

GEORGIA STATE UNIVERSITY STUDY ABROAD PROGRAMS

APPLICATION PACKET



Dear Student,

We are so happy you have decided to study abroad! In order to be accepted into a Georgia State University study abroad program, please complete the attached application, Waiver of Liability, and Refund Policy Form and submit to the appropriate Program Director for the program to which you are applying along with your application deposit. Don't forget to read the information on Financial Aid in this packet and to check the Study Abroad Programs website for any study abroad events and helpful resources www.gsu.edu/studyabroad. If you do not already have a passport, we encourage you to apply for one as soon as possible due to a current backlog of applications and increasingly extended waiting periods. If you are a transient student applying to a study abroad program at Georgia State University, please make sure to CAREFULLY read and follow the steps laid out for transient students at the end of this packet. Once you have been accepted into the study abroad program, you will receive notification and an Acceptance Packet from your Program Director.

-Study Abroad Programs

Program Application

Please print or type

Full name: _____ Student id#: _____

Name of Study Abroad Program: _____

Passport # : _____ Date of issue: _____

Place of issue : _____ Expiration date _____

Place of birth (city, country): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (including area code): _____

Email address: _____

Date of birth: _____ Citizenship: _____ Gender: _____

State of legal residence: _____

Diet/ health issues: _____

Institution in which you are currently enrolled: _____

Current class standing (circle one): Freshman / Sophomore / Junior / Senior / Graduate / Other

Major: _____ Minor: _____ Exp. Graduation Date: _____

Applying for (circle one): Undergraduate credit / Graduate credit / Noncredit

How did you hear of this program?

Why are you interested in this program? *(Please use back for more space.)*

Please list courses you have taken related to this topic. (If you are applying to a foreign language program, please list all foreign language classes completed or enrolled in. If you are applying to an International Business program, please list all IB courses completed or enrolled in.)

Signature: _____

Date: _____

GEORGIA STATE UNIVERSITY STUDY ABROAD PROGRAMS
ASSUMPTION OF RISK, COVENANT NOT TO SUE AND INDEMNIFICATION

STATE OF GEORGIA
COUNTY OF FULTON

I, the undersigned, _____ (the "Participant"), am participating in the Georgia State University Study Abroad Program in _____ between the dates of _____ and _____. This Study Abroad Program is not a requirement of my course of study at Georgia State University and my participation in it is purely voluntary. As such, I agree to assume all risk involved with my participation in this Study Abroad Program.

I acknowledge that the study abroad experience involves risks such as accidents, illness, disease, poor sanitation, inadequate medical care and facilities, terrorism, crime, the hazards of travel, natural disasters, and other hazards arising from a wide variety of events and circumstances which cannot be enumerated. I voluntarily assume all such risk.

In consideration of the professional and educational enrichment and academic credit that I will derive from this educational, and other valuable consideration the receipt whereof is hereby acknowledged, I do also hereby, for myself, my heirs, executors, administrators, and assigned, waive, release, covenant not to sue and forever discharge the Board of Regents of the University System of Georgia and Georgia State University and their members, agents, servants and employees and the individual(s) responsible for, and employed by, the Program and their agents (each of the foregoing being hereinafter referred to as the "University") of and from any and all manner of action or actions, causes or causes of action, including, but not limited to negligence, suits, debts, accounts, damages, claims and demands of whatsoever in law, in admiralty, or in equity or otherwise, which I have or may acquire by reason of injury, damage or harm to person while participating in said travel and/or study program or study programs, arising out of, or connected with, participation in said travel and/or study program or study programs.

Further, I agree to defend, indemnify and hold harmless the University from any and all claims, demands, and/or causes of action arising out of my own actions while participating in the Program.

I understand and agree that the University accepts no responsibility if a Program is cancelled before departure or while the program is in progress for reasons beyond the University's reasonable control including, but not limited to, political unrest or perceived danger to participant safety. The University reserves the right to cancel or change the Program in any way accordingly, in which event the undersigned agrees to hold the University harmless for any prepaid Program fees. The University will make a reasonable effort to obtain refunds from service providers such as hotels, airlines, and dormitories of all prepaid Program expenses and, to the extent such refunds are received by the University, they will be refunded to Program participants. Fees paid will only be refunded to Program participants to the extent they are refunded to the University and Georgia State assumes no responsibility for the financial losses of Program participants.

I understand and acknowledge that the University assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the University, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond the University's control, with or without notice, or for any additional expense occasioned by any of the foregoing.

I agree to abide by all deadlines for fee payment, application materials, and health documentation for my Program. I further acknowledge and accept the schedule for refunds, should I withdraw from the Program, and accept the penalties associated with late withdrawal. I understand that all withdrawals must be made in writing.

