Complete Michigan Tech Application

- Michigan Tech Study Abroad Application (Web Form)
- Illegal Drug Use Policy/Waiver of Liability/Hold Harmless Agreement (Web Form)
- Medical Information and Liability (Web Form)
- Two Faculty/Advisor Recommendation
- Course Planning Sheet  
  Required for credit transfer!

*YOU MUST BE ENROLLED FULL-TIME WHILE ABROAD, TAKING 12+ MICHIGAN TECH CREDITS OR MORE*
**YOU MUST BE ENROLLED FULL-TIME WHILE ABROAD, TAKING 12 MICHIGAN TECH CREDITS OR MORE**

Reminders from IPS:
- Choose back up courses
- IPS will sign off on HASS/HUFA
- Bring course descriptions for signing
- Form needs advisor signature for major and minor

<table>
<thead>
<tr>
<th>Course Prefix #</th>
<th>Course Title</th>
<th>Credits</th>
<th>MTU Course Number and Title</th>
<th># of Credits</th>
<th>Department Signature</th>
<th>MTU Course Number and Title (substitute)</th>
<th># of MTU Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Remember: Courses taken abroad are counted as pass / fail and do not affect your GPA

Exception: Faculty-led courses
CREATE A PLAN WITH FINANCIAL AID

Michigan Tech Study Abroad
Financial Aid Officer:
Andrew Gutierrez
aagutier@mtu.edu
Be aware of Michigan Tech student bill deadlines.
CHENGDU, CHINA
COST SHEET
FALL 2013

Southwest University for Nationalities/USAC
Program Dates: September 2 - December 13

* Program Fee: $6,548
* Study Abroad Registration Fee: $350

Other estimated expenses not included in the program fee:

- Airfare: $2,450
- Passport: $135
- Student visa: $140
- ** Personal expenses: $1,241
- ** Textbooks & supplies: $110
- *** Optional field study courses & tours: $1,085
- ** In-country air travel for tours: $615
- ** Meals: $776
- *** Housing deposit: $300
- *** Housing - shared apartment: $840
- *** Shared apartment utilities: $172
- *** Facility charge: $116

Subtotal of other expenses: $7,980

Total of program fees and estimated expenses: $14,878.00

Visit the following link: http://www.oanda.com/convert/classic to a website with foreign exchange rate information for the purpose of budgeting (rates fluctuate daily and may not include fees you would pay for an actual transaction).

*Charges will be placed on Michigan Tech student bill. Program fee is only an estimate based on the Michigan Tech 2012-2013 undergraduate resident per credit tuition rate at an average of 15 credits. Fees are subject to change. You will receive a $300 credit on your Michigan Tech student bill for USAC application deposit payment made to USAC.

**These costs will be paid abroad in local currency (CNY).

***Charges will be billed to you from USAC and paid to USAC. Fall 2013 bills available online: July 10, bills due: August 28. Follow the payment schedule set by Michigan Tech.
Michigan Tech Study Abroad
Financial Aid Officer:
Andrew Gutierrez
aagutier@mtu.edu
Be aware of Michigan Tech student bill deadlines.
Complete Program Application

- IPS will sign supplemental credit and disciplinary verification forms (ISA) and give home institution approval by email (USAC).

* NOTE: WE CANNOT COMPLETE THE DISCIPLINARY FORM OR HOME INSTITUTION APPROVAL UNTIL YOUR MICHIGAN TECH DEAN OF STUDENTS RECOMMENDATION IS RECEIVED! *
**ISA APPLICATION (p.4/4)**

**CREDIT VERIFICATION**

TO BE COMPLETED BY A STUDY ABROAD ADVISOR. IF YOUR HOME UNIVERSITY/COLLEGE DOES NOT HAVE A STUDY ABROAD OFFICE, THEN AN ADMISSIONS / ACADEMIC ADVISOR, OR THE EQUIVALENT, MAY COMPLETE THIS SECTION.

**CHECK ONE OF THESE THREE BOXES:**

☐ Credits earned by the applicant ARE transferable to the home university.

☐ Credits earned by the applicant will be evaluated upon successful completion of the program and after review of the host university transcript.

