puget Sound Application by the application deadline and be approved to study abroad by the IEC. There is one application deadline in January each year for study abroad in the following summer, fall and spring semesters.
2. Program Specific Application – Once approved to study abroad by Puget Sound, students must complete their program application and be accepted by their specific program.

It is important to note that study abroad operates within budgetary and enrollment parameters set by the University; as a result, there may be a limit to the number of students who can be approved each semester to study abroad. Simply submitting an application does not guarantee the University of Puget Sound’s approval to study abroad. Eligibility and selection criteria are on the OIP website.

The Puget Sound Study Abroad Application requires one faculty “recommendation” for semester and year-long programs. In the application, students list the name of the faculty member who will be their faculty recommender for the Puget Sound Study Abroad Application. Faculty members will receive an automated email form the application system (Horizons) asking the recommender to log in and answer a yes/no question, with a space for optional comments. Additionally, some students may ask faculty members for a recommendation for their program-specific application. These recommendations vary in format, length and time required to complete.

***Study Abroad Credit***

The Registrar’s Office, in collaboration with the relevant academic departments, determines what types of credit will be awarded for courses taken abroad. Approved students meet individually with a transfer evaluator in the Registrar’s office the semester prior to departure to review their intended courses.

***Study Abroad Finances***

## On semester programs (fall, spring and academic year) Puget Sound bills the following:

* Puget Sound Tuition
* Student Government (ASUPS) Fee
* Puget Sound Housing (if your program includes housing)
* Puget Sound Meal Plan (prorated as applicable, if your program provides a meal plan)
* Program Fee ($300, $1200 or $2400, depending on the program)

On **summer programs** Puget Sound bills the following:

* Cost of the program (listed on provider’s website or brochure)
* $500 Program Fee

Puget Sound students **do not** pay the program cost or tuition directly to the program **except** for any initial deposit required to secure their place in a program. Students are billed by Puget Sound and credited for any deposit paid to their program. Students are responsible for additional fees or items such as airfare, visa, books, spending money, immunizations, optional field trips, passport, travel, optional fees, emergency fund, additional course fees (typically associated with a lab course) and other expenses.

### Financial Aid and Scholarships

* Students studying abroad for a semester or academic year will be able to apply both need-based and merit-based financial aid, including Puget Sound scholarships and grants, to their study abroad program.
* Many programs and outside agencies offer merit and need-based study abroad scholarships (see the OIP for a list)
* Federal or State aid does apply, with the exception of Work Study.
* No institutional aid is available for summer study abroad