
100 East Queen Street Hampton, VA 23668

Phone: 757.728.6914 Fax: 757.637.2572



Student Procedure for Study Abroad Detailed

1. Initial Visit:
 - 1.1. Write contact information on Contact Note Pad:
 - 1.1.1. First Name
 - 1.1.2. Last Name
 - 1.1.3. Commercial Email Address
 - 1.1.4. Cell
 - 1.1.5. Date of Visit
 - 1.1.5.1. FX: Preliminary to Student Inquiry Form,
 - 1.1.5.2. Rule: Must fill out form and follow instructions on form to begin consultations. Instructions include: student course curriculum, student schedule and Print Screen of HU Net's financial award per semester. Must send email with attached form saved as that students name and 'Completed Student Inquiry Form.' This title should also be in the subject box of the email.
 - 1.1.6. Please Call 757-728 -6914 or walk in to schedule an appointment with Ms. Haysbert.
2. Program Selection:
 - 2.1. Pick out 2 programs within region, major, period
 - 2.2. Fill Out Credit Approval Form
 - 2.2.1. FX: Preliminary to program acceptance.
 - 2.2.2. Rule: Program Applications must be completed before next consultation. An email to this effect must be sent indicating that applications are complete before next meeting. In the subject box of the email should be that student's name and 'Completed Applications.' List applications by name in the body and declare them complete. Bring in signed course form.
 - 2.2.3. Please Call 757-728 -6914 or walk in to schedule an appointment with Ms. Haysbert.

3. Financial/ Program Consultation
 - 3.1. figure out how much money is available to fund program
 - 3.2. figure out financial need
 - 3.3. Fill Out budget sheet
 - 3.4. Select scholarships to be applied to within eligibility, deadline and award date
 - 3.4.1.FX: Preliminary to scholarship acceptance
 - 3.4.2. Rule: All scholarship applications must be complete before next consultation. An email to this effect must be sent indicating that all scholarship applications are complete before next meeting. In the subject box of the email should be that student's name and 'Completed Scholarship Applications.' List applications by name in the body and declare them complete.
 - 3.4.3.Please Call 757-728 -6914 or walk in to schedule an appointment with Ms. Haysbert.
4. Plan B Consultation
 - 4.1. All of your funding attempts will be followed up.
 - 4.2. Program acceptance processes will be followed up.
 - 4.3. Identify lags in the acceptance process or potential issues with program
 - 4.4. Select 'Plan b' program that alleviates issues, if necessary. Complete application in office.
 - 4.4.1.FX: preliminary to Student Accounts/ Registrars/ Financial Aid processes
 - 4.4.2. Rule: Contact advisor by email when accepted or rejected. Attach the program response to email and in the body specify the errors or reason for denial. Subject of this email should be, that student's name, the program name, country name, program response.
 - 4.4.3.Please Call 757-728 -6914 or walk in to schedule an appointment with Ms. Haysbert.
5. Admission to Program Consultation
 - 5.1. official selection of accepted program
 - 5.2. Apply for Visa or Passport
 - 5.3. CRST Fee Form
 - 5.4. Responsibility and Assumption of Risk Form
 - 5.5. Student Agreement on Registration for Study Abroad
 - 5.6. Give Orientation Package
 - 5.6.1.FX: Provide Office Safety Information:
 - 5.6.2.Copy of flight Itinerary
6. Email me the following when you arrive in country: Samaria.haysbert@hamptonu.edu
 - 6.1. Foreign Address
 - 6.2. Foreign Phone Number
 - 6.3. Notify Office of any change in schedule or course changes (before the courses are changed)
 - 6.4. Upon your return to the United States, email Samaria.haysbert@hamptonu.edu

Hampton University
International Office
Phenix Hall, Room 130

**CSRT FEE FOR
STUDYABROAD/INTERNSHIP ABROAD TRANSFER CREDIT**

If you are seeking HU study abroad/internship abroad transfer credit, this form (along with the Study Abroad Course Approval Form) is required, and you must be registered at HU for the term during which you are abroad. The fee is equal to one credit hour for the semester or term during which you are abroad.

If you are *not* seeking HU study abroad/internship abroad transfer credit, you do not need to complete this form nor pay the fee.

If paying in person in Whipple Barn, this form should accompany payment. All copies must be stamped PAID for validation. If paying by phone, obtain a confirmation number for the transaction.