☐ Credits earned by the applicant ARE NOT transferable to the home university.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PHONE NUMBER</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDY ABROAD OFFICE/RECRUITMENT/ACADEMIC ADVISOR’S NAME &amp; PHONE</td>
<td>STUDY ABROAD OFFICE/RECRUITMENT/ACADEMIC ADVISOR’S SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

THIS COMPLETED FORM MAY BE EMAILED TO ISA@STUDIESABROAD.COM, FAXED TO 512.480.8566, OR MAILED TO 1112 W. BEN WHITE BLVD., AUSTIN, TX 78704

**ACADEMIC CREDIT TRANSFER**

As an ISA participant, you are responsible for speaking with the appropriate academic advisors at your home institution to determine how credits earned abroad will be transferred back to your home institution. Every academic institution has different guidelines and policies, so it is imperative that you speak with your home institution prior to departure to find out about the transfer of credit. Please note that the transfer of credit will be decided upon entirely by your home institution and not by ISA.

When speaking with your home institution, you should inquire about how the courses you take abroad will transfer, any restrictions or requirements of transferring credits, and the timeframe in which the transfer will be recorded. It is also important to note that the home institution can make changes to the course content, credit hours, and the like, so you should be aware of any changes that may occur as you are enrolled in your program.

You should also make sure that your credits are accepted at the home institution. Some courses may not be accepted, so it is important to consult with your academic advisor to ensure that the credits you earn abroad will be accepted.

Please ensure that your credits are transferred before you return home, as credits may not be transferred after graduation. If you do have any questions or concerns about the transfer of credits, please contact your academic advisor.

**FOREIGN LANGUAGE PLACEMENT EXAMS (WHERE APPLICABLE)**

Please note that the majority of ISA language-acquisition programs require participants to take a foreign language placement exam upon arrival at the program site. In the program for which you are applying requires a placement exam, your performance on that exam may determine the classes for which you are eligible. ISA cannot guarantee that you will place into the appropriate language level in order to fulfill academic credit requirements nor can ISA replicate the results of your placement exam in any way. Participants who do not place into the appropriate level for academic credit transfer will not be eligible for any special refunds; the standard ISA Cancellation Policy will apply.

**By signing below, I acknowledge that I have read and understand the above Academic Credit Transfer and Foreign Language Placement Exams sections.**

<table>
<thead>
<tr>
<th>PROGRAM CITY (example: Salamanca)</th>
<th>TERM AND PROGRAM CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL NAME (print)</td>
<td></td>
</tr>
<tr>
<td>PARTICIPANT’S SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>DATE</td>
</tr>
</tbody>
</table>

**IMPORTANT**

Upon acceptance into an ISA program, students will be sent a temporary password via email to access the ISA student portal. All post-acceptance paperwork will be accessible to students through the online ISA student portal. Students are then required to submit all necessary documents back to ISA through the portal.

PLEASE CONTACT ISA WITH ANY QUESTIONS AT 512.480.8522 / ISA@STUDIESABROAD.COM

**TO BE COMPLETED IF APPLICANT IS UNDER 18 YEARS OF AGE**

**PARENT/GUARDIAN SIGNATURE**

By signing below I certify that I have carefully read and understand this application in its entirety and agree to the information presented. I give my permission for the applicant to participate on this ISA program.

<table>
<thead>
<tr>
<th>PARENT/GUARDIAN NAME (PRINT)</th>
<th>REQUIRED - PARENT/GUARDIAN SIGNATURE</th>
<th>REQUIRED - RELATIONSHIP TO APPLICANT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOTHER’S NAME (PRINT)</th>
<th>REQUIRED - MOTHER'S SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Disciplinary Verification Form

PARTICIPANT SECTION
I authorize __________________________ to release details of my disciplinary record(s) to ISA.

Participant Name (please print) __________________________

City and Country of Program Abroad __________________________

Participant Signature __________________________ Date ____________

HOME INSTITUTION SECTION
This section is to be completed by Judicial Affairs or your Study Abroad Office. If your home institution does not have a Judicial Affairs Office, then a Dean or VP of Academic Affairs, or the equivalent, may complete this.

Please check the appropriate section below:

______ I have verified that the applicant’s record does not make mention of any previous disciplinary problems, including warnings or probation.

______ I have verified that the applicant’s record does make mention of previous disciplinary problems, including warnings or probation. (If permissible, please provide an explanation of the circumstances.)

