Study Abroad Checklist

☐ Research.

Look at the offerings of our study abroad providers (CIEE, CISabroad and ISA) and start researching destinations and universities. Consult the provider websites or pick up catalogues from the Study Abroad bookshelf outside room 6004. Consider the length of your potential stay and take note of application deadlines and costs. Look at course offerings and print out course descriptions for classes that interest you and satisfy the goals for your course of study.

Learn about different programs by attending the annual Study Abroad Fair in the Callahan Center during the spring semester – the 2016 date is February 29, 2016 - and the information tables hosted by study abroad providers throughout the year. Other options to consider include The University of Waikato in New Zealand with which SFC has an exchange program and faculty led international study such as Prof. Molina’s program in Segovia, Spain, and Prof. Anderson’s May intersession in Turkey.

☐ Meet with the Study Abroad Directors.

Make an appointment to discuss your different options with one of the Study Abroad Directors:
• Dr. Miriam Salholz, Room 5010, 718-489-5293 msalholz@sfc.edu
• Dr. Jennifer Wingate, Room 6011, 718-489-5440 jwingate@sfc.edu (Spring 2016 only)

Dr. Salholz or Dr. Wingate will give you more detailed information about study abroad procedures. You will receive a copy of SFC’s Study Abroad Application - Course Substitution Form. You must fill this out BEFORE, and in addition to, your chosen program’s application. The completed form is to be filled out in consultation with and signed by 1) your department chair and 2) either Dr. Salholz or Dr. Wingate. The form must then also be signed by the Academic Dean, Dr. Burdowski (8th floor).

☐ Get Organized.

Start working on both your SFC application and the application required by your chosen program. Note the requirements and make yourself a timeline so that you can complete your essays, get a passport and travel visa, get any necessary vaccinations, request recommendations from professors, etc. in a timely fashion. Make sure to give one of the Directors a copy of your completed and signed SFC application.

☐ Make Financial Aid Appointment.

If you are planning to use financial aid or scholarship money to help pay for study abroad, you must make an appointment to meet with Mr. Ric Payne in Student Financial Services (room 2001). Bring a copy of your application materials with you to your meeting.

☐ Apply for SFC Study Abroad Scholarship.

After you have been accepted into a study abroad program, you may be eligible to apply for a Saint Francis College Study Abroad Scholarship. Awards may be up to $500 for short term or summer study abroad and up to $1,000 for study abroad during a semester. The applicant must have a minimum GPA of 3.0 in the semester of application. Ask Dr. Salholz or Dr. Wingate for application instructions.

☐ Register for the Study Abroad Term with the Registrar’s Office.

You must register for your study abroad term (semester, summer or intercession) before you leave to ensure your credits abroad transfer and any financial aid is paid. You do this by submitting an Add form. Write "Study Abroad” with the semester, your destination (institution/program, city and country), the provider and the number of credits. Do not list individual courses on the Add form.

☐ Get Ready for Cultural Immersion.
It is never too soon to start researching the culture, customs, politics, and language of your host country. Consider enrolling in a language class in advance of your departure. Go to your library to start reading travel literature about your chosen destination. Read newspapers online to brush up on current events.

**Study Abroad Frequently Asked Questions**

**Am I eligible to study abroad?**

Students are eligible to study abroad upon the completion of the fourth semester at SFC (at the end of their sophomore year), but planning should begin well in advance. Students who have completed their freshman year (two semesters) may study abroad for a month summer program. No student may study abroad in their last semester at the College. Students must also have a GPA of at least 2.50 in the semester in which they are applying. Some programs require a higher GPA.

**May I use my scholarship or financial aid to help pay for study abroad?**

Study Abroad costs vary widely depending on the location and length of your program. All full and partial scholarships may be used for a semester of study abroad (up to the amount of full-time flat rate tuition plus fees at SFC). Only full academic scholarships may be used for summer study abroad (up to the amount of six credits plus fees at SFC). The amount of transferable scholarship money applies to the equivalent number of credits to be taken abroad. For example if you enroll in only three credits in any semester, the College will pay up to the cost of three credits only. Athletic scholarships may cover some study abroad expenses.

Students may use federal aid and federal loans for approved study abroad programs provided that eligibility requirements are verified by Student Financial Services. Federal aid used during the summer will reduce a student’s total award for the entire academic year. The following aid may be used for study abroad: Federal Direct Subsidized, Unsubsidized, Parent Plus loans and Federal Perkins Loans. New York State aid (TAP) may not be used for study abroad.

**Where do I live when I study abroad?**

Most programs allow you to choose from a variety of options. You can live with a host family (a home stay), in a dorm, or in an apartment.

**What language do I take my classes in?**

Many students take their classes in English, but students studying abroad for a semester are urged (and often required) to take at least one course in the language of the host country. Advanced language students may of course opt to take more or all of their courses in the language of the host country. Different study abroad providers and programs offer different options.

**Can I work while I study abroad?**

No, but an increasing number of programs offer unpaid internship and volunteer opportunities. To receive course credit for internships and volunteer placements, you must discuss the possibility of registering for an independent study or internship with your department chair and the Study Abroad Directors.

**How do my credits transfer?**

Your school of record will send a transcript to the Study Abroad Directors who will forward it to the SFC Registrar’s Office with the appropriate documentation. It’s extremely important that your course substitution form (“SFC’s Study Abroad Application “) be signed by one of the Study Abroad Directors, your department chair, and the Academic Dean before finalizing your study abroad plans to facilitate credit transfer upon your return. You must also fill out a drop/add form with the Registrar’s office before you leave.