****Students:** Please return the original copy of this form and receipt to the International Office.

TERM (Please check one)

Date: _____

_____ Summer _____
Year
_____ Fall _____
Year
_____ Spring _____
Year

Total credit hours to be
transferred to HU from abroad:

Student Information

Name	
Address	
City, State, Zip	
Student ID	
Telephone	

Payment received \$ _____

Date: _____

International Office
Passport Information
(New and Renewals)

Office Location: Phenix Hall, Room 130 * Phone: 757-728-6914 * Fax: 757-637-2100
Email: internationaloffice@hamptonu.edu

This document is meant to be a guide as it relates to obtaining a new or renewed passport. A passport is an international travel document that allows travel outside of the United States for American Citizens. Every American student must have a U.S. passport in order to study, research or volunteer abroad. **The International Office STRONGLY urges you to ensure obtain a passport at least three months before the date of your departure.** You can obtain a passport at most federal post offices within the U.S. **The post office closest to Hampton University is:**

Hampton Main Post Office
809 Aberdeen Road
Hampton, Virginia 23670
Phone: 757-826-7948

Passport Acceptance Hours: M-F: 10am-3pm, Sa-Su: Closed (call before beginning the process of obtaining a passport to ensure hours have not changed)

*For all information related to obtaining a U.S. Passport, including fees, wait times, and required documents, please visit: http://travel.state.gov/passport/passport_1738.html

Important Preliminary Notes

- Passports generally take anywhere from 2-10 weeks to be received.
- U.S. Passport renewal can be done in person, or by mail, if within 15 years of previous.
- You can pay extra for expedited services if needed.
- Make sure you have two forms of identification with copies of each
 - One of the IDs should prove U.S. Citizenship, such as a certified birth certificate, previous passport, naturalization certificate, or certificate of citizenship
 - The second ID must be current and valid, such as a driver's license, government or military ID, naturalization certificate or previously issued passport
- You should have the appropriate passport application form printed and filled out. The different forms can be located at http://travel.state.gov/passport/passport_1738.html
- You will need a photo that meets all size and lighting requirements. Stores that offer photo taking services, such as Walgreens or CVS are a great resource for service and questions.
- You will be required to pay an application fee to apply for a new or renewed passport.

Application Forms

- Form DS-11: Application for a U.S. Passport (http://travel.state.gov/passport/forms/ds11/ds11_842.html)
- Form DS-82: Application for a U.S. Passport by Mail (Renewals Only) http://travel.state.gov/passport/forms/ds82/ds82_843.html
- Form DS-5504: Application for a U.S. Passport- Name Change, Data Corrections, and Limited Passport Replacement http://travel.state.gov/passport/forms/ds5504/ds5504_2663.html

First Time Applicants

(http://travel.state.gov/passport/get/first/first_830.html)

You Must Apply in Person If:

- You are applying for your **first** U.S. passport
- You are **under age 16**
- Your previous U.S. passport was issued when you were **under age 16**
- Your previous U.S. passport was **lost, stolen, or damaged**
- Your previous U.S. passport was issued **more than 15 years ago**
- Your name has changed since your U.S. passport was issued and you are **unable to legally document your name change**

Before You Start, Please Note:

- Special Requirements for All Minors Under Age 16
- Special Requirements for All Minors Ages 16 & 17
- Special Requirements for Diplomatic, Official, & Regular No-Fee Passports
- Special Requirements for Individuals Applying From Outside the U.S.

SUBMIT A U.S. PASSPORT APPLICATION FOR AN ADULT IN PERSON:

Read and understand **Steps 1 - 7** before leaving this page.

1. Fill Out Form DS-11: *Application For A U.S. Passport*
2. Submit Completed Form DS-11 In Person
3. Submit Evidence of U.S. Citizenship
4. Present Identification
5. Submit a Photocopy of the Identification Document(s) Presented (Step 4)
6. Pay the Applicable Fee
7. Provide One Passport Photo

Fill Out Form DS-11: Application For A U.S. Passport

Fill out Form DS-11: Application for a U.S. Passport online or by hand. Please note that you:

- **Must not** sign the application until instructed to do so by the Acceptance Agent
- **Must** provide your SSN in accordance with 26 U.S.C. 6039E. Failure to provide information requested on the form, including your social security number, may result in significant processing delays and/or the denial of your application.

Submit Form DS-11: Application For A U.S. Passport In Person

You must submit Form DS-11 **in person** at an Acceptance Facility or Passport Agency

NOTE: There are special submission requirements for All Minors Under Age 16

Submit Evidence of U.S. Citizenship

When applying for a U.S. passport in person, evidence of U.S. citizenship must be submitted **with** Form DS-11. All documentation submitted as citizenship evidence will be **returned** to you. These documents will be delivered with your newly issued U.S. passport or in a separate mailing.