Home Institution Official’s Name (please print) __________________________

Home Institution Official’s Signature __________________________ Date ____________

Title __________________________

Email Address __________________________

Phone Number __________________________

ISA
1112 W. BEN WHITE BLVD
AUSTIN, TX 78704
(512) 480-8522
fax (512) 480-8866
isa@studentsabroad.com
studentsabroad.com

Disciplinary Verification Form
Copyright 2019 International Studies Abroad, Inc.
Complete Program Application

- IPS will sign supplemental credit and disciplinary verification forms (ISA) and give home institution approval by email (USAC).

* NOTE: WE CANNOT COMPLETE THE DISCIPLINARY FORM OR HOME INSTITUTION APPROVAL UNTIL YOUR MICHIGAN TECH DEAN OF STUDENTS RECOMMENDATION IS RECEIVED! *
Passport and Visa Processes

Apply for a Passport

- Complete an application at a Post Office (it's free)
- Make an appointment at a Licensing office near you
- Submit your application along with required documents
- Wait for your passport to arrive in the mail

Application Process

- Submit your Visa application by mail or in person (may require a trip to Chicago or New York)
- The documents are reviewed by the country’s Embassy or Consulate, e.g., the Norwegian Consulate in Minnesota
- The documents are forwarded to the host country
- The host country government will approve or reject your request for a visa

What is a visa?

- Entry/exit permit granted by countries where you will study or travel
- Allows you to enter and remain in that country
- Frequently a stamp in your passport or a separate document
- You will need a passport before applying for a visa
- Passport plus visa process may take 3-4 months

Obtaining a visa

The cost and requirements for obtaining visas vary...
- By country
- By your purpose for being there (Tourist, Student, Work, internships, etc.)
- By how long you'll be there

We recommend...

- Consulting with your program's manager
- Contacting a travel agent
- Visiting the consulate offices of each country or
- Checking the U.S. State Department Requirements website or the Travel Document Systems website
- DO YOU HAVE A PASSPORT?
- DOES A FAMILY MEMBER HAVE ONE?
- PREPARE 3 TO 4 MONTHS BEFORE THE DATE OF TRAVEL OR STARTING YOUR EXCHANGE PROGRAM.
Apply for a Passport

Complete an application at a Post Office (closest is in downtown Houghton, next to Jimmy John's). You will need:

- Application DS-11 for New US Passport (online)
- Proof of Citizenship (birth certificate)
- Proof of Identity (Drivers License or State ID)
- Passport photo (taken at IPS, Post Office, or courthouse)
- Passport fee of $135
- Photocopy of ID

* Sometimes you need this for your ISA/USAC application, especially for programs in the South Pacific. *
What is a visa?

- Entry/residency permit granted by countries where you will study or travel
- Allows you to enter and remain in that country
- Frequently a stamp in your passport, not a separate document
- You will need a passport before applying for a visa
- Passport plus visa process may take 3-4 months
Obtaining a visa

The cost and requirements for obtaining visas vary...

- By country
- By your purpose for being there (Tourist, Student, Work (internship), Transit)
- By how long you’ll be there
We recommend...

- Consulting with your program's manager
- Consult a travel agent
- Call the consular offices of EACH country, or
- Check the U.S. State Department Document Requirements website or the Travel Document Systems website
Application Process

- You submit your Visa application by mail OR in person (may require a trip to Chicago or New York)
- The documents are reviewed by the country’s Embassy or Consulate, e.g., the Norwegian Consulate in Minnesota.
- The documents are forwarded to the host country
- The in-country government office approves (or not) your request for a visa.
Your job is to...

- Determine visa requirements for **ALL countries** you plan to visit or travel through while abroad
- During, before or after your study abroad program
- Follow all instruction given to you by your program
- Be proactive -- especially for exchange/EPS programs
The hard part...

- Michigan Tech cannot issue you a Visa
- We cannot guarantee you a Visa
- We cannot refund your payments for your program or flight if your Visa is delayed or denied
- Sometimes you just have to wait...
- There is no way to know where your Visa application stands
- Sometimes Visas are rejected...for no apparent reason
- You must go through the process a second time
More often than not, you must...

Appear in person at a consulate or embassy with the following documents in hand:

- Passport & copies (they won’t make the copies for you)
- Visa application form
- Birth certificate & copies
- Financial statement with proof of required funding
- Acceptance letter from host institution
- Proof of international travel/health insurance
- Address where you will stay in the host country
- Biometrics (next slide)
- Criminal Background Check documents
- Copy of agreement between schools
What about background reports?

