

Study Abroad Application



**Center for International Programs and Services,
The University of Memphis
102 Brister Hall
Memphis, Tennessee 38152-3460**

phone: (901) 678-2814

fax: (901) 678-4949

www.memphis.edu/abroad

CHECKLIST:

The following forms should be submitted with your application.

- Application
- Conditions of Participation and Program Acceptance
- Statement of Understanding
- Special Needs/ Health Information Form
- Permission for Emergency Treatment
- Illegal Drug Use Policy
- Consent for Release of Information
- Parent/Guardian Communication Form
- One Official transcript to be sent from the transcript office at 003 Wilder Tower
- Two Academic Reference Forms – (The forms should be completed by a professor or advisor)
- Proof of Insurance
- ISIC ID Card – (This card will be issued by the study abroad office)
- Copy of Passport (When available)
- Flight Itinerary (When available)
- Financial Information & Budget Sheet
- Application Fee Information

1. How did you find out about the University of Memphis Study Abroad program? *You may choose more than one answer*

- Promotional materials edited by the Study Abroad Office (specify) _____
- Publications (specify) _____
- Recommendation by your academic advisor or Professor
- The University of Memphis catalog
- Recommendation by a friend
- Student fair (Specify which one)
- Internet (Specify which one)
- Other (Specify)

2. Ethnicity:

- Native American/Alaskan Native Asian American/ Pacific Islander
- Black / African-American Hispanic American White, Non-Hispanic
- Multiracial Other, Please specify _____

I acknowledge that all my statements on this application form are complete and accurate. If I am accepted by the University of Memphis to study abroad, I agree to follow its rules. I also agree to provide the Center for International Programs and Services a description and evaluation of my study abroad experience within (60) days of completion of the program.

Applicant's Signature

Date

Conditions of Participation and Program Acceptance

In accordance with university policy, the Center for International Programs and Services wishes to reaffirm student rights and responsibilities in relationship to studying abroad.

The following statement is issued in accordance with University policy and after consultation with appropriate University officers. As with all academic programs, the student is responsible for learning the content of a course of study according to all standards of performance established by the faculty. In turn, the student has the right to a course grade that represents the instructor's good faith judgment of the student's performance in the course.

All rules for student conduct, as outlined in the University of Memphis Code of Student Rights and Responsibilities at <http://saweb.memphis.edu/judicialaffairs/pdf/CSRR.PDF>, continue to apply while the student is overseas. **The University of Memphis reserves the right to withdraw a student from the program for violation of these rules or the laws of the host country, disruptive behavior, academic reasons, or conduct which could bring the program into disrepute. A decision to withdraw a student will be final and refunds will not be made.**

Students are expected to:

- Be responsible for all information contained in the Center for International Programs and Services and The University of Memphis application materials concerning fees and program details;
- Attend all orientation meetings;
- Carry a health insurance plan which provides international coverage. Your insurance must include medical evacuation and repatriation of remains insurance;
- Pay all fees and all personal expenses incurred while studying abroad; Any outstanding program fees at the host university will cause a hold to be placed on the student's University of Memphis account until the Study Abroad Office receives confirmation that the balance owed abroad has been paid.
- Register with the U.S. Department of State at <https://travelregistration.state.gov/ibrs/ui/>
- Arrange for and complete all academic work within the allotted time period; Participants must be full-time students while on study abroad and exchange programs. A full course load is considered to be the same as that of a regular full-time degree candidate at the host university. Recreational travel and activities must not interfere with the successful completion of the academic program;
- Respect the reasonable wishes of their hosts when living in a private home;
- Obey all laws, police regulations and practices of the host country and those of the countries in which they travel. Students are also subject to all academic and disciplinary regulations of the host university. **Anyone engaging in unacceptable behavior will be dismissed from the program and is liable for program fees and expenses associated with early departure from the program.**
- Arrive and depart from pre-arranged programs accommodations per specified dates and times;
- Unless otherwise indicated, students are responsible for making all travel arrangements and obtaining passports and visas.

I have read and agree to abide by the above conditions of participation.

Name: _____ Signature: _____

Statement of Understanding

I, _____, have decided to participate in The University of Memphis Study Abroad Program (hereinafter, "Course") through the Center for International Programs and Services. I hereby acknowledge that participating in Course is entirely voluntary.

I understand that the Course involves certain risks, hazards and conditions that may be dangerous to life, limb and property and that can arise in an incalculable variety of unforeseen or foreseeable ways in which may include: bodily injury, loss of limb, death or property damage. I am voluntarily participating in the Course with knowledge of the dangers involved. I have reached the age of majority, and I am competent to make this decision for myself, or, if I am a minor, I have obtained the permission of a parent or legal guardian.

I have reviewed the U.S. Department of State website for travel warnings, advisories, and consular information sheets for my intended destination. (<http://travel.state.gov/>)

I have reviewed the U.S. Center for Disease Control and Prevention website for information on traveler's health issues and obtained the recommended vaccinations for travel to particular area or country. (<http://www.cdc.gov/>)

I have reviewed the World Health Organization website for information on disease outbreaks and emergencies. (<http://www.who.int/en/>)

I have reviewed the International Association for Medical Assistance to Travelers website. (<http://www.iamat.org/>)

I am not suffering from any medical condition, impairment, or disease that would prevent my safe participation in any of the activities associated with the Course. I have disclosed any and all of my medical conditions to the administrators of the Course. I will use care for my own safety and well-being. I have not been advised by a physician or any health care provider to limit my participation in activities such as the Course. I assume responsibility for my participation in the Course and injury while participating in the Course. If any accommodation is required, I agree to submit appropriate documentation to the University prior to my participation in Course. I acknowledge and agree that the University does not provide health and accident insurance for my participation in Course, and that I am responsible, financially and otherwise, for any medical bills incurred as a result of emergency or other medical treatment. I also acknowledge and agree that I am required by University policy to obtain and that I will purchase an International Student Identity Card (ISIC) which is provided through STA Travel. (<http://www.myisic.com/MyISIC/>)

Health Information

This form is to be completed and signed by the participant.

Name _____ Birth Date _____ Sex _____

Program _____ Term _____

The purpose of this form is to help The University of Memphis to be of maximum assistance to you should the need arise during your study abroad experience. Mild physical or psychological disorders can become serious under the stresses of life while studying abroad. It is important that the program director be made aware of any medical or emotional problems, past or current, which might affect you in a foreign study context. The information provided will remain confidential and will be shared with the program staff, faculty, or appropriate professionals only if pertinent to your own well-being. The University of Memphis may not be able to accommodate all individual needs or circumstances. This information does not affect your admission to the program. It is strongly recommended that a medical doctor be consulted prior to travel for a healthy trip abroad.

Medical History

- Yes ___ No ___ 1. Are you generally in good physical condition? (If no, please explain.)
- Yes ___ No ___ 2. Do you have any psychological or emotional problems that would adversely affect your participation in the program? (If yes, please explain.)
- Yes ___ No ___ 3. Do you have allergies? (If yes, please explain.)
- Yes ___ No ___ 4. Are you taking any medications? (If yes, list and explain.)
- Yes ___ No ___ 5. Have you had any major injuries, surgeries, diseases or ailments in the past five years that would adversely affect your participation in the program? (If yes, please explain.)
- Yes ___ No ___ 6. Are you a vegetarian or are you on a restricted diet? (If yes, please explain.)
- Yes ___ No ___ 7. Is there any additional medical information which would be helpful for the program director to be aware of during your study abroad experience? (If yes, please explain in detail on a separate sheet).

I certify that all responses made on this Health Information form are true and accurate, and I will notify The University of Memphis hereafter of any relevant changes in my health that occur prior to the start of the program.

Signature of Participant _____ Date _____

Permission for Emergency Treatment

Please type or print all requested information.

Applicant's Name

Last	First	Middle
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On rare occasions a person participating in an overseas study program faces a health emergency requiring hospitalization and immediate treatment. To prevent dangerous delay in such an emergency, The University of Memphis strongly recommends that the student and his/her parent or guardian or that the non-student (auditor) complete and sign the following statement. Participants should carry a copy of this permission at all times while abroad:

In the event of an emergency illness or injury affecting

_____, born _____,
person's name date

the undersigned (participants below 18 years should have this form signed by their parents or guardians) hereby authorizes immediate hospitalization and treatment recommended by and carried out under the supervision of a qualified physician, including administering an anesthetic and performing necessary surgery.

Blood Type _____ Known allergies to medication: _____

Signature Date

Person to notify in case of an emergency illness or accident:

Name _____ Relationship _____

Address _____

Telephone: Home _____ Work _____

Important: The University of Memphis also wishes to inform students and others participating in our Study Abroad Programs/Courses that it is not possible to have access to the type of mental health assistance available in this country. In our admission process, we do not discriminate against individuals with disabilities. However, for your own welfare, we ask that if you have had any such problem that could affect your participation in the program you should consult with a mental health professional before you leave to discuss the potential stress or other adverse consequences of study abroad. Again, please be reminded that mental health treatment is not as widely accessible in many foreign countries as it is in the United States.

Illegal Drug Use Policy

The use of illegal drugs is no more accepted in foreign cultures than in our own and is treated as a serious criminal offense. Sometimes people, who imagined they would never get caught, or who thought they would get off lightly if they were caught, have suffered greatly as a result of drug-related incidents. Americans in a foreign country are subject to the laws of that country. The American Embassy cannot obtain a release from jail for an American citizen, but can only aid in obtaining legal assistance.

Such activities place not only the individual but also the group and the program in jeopardy. We require that all students participating in our program read the conditions under which they agree to participate as stated below and sign this agreement prohibiting them from using illegal drugs during the term of the program.

The University of Memphis has adopted the following for dealing with illegal drug use, and I acknowledge and agree to the following:

The consequences of illegal drug use during the program include: **immediate expulsion from the program, immediate return to the United States, total forfeiture of all fees paid or due to the program, and the loss of all course credit.**

Students should take responsibility, both individually and as a group for assuring that The University of Memphis rules regarding drugs are strictly observed. If any student becomes aware that a fellow participant is violating this policy, the student should report the violation to the program director immediately.

Please return this form to the Center for International Programs and Services with your signature. This signed statement must be on file with the Center for International Programs and Services prior to your departure.

I have read the above and understand that use or possession of any quantity of marijuana, cocaine or other illegal drug is totally prohibited to participants throughout the program. I understand that this prohibition applies not only while I am in the company of fellow participants, but also when I am alone or with people not associated with the program. I have read the consequences for violation noted above and will abide by the stipulations set forth. I also understand my responsibilities in insuring that others observe the policy and responsibilities outlined above.

Signature of Participant

Date

STUDY ABROAD ACADEMIC REFERENCE FORM

Part I: To be completed by the applicant.

Name of applicant: _____

Home Institution: _____

Reference requested from: _____

(Referee must be a university-level instructor or academic advisor)

Under the U.S. federal law (Section 438 of Public Law 90-247, as amended), students are permitted access to certain education records. Section 438 (a) (2) (b) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.

Applicant's Signature _____

Date _____

Part II: To be completed by the Referee.

1. How long and in what capacity have you known the applicant? _____

2. Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers.

	Below Average	Average	Above Average	Outstanding	No Opportunity to Observe
Competence in major/specialization					
Motivation and seriousness					
Capacity for Independent study					
Emotional stability and maturity					
Self-Reliance and independence					

3. On a separate sheet (preferably an official letterhead), please comment specifically on the applicant in terms of the following: (a) academic suitability for study at an institution abroad; (b) personal suitability for living abroad; (c) how participation in the study abroad program will be of benefit, both academically and personally; (d) weaknesses; (e) linguistic preparation if applicable; (f) other factors which you believe may affect a successful experience through a study abroad program.

Name (Please type or print clearly) _____

Position or title _____

Signature _____

Office address & telephone _____

Date _____

Please return by _____ To the Study Abroad Office, 102 Brister Hall - (901) 678-2814

**Parent/Guardian Primary Contact
University of Memphis Study Abroad**

I give the Study Abroad Office permission to communicate with my parent/guardian/spouse regarding all issues surrounding my study abroad experience. This may include but is not limited to student account information, student conduct issues, health and safety, or academics: such contact may occur before, during or after the program.

If your parents do not live together, please provide this information for both parents: the parent listed first will be considered the primary contact.

Name(s)			
Street Address	City	State	Zip
Home Phone	Work Phone	Email Address	
Name(s)			
Street Address	City	State	Zip

I do not give the Study Abroad Office permission to communicate with my parents. Please contact the person(s) below instead.