Primary Evidence of U.S. Citizenship (One of the following):

- Previously issued, undamaged U.S. Passport
- Certified birth certificate issued by the city, county or state*
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

*A **certified birth certificate** has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note, some short (abstract) versions of birth certificates may **not** be acceptable for passport purposes.

Beginning April 1, 2011, all birth certificates must also include the full names of the applicant's parent(s). For more information, please see New Requirement for all U.S. Birth Certificates.

NOTE: If you **do not** have primary evidence of U.S. citizenship or your U.S. birth certificate **does not** meet the requirements, please see Secondary Evidence of U.S. Citizenship.

Present Identification

When applying for a U.S. passport in person, acceptable **identification** must be presented **at the time of application**.

Primary Identification (One of the following):

- Previously issued, undamaged U.S. passport
- Naturalization Certificate
- Valid Driver's License
- Current Government ID (city, state or federal)
- Current Military ID (military and dependents)

NOTES:

- If you **cannot** submit primary identification, please see Secondary Identification.
- If you apply at an Acceptance Facility and submit **out-of-state** primary identification, you must present an additional ID document, as well. For example, if you apply in Maryland with a Virginia Driver's License, you must present a second ID containing as much of the following information as possible: your photo, full name, date of birth and the document issuance date.
- If you have undergone or are going through gender transition, please see these additional requirements.

Submit a Photocopy of the Identification Document(s) Presented (Step 4)

Bring a photocopy of the front and back of each ID document that you will present when you apply.

- Photocopy **must** be on plain white, **8 1/2 x 11"** standard paper stock, showing the **front** and the **back** of your ID
- Photocopy **must** contain images on only one-side of each page submitted.
 - If copies cannot be made on the same side of one page, you may present two separate pages; one displaying the front of the ID and the second displaying the back of the ID.
- The paper should be free of other images and/or markings.
- The 8 1/2 x 11" paper size **cannot** be substituted with a larger or smaller size paper, even if the alternative folds down to the 8 1/2 x 11" size.
- You **may** enlarge the image of your ID on the 8 1/2 x 11" page, but you **may not** decrease the size of the image.

Other situations that require a photocopy of identification, but are less common, include:

- If you are presenting Secondary Identification, you must provide a photocopy of the front and back of each document being presented with your application. A photocopy of your credit card will not be requested if it is to be presented with Secondary Identification.
 - If you submit **out-of-state** primary identification, you must provide a photocopy of your primary identification document and the second ID to be presented with your application. Both sides of all identification documents must be photocopied according to the photocopy requirements above. If a credit card is presented as your second ID, a photocopy will not be requested.
-

- An assistant to a disable applicant who witnesses the signature or signs on the disabled applicant's behalf must present a photocopy of his or her ID
- A person acting as an Identifying Witness must present a photocopy of his or her ID

Pay the Applicable Fee

Please see Current Passport Fees and methods of payment.

Provide One Passport Photo

To avoid processing delays, be sure your photo meets all the requirements and are properly submitted with your application.

- When submitting **Form DS-11 in person**, your photo should **not** be attached to the form

Renew Passport

(http://travel.state.gov/passport/renew/renew_833.html)

Renew by Mail if All of the Following are True:

Your Most Recent U.S. Passport:

- Is **undamaged** and can be **submitted** with your application
- Was issued when you were **age 16 or older**
- Was issued within the last **15 years**
- Was issued in your **current name** or you can legally document your name change

If any of the above statements do not apply to you, you must Apply in Person

A Note on the U.S. Passport Card:

If you are a previous passport book holder and you are eligible to use Form DS-82, you may apply for a passport card as a renewal by mail - even if it is your *first* passport card!

How to Renew Your U.S. Passport by Mail:

From Inside the United States:

To renew your U.S. Passport by mail, you must submit **Form DS-82**, *Application for a U.S. Passport by Mail*. Locate Form DS-82 and step-by-step instructions at Form DS-82: Application for a U.S. Passport by Mail.

How long will it take to process your passport application? See Application Processing Times.

IMPORTANT NOTES:

- If your most recent U.S. passport has been mutilated, altered or damaged, you cannot apply by mail - you must Apply in Person.
- We strongly encourage you to mail your passport application and any personal documents using a traceable delivery method.
- Please do not submit any prepaid return mailing envelopes or mailing stamps. Newly issued Passport Books are delivered via Priority Mail with Delivery Confirmation, unless you pay for overnight delivery return service at time of application. Overnight delivery service is not available for passport cards, which are delivered via First Class Mail only.
- In order to protect the contents of your mailing from the elements throughout the delivery process, it is strongly recommended that you mail your passport application and personal documents in an envelope large enough to fit the application **without** folding. Please **do not** use a standard letter-size #10 (4 1/8" x 9 1/2") envelope.