- Commonly required by Chilean & Brazilian Embassies
- Report to the Michigan State Police Post in the Calumet police station for a criminal background report
- Report will be sent to Lansing, then returned to you
- Submit the report with your Visa application

What about medical authorization?

- Commonly required for Dominican Republic, China, and Korea
- May have to provide a doctor's note or immunization record
- Asia: tuberculosis-negative test for dormitory living required
First steps...

Call each Embassy for the most accurate information
  • Websites can often be helpful, but information is not necessarily up to date
  • Ask for Visa requirements based on your situation
  • Purpose, duration, before/after travel, transit, work, etc.
  • Ask for Visa processing time
  • Ask if you have to apply in person, or if you can mail the documents to the Embassy
  • Ask if it's the right Embassy (You may be transferred to New York or Washington, D.C.)
Plan, plan, plan

If the Embassy is advising 5 week processing time, and you’re at the 8 week mark, you already have to hurry!

- Sometimes you’ll have to wait for documents from your host university, such as an acceptance letter
- You can always call IPS and ask for our help in expediting these documents
- You can always make a personal appointment with IPS to call the Embassy together, call the University together, and make sure you’re on the right timeline.
Passport and Visa Processes

Apply for a Passport

What is a visa?

Application Process

Your job is to...

Obtaining a visa

We recommend...

Prezi
Book travel arrangements

80 days before flight for **cheapest** tickets
Depends on season, place, and demand

150

Latin America  
Caribbean (101)  
Asia (129)  
Europe

**Tips from IPS**

- Set up a frequent flyer account and log miles
- Leave on a Wednesday, return on a Tuesday
- Track prices on AirfareWatchdog.com
- Try student fare sites like STA or Student Universe
- Search +/- 3 days
- STA Travel Book Now, Pay Later program

Research host country culture & life

Language Resources
- Pimsler
- Mango Languages
- DuoLingo
- Check the local libraries!

Etiquette Resources
- Kwintessential
  http://www.kwintessential.co.uk/culture-vulture.html
- Business cultural guides

Cultural Resources
- U.S. State Department
- CIA World Factbook
- Peace Corps guides
- SCOLA
  http://www.SCOLA.org

QUESTIONS TO START ASKING:
- What is the standard method of greeting?
- What is the majority religion?
- What is the political system/government?
- How do most people feel about Americans?
  http://www.loveushateus.com/country.asp
- What holidays are celebrated?
- What are normal table manners?
- Do you leave tips in restaurants?
- What is the importance of time? ("Hora latina")
- How do locals view the concept of personal space?
- What is expected of you as an American?
- How do they view diversity? (LGBTQ, etc.)
10 Biggest Critics and Fans of the U.S.

Views of the U.S.

Top 10 Critics

<table>
<thead>
<tr>
<th>Country</th>
<th>Unfavorable</th>
<th>Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Egypt</td>
<td>85%</td>
<td>10%</td>
</tr>
<tr>
<td>Jordan</td>
<td>85%</td>
<td>12%</td>
</tr>
<tr>
<td>Turkey</td>
<td>73%</td>
<td>19%</td>
</tr>
<tr>
<td>Russia</td>
<td>71%</td>
<td>23%</td>
</tr>
<tr>
<td>Palest. ter.</td>
<td>66%</td>
<td>30%</td>
</tr>
<tr>
<td>Greece</td>
<td>63%</td>
<td>34%</td>
</tr>
<tr>
<td>Pakistan</td>
<td>59%</td>
<td>14%</td>
</tr>
<tr>
<td>Lebanon</td>
<td>57%</td>
<td>41%</td>
</tr>
<tr>
<td>Tunisia</td>
<td>47%</td>
<td>42%</td>
</tr>
<tr>
<td>Germany</td>
<td>47%</td>
<td>51%</td>
</tr>
</tbody>
</table>

