

16-17 Study Abroad Procedure & Agreement Updated Dec. 20:

FX: To Mitigate Expectations



- I. **Upon Making Appointment Request student bring to the first consultation their curriculum or unofficial transcript from HUNET.**
- II. Student Sign In (preliminary step on the day of the initial consultation):
 - a. Objectives: Track student visit in log form, record student contact information on data sheet, present study abroad procedure agreement for signature, and set the next appointment.
 - b. Materials: Log in sheet, data sheet, print out of procedure.
 - c. Student Action: Student must read and sign agreement or cancel initial consultation. Student must set a new appointment for second consultation at the initial consultation within the next 30 days.
- III. Initial Consultation: The first consultation is a financial consultation.
 - a. Objectives: Select 1 program within major, give CDC sheet on program(s) location, determine students' source of funds (ex. scholarship, out of pocket, financial aid, combination); create an estimate of anticipated funds (available funds,) explain budget sheet, have Mrs. Tucker create refunds for fees if available and applicable.
 - b. Materials: student account record, programs' websites, budget sheet, copy of available scholarship list.
 - c. Student Action:
 - i. To reschedule or cancel within the 30 days of last consult email international office (internationaloffice@hamptonu.edu) the following:

Greetings International Office,

My name is _____, my student ID is _____ and I would like to discontinue the study abroad process. My initial consult date was _____. **OR My name is _____, my student ID is _____ and I would like to reschedule my appointment. My latest consult date was _____. I would like to reschedule for _____ (within 30 days.)**

Best,

- IV. Second Consultation: The second consultation is the program consultation.

- a. Objectives: Create Transfer of Credit form for program if applicable; explain program application; call company representative if student plans to apply financial aid to program via financial aid deferment. Present legal documents. Create academic support documents i.e. course description of host and home courses, curriculum and transcript.
 - b. Materials: Transfer of Credit form, program website, Financial Aid Deferment document (if applicable,) program’s online application, academic catalog, CSRT form, submit request for disciplinary form and present legal documents.
 - c. Student Action:
 - i. Students must read and sign legal documents to be brought to third consultation. Student must pay CSRT fee and bring CSRT receipt to third consultation (except for summer.) Student must pay visa and passport if applicable and bring receipt to third consultation. Student must apply to program by third consultation.
 - ii. Student must set a new appointment directly after second consultation within the next 30 days or forfeit the study abroad process (fee associated.)
- V. Third Consultation: The third consultation is the pre-departure orientation.
- d. Objectives: Check if student has applied to all scholarships, has paid for CSRT fee, has paid for visa, has paid for passport, has completed application process, has paid application fees and deposit. Explain communication procedure, safety, reentry procedures and responsibilities of the international office while studying abroad. Complete home school nomination. Write students name of financial aid list if receiving financial aid for next semester.
 - e. Materials: specialist and student checklist for study abroad procedure.
 - f. Student Action:
 - i. Send flight itinerary, notification of any changes to class schedule and foreign address to the international office’s email address, internationaloffice@hamptonu.edu.
 - ii. Pre-register for semester after scheduled program while overseas via the internet.

Agreement

By signing this agreement, the signer understands the penalty for canceling the study abroad process after the second consultation. The signer also understands the penalty of loss of contact with the international office while in the study abroad process for over 30 days. Students canceling study abroad process after second consultation will incur \$25 fee on your student account. If the student is out of contact with the International Office for more than 30 days while in the study abroad process, a charge of 25\$ will be billed to your student account.

Signee Name: _____

Witness: _____

Signee Date: _____

Data Sheet:

Key:
1DB= 'upload in the database' after 1st consultation; **3DB**= '.....' After 3rd consultation

ID # 1DB	
First Name 1DB	
Last Name 1DB	
Phone # 1DB	
Initial Consult Date 1DB	
Program Start Date 3DB	
Program End Date 3DB	
Discontinued 3DB	
Classification 1DB	
Major 1DB	
Program Company 3DB	
Region 3DB	
Country 3DB	
Address 3DB	
Period 3DB	
Mode of Funding 3DB	
Email Address 1DB	
Bachelors/Master/Doctorate 3DB	
Course Approval Complete 3DB	
Program Responses 3DB	
Disciplinary Form 3DB	
Home School Nomination 3DB	
CSRT (semester or year only) 3DB	
Year of Travel 3DB	

Budget Sheet:

Key:
Bold= Student Responsibility Regular= Study Abroad Responsibility

Passport	
Visa	
Program Deposit	
Daily Living Expenses	
Insurance	
Airfare	
Immunization	
Program Fee	
Program Cost	
Housing	
Course Materials	
Meals	

Program Chosen:

Checklist:

- ✓ Study Abroad Procedure Signature
- ✓ Datasheet
- ✓ Budget sheet
- ✓ Selection of 1 program
- ✓ CDC Print outs
- ✓ Budget Sheet
- ✓ Scholarship List
- ✓ Refund for fees if applicable
- ✓ Transfer of Credit Form
- ✓ Financial Aid Deferent Form, if applicable
- ✓ Legal documents
- ✓ CSRT form drawn
- ✓ Disciplinary form
- ✓ Applications to Scholarships submitted
- ✓ CSRT receipt
- ✓ Visa receipt, if applicable
- ✓ Passport receipt, if applicable
- ✓ Application fee receipt or print screen
- ✓ Communication procedure
- ✓ Safety Package
- ✓ Reentry procedure
- ✓ Responsibility of International Office while Abroad
- ✓ Home School Nomination
- ✓ Student Name of Period Financial Aid list

Communication Procedure: Changes to Class Schedule necessitates you make contact with the international office. Changes to flight schedule necessitates you make contact with the international Office. When you land you must email the international office. You must contact the international office if you anticipate a conflict with any individual. The International Office has a response time of 5 business days. It is not typical for the International Office to contact you while abroad unless you are a yearlong student. If you are a yearlong student you will have a mandatory skype check-in. If the International Office interacts with anyone in your program while the student is abroad it is the program advisor. The International Office expects you to register with the State Department, so we have a contact in the embassy. This is something that cannot be done on your behalf, as a student will be sharing personal information.

Re-entry Procedure: It is your responsibility to pre- register for the semester of your return. While the CSRT fee holds your position at Hampton University while away, if you want the benefit of ensuring a class you need to pre-register. Also, the International Office is not responsible for securing housing at Hampton University for the upcoming semester, you must email the Dean of Men to hold specific housing. Lastly, the International Office does not retrieve pin numbers for students from respective departments. The student must email their department chair if they do not know their advisor for their pin. While it is not required, send pictures to the International Office of your trip. You may be called upon to volunteer at events or volunteer in the International Office.