- Passports renewed by mail **in** the United States may **only** be mailed to United States and Canadian addresses.
- If you are behind in child support payments, you may not be able to get a passport (See Child Support).

From Outside the United States:

U.S. citizens residing **abroad** (except those living in Canada) should renew their passports at the nearest U.S. Embassy or U.S. Consulate.

U.S. citizens residing in **Canada** may submit Form DS-82: Application for U.S. Passport by Mail to the address listed on the form.

Need a U.S. Passport Immediately?

You should make an appointment to be seen at a Regional Passport Agency **only** if:

- The U.S. passport is needed in **less than 2 weeks** for international travel
- The U.S. passport is needed **within 4 weeks** to obtain a foreign visa
-

Contact the National Passport Information Center to make an appointment or locate a Passport Agency.

SECTION THREE: FINANCIAL AID AND SCHOLARSHIPS

<i>Category</i>	<i>Amount (USD)</i>
Study Abroad Program Discount(s).....	_____
Parents/Family/Relative/Friend Contribution.....	_____
Federal Financial Aid.....	_____
Personal Savings	_____
Student Loans, if available ^Ω (Deduct 5% for Origination Fees).....	_____
Scholarships (non-Hampton University) List Name(s)*.....	_____
Grants.....	_____
Other Sources of Funding.....	_____
<i>Total Available Funding</i>	_____

*Hampton University does not allow Institutional Funds (HU scholarships and merit scholarships) to be used toward study abroad programs.

^Ω You must visit the Office of Financial Aid (FA) and speak with your FA Advisor to determine what federal aid you have available for use.

SECTION FOUR: DETERMINING OUTSTANDING COSTS

To determine how much funding is still needed to fully fund your study abroad program, use the following calculation:

SECTION THREE -- SECTION TWO = OUTSTANDING COSTS

_____ Yes, I am aware that the amount of study abroad costs may exceed my Hampton University campus costs.

_____ Yes, I agree to cover these costs with additional family contribution or other resources.

_____ Yes, I recognize that failure to pay the balance due to the program after funds have been sent from Hampton University may result in a hold being placed on my account at Hampton University.

_____ Yes, I am aware that merit scholarships from Hampton University do not apply to study abroad costs.

Student Name (Print): _____

Student Signature: _____

Date: _____

HAMPTON UNIVERSITY
International Office

Office Location: Phenix Hall, Room 130 * Phone: 757-728-6914 * Fax: 757-637-2100
Email: internationaloffice@hamptonu.edu

Statement of Responsibility and Assumption of Risk
Regarding Study Abroad Programs

The undersigned is a student duly enrolled in courses offered through Hampton University's Study Abroad Program through the University's International Office.

In consideration of being allowed to participate in a Study Abroad Program,
I, _____ agree to the following conditions of participation:

Behavioral Responsibilities:

I am aware of the expected behavioral responsibility of any Hampton University student participating in this program. I am aware that I will be a guest in a foreign country and that certain behavior will be unacceptable and could result in a possible disruption of my program of study on the ground of inappropriate behavior. I hereby assure the University that I will conduct myself in an appropriate manner at all times. Such behavior shall include moments when in the company of other program members and moments when I am physically separated from other program members. I recognize that inappropriate behavior is cause for dismissal from the program by Hampton University of the host institution.

Academic Responsibilities:

I, the undersigned, hereby acknowledge and understand that I am responsible for maintaining a full-time course of study (at least 12 hours per week/term for semester Study Abroad Programs and at least 3 hours per week/term for summer Study Abroad Programs) while abroad. I guarantee that I will attend all classes, take all examinations, and do all assigned work. Hampton University guarantees all course work for elective credit, while the student is responsible for presenting sufficient information on general studies, major or other Hampton University requirements.

Legal Problems:

I, the undersigned, acknowledge and understand that should I fall into legal problems with any foreign nationals or government jurisdictions of the host country, I will attend to the matter personally with my own personal funds. Hampton University does not guarantee what, if any, assistance it can provide under such circumstances.

Travel Problems:

Hampton University cannot assure that travel arrangements will be without certain disruption. Accordingly, I acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, sickness, weather, strikes or other unforeseen causes.