I acknowledge that I have received and read the Refund Policy Form and I agree to maintain accident, health, medical evacuation and repatriation of remains insurance in force and effect for the entire duration of my participation in the Program. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been explicitly described to the program director in the Physician's Certification provided by me to the Program Director. I understand and acknowledge that a condition of eligibility for participation in the University Study Abroad Program for which I have applied is obtaining all vaccinations required for direct travel from the United States to my Program country(ies). I further acknowledge that the University strongly encourages Program Participants to obtain all vaccinations recommended for travel to the country(ies) to which I will travel as part of my

Refund Policy Form

Georgia State University Study Abroad Programs

Medical Coverage / Evacuation & Repatriation Coverage

Mandatory supplemental health and accident insurance is provided for all participants in study abroad programs organized and managed by Georgia State University and is intended to supplement the primary health insurance policies of Program participants. In the case of an accident or other medical emergency, repatriation and evacuation coverage provides funds to pay for return travel to the U.S. The cost of supplemental medical coverage and evacuation/repatriation coverage is included in Program fees. For more information on the terms and limits of this coverage refer to the brochure entitled Study Abroad Insurance Plan for Georgia State University. T.W. Lord & Associates is the company administering this insurance. The insurance policies are currently under-written by ACE American Insurance Company. For further information about coverage please call T.W. Lord & Associates at 770-427-2461.

Refund Policy

Applicants are required to comply with the refund policies of the specific Program to which they are applying. No refunds will be given to any student withdrawing from a Program after the respective refund deadlines have passed. If a student's participation is terminated by the Program Director (who has authority to make decisions regarding the continued participation in the Program of individuals whose conduct may necessitate disciplinary action), the student will be dismissed from the Program with no refund of fees and, further, the student will be responsible for all costs and expenses associated with his/her return home.

Georgia State University does not assume responsibility for financial risks associated with participation in its study abroad programs. If the University cancels a program before departure or while the program is in progress **for reasons beyond its control** including, but not limited to such things as political unrest or danger to participant safety, only those fees refunded to the University by service providers will be returned to participants. Georgia State will make reasonable efforts to obtain refunds from service providers such as hotels, airlines, and dormitories but no refunds are guaranteed. Fees paid will only be refunded to program participants to the extent they are refunded to the University. Georgia State assumes no responsibility for the financial losses of program participants.

In light of the forgoing, students are encouraged to consider supplemental insurance options. Such insurance is not required by Georgia State and must be purchased on an individual basis. Some of the most common types of supplemental insurance are:

Theft insurance - usually provides coverage for the replacement costs of items stolen while abroad, such as a passport or camera.

Baggage insurance - usually provides reimbursement for loss, theft, or damage to baggage or personal effects. Some baggage insurance policies also provide reimbursement of expenses incurred due to lost baggage such the purchase of clothes or other items.

Trip cancellation and trip interruption insurance - usually provides reimbursement for unused, non-refundable prepaid travel expenses in the event of trip cancellation or interruption.

Trip delay insurance - usually helps cover costs incurred if a trip is substantially delayed (generally by 12 hours or more).

Accidental death and dismemberment insurance - usually provides funds to the insured in the case of injury while traveling and funds to a beneficiary in the case of accidental death while traveling.

For detailed information on the terms, limitations and costs of these types of insurance, contact companies that sell such policies. Examples of companies that offer such insurance are listed below. Please note, however, that Georgia State University in no way endorses any of these companies and that the list is provided for information purposes only.

GlobalCare Insurance Services, Inc.
1-800-821-2488
<http://www.globalcare-cocco.com/>
Good Neighbor Insurance
Phone: 1-866-636-9100
<http://www.onlinetripinsurance.com/>
Insurance Services of America
Phone: 1-800-647-4589
Internet: <http://www.insurancefortrips.com/>
Specialty Risk International, Inc.
Phone: 1-800-335-0611
Internet: <http://www.specialtyrisk.com>
Travel Guard
1-800-826-4919
<http://www.travel-guard.com/>
Trip Insurance USA
Phone: 1-877-216-4885
Internet: <http://www.tripinsuranceusa.com>
World Travel Center
1-800-786-5566
<http://www.worldtravelcenter.com>

I have read and understood the above information.

Program Participant

Date

Revised July, 2007



Financial Aid and Study Abroad

for students who participate in GSU-sponsored programs

If you are eligible for financial aid as a student at Georgia State University, you may be eligible to use this aid towards your study abroad program.

The following types of funding may be used for study abroad: **Pell Grant, Federal Directed Loans (Subsidized, Unsubsidized and PLUS loans), Perkins Loan, HOPE Scholarship, and other scholarships.**

YOU NEED TO KNOW:

- While most students are able to use financial aid to assist with the cost of studying abroad, it is most likely that you will need to cover these expenses up front and then be reimbursed at a later date by financial aid or other scholarships. Due to federal regulations, certain funds cannot be made available to you in time to use them to cover your expenses directly! Please be aware of this and make arrangements to have your expenses covered in the meantime.
- *Your financial aid package will be different from other students who are going abroad on your program, and your disbursement dates may be different from theirs. Also, disbursement dates for Law students are different than those for other students. Meeting with an advisor in the Office of Student Financial Aid will help to make sure that there are no misunderstandings about how your financial aid will work and when disbursements will take place.*

Office of Student Financial Aid:

Sparks Hall, Suite 201
404-413-2400

http://www.gsu.edu/es/financial_aid.html

Study Abroad students are eligible for a pass from the One-Stop Shop that will allow them to see an advisor in the Office of Student Financial Aid.



