

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. 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 and the information tables hosted by study abroad providers throughout the year. Other options to consider include the SFC program with the University of Waikato in New Zealand and faculty-led international study such as Dr. Molina's program in Segovia, Spain, and Dr. Bullio-Mattos' in Brazil.

Make an appointment to discuss your different options with Dr. Daniel Benson.

dbenson2@sfc.edu Dr. Benson 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 complete this 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 advisor 2) your department chair 3) Dr. Benson and 4) Dean Kathleen Gray (8th floor). It must also be signed by Dr. Hirsch if you want credit for any Body of Knowledge requirement.

Get Organized.

Start working on both your SFC application and the application required by your chosen program (but do NOT submit this until your SFC application is approved). 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 Dr. Benson a copy of your completed and fully-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 the Bursars office (room 3302). 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 \$1,000 for short term, summer or semester study abroad. The applicant must have a minimum cumulative GPA of 3.0 in the semester of application and not receive another scholarship that covers your tuition costs. Ask Dr. Benson for application instructions that include all the conditions.

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 that your credits abroad transfer home and any financial aid is paid. You do this by filing your fully-signed SFC Study Abroad Application and an Add Form with the Registrar. 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 for a semester upon the completion of the fourth semester at SFC (after 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 minimum cumulative GPA 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 the Bursars office. 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, Federal Perkins Loans, and New York State aid (TAP).

Where do I live when I study abroad?

Most programs allow you to choose from a variety of options. Depending on the program, you may live with a host family (a home stay), in a dorm, or in an apartment with other students.

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 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 Dr. Benson or the SFC International Office.

How do my credits transfer?

Your school of record will send a transcript of your Study Abroad courses and grades to Dr. Benson who will write a transfer memo to the SFC Registrar's Office authorizing the credits and forward the appropriate documentation to the Registrar's office. It is essential that you file your fully-signed SFC Study Abroad Application - Course Substitution Form and the Add Form with the Registrar's office before you leave to facilitate credit transfer upon your return.