Name(s)			
Street Address	City	State	Zip
Home Phone	Work Phone	E-Mail Address	

Student Name (Print)

Student Signature

Date

Financial Information

How do you plan on paying your program fees? (Check as many as apply)

- Self
 Parents
 Scholarship
 Financial Aid
 Private Loan
 Other Source: _____

Scholarship/ Financial Assistance:

U of M Scholarship (eg. Regents, Dean, Humphreys Scholarship)	
Voc Rehab	
Pell Grant or other Grants	
Tuition Discount	
Lottery Scholarship	
Student Loans	
Other, Please specify	

Budget Form to be completed by Student:

Expense	Amount
Application Fee	
Tuition or Program Fees*	
Airfare	
Room & Board**	
Books/ Supplies	
Domestic transportation costs at program site	
Passport	
Visa	
Immunizations	
Health Insurance	
Personal Expenses	
Total	

Signature

Date

Procedures for Obtaining Transfer Credit Approval

Before departure:

1. Obtain course descriptions of all the courses that you plan to take at the host institution and have them translated into English, if necessary.
2. Take course descriptions and Transfer Credit Request form to Ms. Dru Welch in the Undergraduate Admissions Office, Room 201 Wilder Tower Building, to have her fill out the Transfer Credit Request form. If you don't already have a Transfer Credit Request form, you can obtain one from Ms. Welch.
3. Take course descriptions and Transfer Credit Request form to your advisor for approval.
4. Take course descriptions and Transfer Credit Request to the Graduation Analyst of your college for approval.
5. Take course descriptions and Transfer Credit Request form to Ms. Welch or Ms. Gloria Moore in the Undergraduate Admissions Office, Room 201 Wilder Tower Building.

IMPORTANT: Once your approvals have been obtained, the Transfer Credit Request form becomes a contract between you and The University of Memphis. Be sure to keep a copy of your approved form for your records.

During the course of your exchange program:

1. Keep ALL documents relating to the courses you take at the host institution abroad. Keep all syllabi, reading lists, papers, returned examinations, evaluations, and notes from each course. This is very important! Keep everything related to all the work you do while you are abroad. There have been instances when, because of the differences in educational systems and the lack of availability in course information, students have been required to write their own course descriptions.
2. If you have not obtained approvals before departure because course information was not available, you can start the approval process when you arrive and register by sending a completed Transfer Credit Request form along with a course description in English to Ms. Welch, Undergraduate Admissions Office, Room 201 Wilder Tower Building, University of Memphis, Memphis, Tennessee 38152.

When you return:

1. Make sure your transcript has been mailed to Ms. Dru Welch, Office of Undergraduate Admissions, 201 Wilder Tower Building, The University of Memphis, Memphis, Tennessee 38152.
2. Make an appointment to see Ms. Welch in the Undergraduate Admissions Office to discuss your transfer credit. Take your course descriptions with you. Be sure that you have the approvals of your academic advisor and the graduation analyst of your college before you go to the Admissions Office, or your trip will be wasted. The Admissions Office will not process Transfer Credit Requests without the approval of the appropriate advisors and graduation analysts.

Helpful Hints for Requesting a Recommendation

When you ask a professor to recommend you for a particular program it is a good idea to highlight your interests, academic and career goals, and in what capacity the professor knows you. The following list is to assist you in compiling a one-page information sheet about yourself to give to your professor when you give them the form. Please make the form brief and concise. The purpose of this form is to save the person time and not to add additional work.

1. In what capacity does the person writing the recommendation know you? Please give details about the class and what semester you attended.
2. Be specific in stating your study abroad plans and how these plans will fit into your academic career.
3. Honors: membership in any honor societies, scholarships and special awards.
4. Offices held in or off campus organizations
5. Volunteer work or community service projects
6. International travel experience and language ability
7. Incidents or specific experiences that may be beneficial to this recommendation
8. Please have the professor return it to you or you can have it sent to our office:

University of Memphis
Center for International Programs and Services
102 Brister Hall
Memphis, TN 38152
Attn: Study Abroad

Application Fee Information

All applications require a non-refundable application fee. This deposit is due at the time you submit your completed application.

Please pay your application fee on-line at <https://academics-s.memphis.edu/studyabroad/>
Print a copy of your receipt and attach it to the application before submitting.

If the Study Abroad Office is unable to place you at a site requested the deposit will be refunded.

In accordance with the University of Memphis Study Abroad Office I, _____
_____ acknowledge that once I have been placed in a Study Abroad program
the deposit is non-refundable.

Participant Signature

Date

Coordinator Signature

Date