



USA OFFICE OF INTERNATIONAL EDUCATION
STEPS TO APPLYING FOR STUDY ABROAD (page 1 of 2)

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- Choose your program and get their application and fee payment schedules –
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 - for USA programs see the USA Office of International Education
 - for NON USA programs each may have different application forms in ADDITION to the USA forms
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- 2 PRIOR to applying for your chosen program you should complete the USA study abroad application forms
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- 3 Find out what the application deadline is for your chosen program – do NOT wait until the week, day before! There may be different deadlines for the program and for USA forms!
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- 4 Find out what scholarship applications are available and their deadlines – Scholarship applications are often entirely separate applications and not connected to the formal study abroad program applications (except that if awarded you will have to show admission to and completion of the program you have chosen)
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- 5 Make an appointment with the USA OIE study abroad advisor – bring all your program information and application materials – email intledu@southal.edu for an appointment
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- 6 CAREFULLY READ all program policies regarding applying, withdrawing, refunds, grades, transcripts, student behavior, academic rules, etc. All USA student conduct and academic policies apply to all approved study abroad programs (whichever are more stringent) in addition to any program specific policies.
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- 7 The following forms are required by USA for all study abroad approvals:
<http://www.southalabama.edu/oie/forms.html>
- A USA SA general application, emergency contact and insurance form.
 - B USA Transient Credit or USA GPA/Course Approval forms or if doing research/internships/rotations abroad provide copy of college/departmental written approval for such.
 - C USA SA liability release form.
 - D USA Student Responsibility form.
 - E USA Study Abroad Transcript processing form (you will take this to your host school).
 - F US passport – if you do not have one apply ASAP as it can take 4-8 weeks for a new passport!
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- 8 Provide OIE with copies of all your chosen program application package – YOU will be responsible for mailing your application to the program you have chosen
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- 9 Follow ALL USA and PROGRAM Fee payment deadlines (deposits and related payments)
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- 10 Provide USA OIE with a copy of any admission letters, visas, etc. you may be provided with.
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- 11 Participate in USA pre-departure Orientations and any other program orientations that your chosen program provides (including upon arrival in country).
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- 12 Make sure you have completed the transcript request form and turned it in to your chosen program, all transcripts must be sent to USA OIE for processing and integration into your USA academic program
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University of South Alabama -- Study/Research/Internship/Service Abroad Enrollment and Fee policy (page 2 of 2)

All USA students participating in a USA approved international experience as part of their academic program at the University of South Alabama are required to complete a USA OIE application/documentation/enrollment process. Included in the approval process is the completion of either the USA transient credit approval form located at:

<http://www.southalabama.edu/academicaffairs/forms/transientform.pdf>

and/or an equivalent document as appropriate to the academic program of the student.

APPLICATIONS: Copies of all application documentation submitted to any study abroad are required including the completion of the USA application/release and contact forms.

ENROLLMENT: Once all the approval/review documentation has been completed all students are required to enroll in the appropriate USA International Studies Course for Study Abroad – IS 391 – which serves as the transcript annotation that the activity has been reviewed by USA. The IS 391 course is zero credit hours however it maintains the USA student full time status for the purposes of financial aid, credit transfer, etc. Where credit is involved students are required to ensure that official transcript documentation is returned to USA OIE for transmittal to the USA registrar for posting. Failure to do so will result in an INCOMPLETE for the IS-391 on the permanent transcript.

PROGRAM FEES: Associated with the IS 391 course at a minimum there will be an administrative fee of \$300 and a \$60 USA registration fee. This administrative fee includes 24/7 worldwide emergency assistance program and basic major medical health insurance program that is required for all USA reviewed international experiences participation.

This fee is NON-REFUNDABLE unless USA denies approval for the proposed activity. Additional program fees may be billed to your student account based on the program you will be attending. Participants are responsible for all fees associated with their proposed activity abroad. All participants should carefully review the payment, deadlines and related policies associated with their program of choice. Typically once admitted to a program all fees are due and are non-refundable.

**Check with program for program cost details and information, some limitations apply.
Fees and costs may be subject to change based on economic and other considerations.**

For applications and additional information go to: <http://www.southalabama.edu/oie/usacsa.html>

For more information please contact the USA Office of International Education: Alpha Hall East 320

– intledu@usouthal.edu <http://www.southalabama.edu/oie/contact.html> (ver 12/131/08)