



# CALDWELL

## UNIVERSITY™

### Short-Term Study Abroad Program Applicant Guidelines

Prior to submitting your application to participate in a short-term study abroad program, please read the following and initial that you have read, and will adhere and complete the following required items:

#### Before the Trip:

- I understand that each Short-Term Study Abroad Program has physical demands, and I should be prepared physically and mentally, as well as wear appropriate attire. I understand that the program will require strenuous walking, walking on uneven and unpaved grounds, and may involve buildings that are not handicapped accessible.

#### Academic Credit

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- I understand that as a Caldwell University student, I am required to receive academic credit in order to participate on this Short-Term Study Abroad Program.
- I have attained a minimum 2.5 cumulative GPA at the time of submitting this application.
- I do not have any disciplinary violations with the Office of Student Life at the time of submitting this application.
- I will continue to be a student in good academic and social standing until day of departure for the Short-Term Study Abroad Program.
- I understand that I am limited to a maximum of 6 credits from Short-Term Study Abroad Program(s).
- I understand I must receive course pre-approval from my Faculty Advisor to ensure that I will receive course credit towards the applied area, ie. Major, School Core.
- I understand that I must attend all pre-departure meetings and activities. If I am unable to attend a scheduled meeting or activity, I understand that I must provide legitimate documentation which will be reviewed by the Program Coordinators.

#### Application Process

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- I must complete and submit my Student Application and non-refundable deposit to the Study Abroad Advisor in CARES center/Aquinas hall 104.
- I will submit a non-refundable \$300 deposit with my completed application to officially reserve a spot on the trip. I understand that it will be deducted from the total cost of the program. The **only** exception that I will be refunded this deposit is if the trip is canceled by the University.

Should I voluntarily or involuntarily withdraw from the program, I may receive a refund according to the refund policy as outlined in the “Acknowledgement, Consent and Release Agreement”.

**Insurance**

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I understand that I will be enrolled in iNext insurance and will need to pay a fee outlined in the “Acknowledgement, Consent and Release Agreement” in addition to providing copy of my current medical insurance.

**Government Documentation**

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I understand that I am responsible for researching and acquiring a Visa (if necessary) to travel into the program’s country. I will visit the host country’s Embassy website to check whether a Visa is required to enter the country based on my home citizenship (U.S. citizen or non). Additional questions can be directed to the Director of International Student Services in the Office of Student Life.

I understand that my passport must be valid at least 6 months beyond my intended period of stay in the country.

By initialing the above mentioned guidelines, I, \_\_\_\_\_, acknowledge that I have read, understand, and agree to the stated terms required for the Caldwell’s Short-Term Study Abroad Program.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_