Top 10 Fans

<table>
<thead>
<tr>
<th>Country</th>
<th>Unfavorable</th>
<th>Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philippines</td>
<td>6%</td>
<td>92%</td>
</tr>
<tr>
<td>Israel</td>
<td>16%</td>
<td>84%</td>
</tr>
<tr>
<td>South Korea</td>
<td>17%</td>
<td>82%</td>
</tr>
<tr>
<td>Kenya</td>
<td>12%</td>
<td>80%</td>
</tr>
<tr>
<td>El Salvador</td>
<td>15%</td>
<td>80%</td>
</tr>
<tr>
<td>Italy</td>
<td>18%</td>
<td>78%</td>
</tr>
<tr>
<td>Ghana</td>
<td>9%</td>
<td>77%</td>
</tr>
<tr>
<td>Vietnam</td>
<td>18%</td>
<td>76%</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>22%</td>
<td>76%</td>
</tr>
<tr>
<td>Tanzania</td>
<td>14%</td>
<td>75%</td>
</tr>
<tr>
<td>France</td>
<td>25%</td>
<td>75%</td>
</tr>
</tbody>
</table>

PEW RESEARCH CENTER
Research host country culture & life

Language Resources
- Pimsler
- Mango Languages
- DuoLingo
- Check the local libraries!

Etiquette Resources
- Kwintessential
  http://www.kwintessential.co.uk/culture-vulture.html
- Business cultural guides

Cultural Resources
- U.S. State Department
- CIA World Factbook
- Peace Corps guides
- SCOLA
  http://www.SCOLA.org

Questions to start asking:
- What is the standard method of greeting?
- What is the majority religion?
- What is the political system/government?
- How do most people feel about Americans?
  http://www.loveushateus.com/country.asp
- What holidays are celebrated?
- What are normal table manners?
- Do you leave tips in restaurants?
- What is the importance of time? ("Hora latina")
- How do locals view the concept of personal space?
- What is expected of you as an American?
- How do they view diversity? (LGBTQ, etc.)
Other important reminders

Medical and Health Matters

• Check with your health insurance provider about coverage while abroad
• If you need any medications or medical accommodations, call your insurance to inquire about advanced supplies and your travel plans
• Ask IPS about getting your ISIC card for additional coverage and student discounts
• Look into any required immunizations for travel -- include places you plan to go to while abroad
  http://wwwnc.cdc.gov/travel
• Let your program or site director know upon program acceptance about any medical conditions or allergies you may have

Create a budget!
Research cost of living abroad
www.movehub.com/sites/default/files/filemanager/Cost-of-living-for-grants.jpg

Let us help you!

studyabroad@mtu.edu

Darnishia Slade, Director
dslade@mtu.edu
Cassy Tefft de Muñoz, Assistant Director
catefft@mtu.edu
Vienna Chapin, Coordinator
vrchapin@mtu.edu
Create a budget!

Research cost of living abroad

Other important reminders

Medical and Health Matters

- Check with your health insurance provider about coverage while abroad
- If you need any medications or medical accommodations, call your insurance to inquire about advanced supplies and your travel plans
- Ask IPS about getting your ISIC card for additional coverage and student discounts
- Look into any required immunizations for travel -- include places you plan to go to while abroad
- Let your program or site director know upon program acceptance about any medical conditions or allergies you may have

Create a budget!
Research cost of living abroad
[www.movehub.com](http://www.movehub.com)

Let us help you!

studyabroad@mtu.edu
Darnishia Slade, Director
dslade@mtu.edu
Cassy Tefft de Muñoz, Assistant Director
catefft@mtu.edu
Vienna Chapin, Coordinator
vrchapin@mtu.edu
Let us help you!

studyabroad@mtu.edu

Darnishia Slade, Director
dslade@mtu.edu

Cassy Tefft de Muñoz, Assistant Director
catefft@mtu.edu

Vienna Chapin, Coordinator
vrchapin@mtu.edu
Other important reminders

Medical and Health Matters

- Check with your health insurance provider about coverage while abroad
- If you need any medications or medical accommodations, call your insurance to inquire about advanced supplies and your travel plans
- Ask IPS about getting your ISIC card for additional coverage and student discounts
- Look into any required immunizations for travel -- include places you plan to go to while abroad [http://wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel)
- Let your program or site director know upon program acceptance about any medical conditions or allergies you may have

Create a budget!
Research cost of living abroad

Let us help you!

studyabroad@mtu.edu
Darnishia Slade, Director
dslade@mtu.edu
Cassy Tefft de Muñoz, Assistant Director
catefft@mtu.edu
Vienna Chapin, Coordinator
vrchapin@mtu.edu