Steps to securing financial aid for study abroad:

- Make sure to complete your FAFSA application well in advance of your term abroad.
- Verify how your financial aid package will apply to your study abroad program by meeting with an advisor at the One Stop Shop, where you will be asked to fill out the following forms:
- Intent to Study Off Campus
- Georgia State University Financial Aid Summer Application (for Maymester or summer study only)
- *Look into scholarship options as soon as you can, and follow all appropriate guidelines as you apply. For more information on scholarships, including the IEF Study Abroad Scholarship, visit: www.gsu.edu/studyabroad*

Tuition and fees associated with Georgia State University sponsored study abroad programs:

	Transient (non-GSU students)	Non-Transient (GSU students)
Georgia Resident	<ul style="list-style-type: none"> • \$50 GSU application fee • In-state tuition • Application deposit associated with chosen program • Program fee • GSU technology fee 	<ul style="list-style-type: none"> • In-state tuition • Application deposit associated with chosen program • Program fee • GSU technology fee
Non-Georgia Resident	<ul style="list-style-type: none"> • \$50 GSU application fee • In-state tuition plus \$250 • Application deposit associated with chosen program • Program fee • GSU technology fee 	<ul style="list-style-type: none"> • In-state tuition plus \$250 • Application deposit associated with chosen program • Program fee • GSU technology fee

Georgia State University students are also eligible to apply for the IEF Study Abroad Scholarship / Georgia State University Foundation Scholarship. Visit the website at <http://www2.gsu.edu/~wwwoia/StudyAbroad/scholarships> for the application or contact the Office of International Affairs, Study Abroad Programs at 404/413-2529, for more information.



ALERT: PASSPORT PROCESSING TIMES HAVE INCREASED DUE TO HIGH VOLUME! APPLY EARLY!

Passport production is now at a record high. Be prepared for longer than expected processing times for your application in the face of record-breaking demand.

Routine passport service is currently backlogged and is now taking **ATLEAST 10-12 weeks** to be processed. Expedited passports should be processed in 2-3 weeks. Apply as early as possible or you may not receive your passport in time to study abroad!!

The closest passport acceptance facilities to GSU are:

Phoenix Post Office
41 Marietta St
Atlanta, GA 30303
404-524-2960

USPS, Central City
183 Forsyth St
Atlanta, GA 30303
404-521-2053

If Your Passport Has Been Delayed:

1. First, check the status of your application online at www.travel.state.gov/passport (NOTE: *Currently, it is taking 7-10 days for applications to be tracked online, less if the application was expedited. Please allow at least that time before checking the status of your application.*)
2. Then, email or call the National Passport Information Center at 1-877-487-2778 for help.

If You Need a Visa:

If a visa is required, once you receive the passport, it has to then be sent away to get the visa stamped in, creating even more urgency to get it in sooner. Do not procrastinate or you may not be able to go abroad!

Find out how to apply for a passport, what to bring, and how much it costs at www.travel.state.gov/passport.

Transient Students

Students who would be considered transient/visiting students at Georgia State University (GSU) and wish to receive credit for a study abroad course will be required to complete the following steps:

1. Apply to the GSU study abroad program of your choice by contacting the appropriate Program Director and follow steps required for that particular program.
2. Submit an application for admission to GSU and a non-refundable \$50 application fee. The application form for undergraduate students is available at the following website: <http://www.gsu.edu/~wwwadm/app.html>. Non-GSU graduate students should contact the appropriate college's Graduate Assistance Office to request an application packet.
3. Submit a letter of good standing and permission to attend GSU from the Registrar's Office at your current/home institution. Undergraduate transient applicants should submit their transient permission letter to Georgia State University Admissions at PO Box 4009, Atlanta, GA 30302-4009.
4. Once you have been accepted to GSU, if you are an undergraduate, you will receive an acceptance letter along with a special newsletter that provides you with information about registering, the immunization requirement, etc. **IMPORTANT:** Undergraduates will also receive a bookmark that tells you how to access your GSU email account and your GoSolar account. Make sure to check these accounts regularly as you will receive crucial information there about payment and registration procedures. Also, check out the Next Steps for Accepted Students webpage at http://www.gsu.edu/next_steps.html. Graduate students should contact their appropriate Graduate Assistance Office for information about registering and payment procedures.
5. Register for your class. All in/out-of-state students will be responsible for their own registration in the appropriate GSU courses after consultation with the program director. Program size is limited, so early application is strongly advised.
6. Pay your tuition to Georgia State University online through GoSolar (<http://www.gosolar.gsu.edu/webforstudent.html>) and your program fee directly to your Program Director. Out-of-state students will pay only an additional \$250 beyond in-state tuition. Please note that all students will be dropped from their classes for non-payment after the university deadline.
7. Contact the Study Abroad Programs office at 404-413-2529 to make sure you have completed all the necessary steps.