I, the undersigned, acknowledge and understand that Hampton University assumes no liability whatsoever for any loss, damage, destructions, theft, or the like to my luggage or personal belongings. I acknowledge that I must retain adequate insurance or have sufficient funds to replace such belongings and will hold the University harmless there from.

Medical Responsibility:

I, the undersigned, am aware that there are certain risks inherent in international travel and that Hampton University cannot assume responsibility for all or certain of my activities. I am aware of my personal medical needs and hereby assure the University that I have consulted with a medical doctor, as I may have deemed necessary, with regard to any of my personal needs. Further, I am aware that the University cannot be responsible for attending to any of my medical needs.

Should I require hospitalization while in a foreign country or in the United States during this program, I am aware that the University cannot and does not assume any legal responsibility for payment of such costs. Rather, I hereby assure the University that I have assumed all risk and responsibility for such costs and have adequate hospitalization insurance to meet any and all needs for payment of hospital costs during this program.

I expressly understand and agree to indemnify and hold harmless Hampton University, its Board of Trustees, and International Office, its agents, affiliates, officers and employees from any and all claims and causes of action for damage to or loss of property, personal illness or injury or death arising out of travel or activity conducted by or under the control of Hampton University with regard to the aforesaid program.

I understand that, as a student in a country other than the United States of America, I will be subject to the laws of that country. I agree to conduct myself in a manner that will comply with the regulations of my host university.

Student's Name (Print)

Signature

Date

Student's Country of Citizenship

Signature of Witness

Pre-Departure Orientation:

I have received the Hampton University International Office booklet for Pre-Departure Orientation and understand the information provided therein for my study abroad experience.

Signature: _____ Date: _____

HAMPTON UNIVERSITY
International Office

Office Location: Phenix Hall, Room 130 * Phone: 757-728-6914 * Fax: 757-637-2100
Email: internationaloffice@hamptonu.edu

Student Agreement on Registration for Study Abroad

Name: _____ HUID: _____

I understand that in order to receive financial aid through Hampton University during my period of study abroad, I must maintain a course load equivalent to full-time study at Hampton University, and that I must register (CSRT) concurrently at Hampton University each semester. I recognize that merit scholarships from Hampton University, also called institutional funds, cannot be used or applied to the costs of the Study Abroad Program(s).

When I am enrolled in the Study Abroad Program, I agree to report any course changes immediately to the International Office of Hampton University, and to give that office my foreign address. I will request an official transcript from my Study Abroad Program to be sent to the International Office of Hampton University at the following address:

International Office
Phenix Hall, Room 130
Hampton University
100 East Queen Street
Hampton, Virginia 23668

I assume complete responsibility for providing my own health, accident, life and repatriation insurance. I understand that my primary resource for this insurance information is my Study Abroad Program.

I further confirm that I currently have no financial holds on my account at Hampton University, and I accept responsibility for all fees due to the Study Abroad Program, and other expenses, not covered by the funds in my account at Hampton University, for the term of my study abroad experience. I acknowledge that failure to pay the balance due to the Study Abroad Program will cause me not to be able to obtain my official transcripts from the program.

Signature: _____ Date: _____

Local Address: _____

Permanent Address: _____

Local Phone: _____ Permanent Phone: _____

Email: _____

Study Abroad Documents Checklist:

- Student Inquiry Form
- Curriculum
- Class schedule
- Print screen of Financial Aid Award Page
- Course Matches (Word Doc)
- Course Approval Form
- Financial Consultation Form
- Budget Sheet
- CSRT Fee Form (only if receiving credit)*
- Orientation Package
- Statement of Responsibility and Assumption of Risk Form
- Student Agreement on Registration for Study Abroad
- OSAC Travel Security Form

Study Abroad Student Feedback Form

Pre-Departure Experience:

1. What is Hampton University doing right and what did you find that it could improve upon in regards to being more study abroad student friendly?

- Registrar's Office

- Financial Aid & Student Accounts

- Department Level (Professors, Advisor, Chairperson, Dean)

2. How was your experience with the International Office? What can we do to help you better? What would you like us to keep doing? Did the Pre-Departure Orientation prepare you well for your experience? Etc.

3. Was your program contact helpful/accessible pre-departure?

While Abroad:

4. What program did you choose? Would you recommend your program to others?

5. Did it meet or exceed your expectations? Explain.

6. Major Takeaways:

Post-Study Abroad:

7. Have you experienced reverse culture shock? Would you be interested in help from the Counseling Center and/or the International Office?

8. Are you interested in participating in the International Office Organization: HUGO?

Additional Comments: