



# University of Wisconsin-Whitewater

## Study Abroad Approval Form



### DEADLINES AND NOTIFICATION:

- **DEADLINES** arrive quickly, so plan accordingly. Late applications will not be accepted. Please check the program information sheet for the specific program to which you are applying for the exact application deadline. For most fall semester and academic year UWW study abroad exchange programs the application deadline is **MARCH 15TH**. For most spring semester UWW study abroad exchange programs the application deadline is **OCTOBER 15TH**. Study abroad approval is not guaranteed.
- You will be notified by the Office of International Education & Programs as to whether you have been approved by UWW for study abroad participation within a few weeks after the application deadline.

### IF YOU ARE ACCEPTED:

- You are personally responsible for immediately obtaining a passport and student visa, if necessary, for the country in which you plan to study. Passport applications are available from the Office of International Education & Programs or via the web at: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)
- You will need to stay in close contact with the Office of International Education & Programs so that all required paperwork is completed in a timely manner.
- You must apply for housing as directed by the institution abroad.
- You must arrange your own flights to and from the host institution. Please consider coordinating your international travel with other students in your program.
- You are **REQUIRED** to attend a Pre-Departure Orientation Session at the Office of International Education & Programs. Failure to attend may jeopardize your study abroad eligibility.
- You must purchase the **MANDATORY** CISI World Class Coverage insurance policy for the duration of your study abroad program. Purchasing the insurance policy is facilitated by the Office of International Education & Programs. The CISI coverage will be billed to your student account during your term abroad.

### APPLICATION MATERIALS:

- Submit all of the following documents in one package to the Office of International Education & Programs by 4:30 p.m. on the date the approval form is due.
- STUDY ABROAD APPROVAL FORM:** Completed and clearly filled out.
- HOST INSTITUTION APPLICATION:** Completed for your particular exchange or external study abroad program application or acceptance form.
- COURSE APPROVAL FORM (COMPLETE ONLY ONE)**
  1. UWW Exchange Equivalency Form: Only for official UWW Exchange Programs.
  2. Credit Transfer Agreement: Only for non-Whitewater or Direct Enrollment Programs.
- PERSONAL STATEMENT:** One page minimum. Explain why you wish to study abroad and how you have prepared yourself to live abroad. What are your academic/professional and personal goals for studying abroad?
- TWO RECOMMENDATION FORMS:** Using the forms provided get two recommendations from professors or staff members who are familiar with your performance in the classroom. If your study abroad program will involve **ANY** foreign language study, you will need a letter of recommendation from a language professor.
- PHOTOCOPY OF YOUR PASSPORT INFORMATION PAGE**
- ONE OFFICIAL UW-WHITEWATER TRANSCRIPT**
- \$200 STUDY ABROAD FEE:** If you are accepted, your student account will be billed this fee during your term abroad.
- \$75 UW SYSTEM CONTINGUENCY FEE:** This fee will be billed to your student account during your term abroad.

### QUESTIONS:

If you have questions regarding the study abroad approval process, please contact the Office of International Education & Programs.

Office of International Education & Programs  
800 West Main Street  
2243 Andersen Library  
Whitewater WI 53190-1790  
Phone: (262) 472-5759  
Fax: (262) 472-1491  
E-Mail: [studyabroad@uww.edu](mailto:studyabroad@uww.edu)

Visit [www.uww.edu/international/studyabroad](http://www.uww.edu/international/studyabroad) for more information

# STUDY ABROAD APPROVAL FORM



UW-Whitewater Exchange and  
External Study Abroad Programs

International Education & Programs  
800 West Main Street  
2243 Andersen Library  
Whitewater WI 53190  
Phone: (262) 472-5759  
www.uww.edu/international/studyabroad  
studyabroad@uww.edu

## PERSONAL INFORMATION (PRINT CLEARLY)

Name \_\_\_\_\_

UWW ID# \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DATE YEAR

Ethnicity: mark all that apply (DISCLOSURE IS VOLUNTARY AND WILL  
NOT BE USED TO DETERMINE STUDY ABROAD ELIGIBILITY)

American Indian or Alaska Native  
Tribal Affiliation \_\_\_\_\_

African American

Asian American

Caucasian

Hispanic/Latino

Other (PLEASE SPECIFY) \_\_\_\_\_

I do not wish to provide this information

Marital Status  Single  Married

Wisconsin Resident  Yes  No

If not, list your type of tuition paid \_\_\_\_\_

Gender  Male  Female

Current Address \_\_\_\_\_  
\_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

## PASSPORT INFORMATION

If you do not have a passport, you must apply for  
one immediately!

## FINANCIAL INFORMATION

Do you receive Financial Aid?  Yes  No

Do you plan to apply for financial aid, loans or scholarships  
for your study abroad program?  Yes  No

## ACADEMIC INFORMATION

Anticipated Graduation: Term \_\_\_\_\_ 20\_\_\_\_

Current Class Standing:  FR  SO  JR  SR  
 GR  Other \_\_\_\_\_

GPA \_\_\_\_\_

Major \_\_\_\_\_ 2nd Major \_\_\_\_\_

Minor \_\_\_\_\_ 2nd Minor \_\_\_\_\_

## STUDY ABROAD PROGRAM INFORMATION

Term(s) of Study Abroad \_\_\_\_\_

Program Name \_\_\_\_\_

Country \_\_\_\_\_

Program Type:

Exchange  Non-UWW  Direct Enrollment

## GPA REQUIREMENTS

A 2.75 minimum GPA is required. I understand that if  
my GPA falls below 2.75 that I may jeopardize my study  
abroad eligibility. Academic dismissal automatically  
voids study abroad eligibility.

Initials \_\_\_\_\_

## HEALTH CONSIDERATIONS (PLEASE READ)

The stress of travel and adjusting to a new culture can  
exacerbate physical and psychological conditions that  
may be under control at home. If you have a physical  
or psychological condition for which you are currently  
receiving treatment, or have received treatment in the  
past, it is important that you share this information with  
a study abroad advisor and that you meet with your  
physician or counselor to discuss how studying off  
campus could affect your medical condition. Addressing  
your health issues prior to studying abroad will help  
you to identify those resources that may or may not be  
available at your program site.

Initials \_\_\_\_\_

## FERPA RELEASE

(FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

### 1. GENERAL RELEASE

I, \_\_\_\_\_ consent to the release of transcripts and other personally identifiable information from my education records held by the University of Wisconsin-Whitewater or other educational institutions as necessary for my participation in a study abroad program, including, but not limited to:

### 2. RELEASE OF DISCIPLINARY RECORDS

I give my consent for the University of Wisconsin-Whitewater to release my disciplinary records to the Office of International Education & Programs for the purpose of determining my eligibility for study abroad. I understand that this information will not be released to the host institution without my written consent.

### 3. PHOTOGRAPH POLICY (CHECK ONE)

Yes, I authorize the Office of International Education & Programs to use photos of me in promotional material.

No, I do not wish to have my photos reprinted.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

## EMERGENCY CONTACT INFORMATION

### Contact Person #1

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### Contact Person #2

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

## GI BILL BENEFITS

Have you served in the U.S. Military?  Yes  No

Are you receiving, or eligible to receive the Wisconsin GI Bill tuition waiver program?  Yes  No

Are you receiving, or eligible to receive Federal GI Bill benefits?  Yes  No

## E-MAIL REQUIREMENT (PLEASE READ)

Study abroad students are required to have an active UWW e-mail address for the duration of the study abroad program. All study abroad communication will be sent via e-mail. Because study abroad information is often time sensitive, you are expected to check your e-mail daily and to stay up to date on all study abroad material.

Initials \_\_\_\_\_

## AGREEMENT

I certify that the information submitted on this application as given above is true and complete. I understand that as a participant in the Study Abroad Program I shall be subject to certain rules and requirements of this University and of cooperating universities, which I agree to fulfill in all respects and understand that I may be subject to immediate dismissal from the program if I do not do so. I agree to assume financial responsibility for the program fees and for my own welfare while abroad. I understand that the Office of International Education & Programs reserves the right to cancel, alter or amend any part of any program or to increase charges should circumstances make these actions advisable and/or necessary.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE