



## Center for International Education

### UNC Affiliated Programs Application Procedures and Instructions

#### Before Applying

Meet with a Study Abroad Advisor to discuss the programs that interest you. Study Abroad Advisors are available Monday through Friday from 8:00 AM to 5:00 PM. Study Abroad Advisors are located within the CIE at the University Center, Room 2205.

#### Eligibility

1. UNC degree-seeking student
  2. Earned at least 24 UNC credits
- Minimum GPA of 2.5

#### How to Apply

Turn in the following forms and supporting documents

- \_\_\_ Completed Participant Profile Form
- \_\_\_ Completed Eligibility Profile Form
- \_\_\_ Signed Information Waiver
- \_\_\_ Signed Disciplinary Waiver
- \_\_\_ Completed Program Provider Application (If done online please notify us)
- \_\_\_ Official Transcript
- \_\_\_ Transfer of credit form (Can be turned in at time of application or sometime prior to departure)

Return the completed application to the CIE before the application deadline.

**October 5th for programs beginning during the Spring 2010 Semester**

**March 8th for programs beginning during the Summer or Fall 2010 Semester**

#### Application Fee

All students will be assessed a **\$300** application fee at the time of application. The fee can be paid with a check made out to the University of Northern Colorado or by credit card at the CIE office. Applications will not be processed until the application fee is received. Students not accepted will be refunded. Accepted students wishing to withdraw from study abroad must notify the CIE. Those withdrawing will receive a 50% refund.

#### How we will handle applications

##### Evaluations:

All applications will be initially evaluated by the Study Abroad and Exchange Coordinator before being sent to the affiliate for the ultimate placement decisions.

##### Timing:

Applications will be evaluated upon receipt and will be sent to the affiliates one week after the receipt of the application if the student meets all the requirements for study abroad.

##### Acceptance:

Acceptance emails will be sent to qualified applicants by their program provider within a few weeks after the receipt of their application.

## Now that you've been accepted

1. Make an appointment to meet with the Study Abroad and Exchange Coordinator to
  - schedule the courses you will study abroad
  - discuss transferring your credits back to UNC
  - determine your budget for your time abroad
2. Take the transfer credit form to appropriate faculty to approve the courses for your major or minor if you have not already done so.
3. Return a copy of the completed transfer of credit form to the Center for International Education if you have not already done so.
4. Attend a **mandatory** pre-departure orientation. Dates and times of orientation will be announced after the application deadline.
5. Turn in to the Study Abroad and Exchange Coordinator
  - A copy of your passport
  - Your travel itinerary
6. Be sure to stay in contact with CIE while abroad, and inform the Study Abroad and Exchange Coordinator about any changes in your schedule of courses.  
Attend a Re-entry session to learn how to maximize your international experience and provide feedback to CIE.



Date Applied: \_\_\_\_\_

Center for International Education
Application for Study Abroad
UNC Affiliated Application

Participant Profile

Name: \_\_\_\_\_ Bear Number: \_\_\_\_\_
(Last, First)

Destination: \_\_\_\_\_
(Country, School)

Gender: [ ] Male [ ] Female Ethnicity: \_\_\_\_\_

Date Applying (please circle): Fall Spring Summer
2008 2009 2010 2011

Local/Campus Address:

Street City State Zip
Phone Email (Primary account)

Permanent Address:

Street City State Zip
Phone Email (Secondary account, if available)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_
(MM/DD/YYYY) (City, State/Province, Country)

Are you a U.S. Citizen? \_\_\_\_\_ Are you a Colorado Resident? \_\_\_\_\_

Emergency Contact Information:

Name Relationship
Street City State Zip
Phone Email



### Eligibility Profile

Academic Level: Fr. Soph. Junior Senior

Number of UNC credits earned: \_\_\_\_\_

Number of consecutive semesters enrolled at UNC: \_\_\_\_\_

Other schools attended (if applicable):

Name of Institution	Dates Attended	Credits Earned

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

GPA: \_\_\_\_\_ (please provide us with a copy of your official transcript)

\*\*If we are mailing your AustraLearn application, we can make and keep a photo copy of the official transcript

Anticipated date of graduation: \_\_\_\_\_

Academic advisor: \_\_\_\_\_

Are you currently receiving financial aid?  Yes  No

Will you apply for aid for your program abroad?  Yes  No

**Please supply us with a copy of your Affiliate application, along with this paperwork. You are welcome to apply online, but please print a copy of your online application to turn in to the office.**



## Information Waiver Form

Dear Applicant:

The collection, retention, and dissemination of your academic/personal records and information are now subject to federal regulation under the Family Education Rights and Privacy Act of 1974. This regulation gives you the right to specify the persons or agents who will have access to your records. Therefore, it is necessary to obtain your permission to release information collected on your application, transcripts, and letters of recommendation.

Please read the following statements and sign below:

I hereby release information provided on my application, transcripts, and letters of recommendation to the University of Northern Colorado Study Abroad Program for the review of my application.

I understand that the application will be reviewed by the Study Abroad and Exchange Coordinator and Faculty Coordinators if necessary.

I hereby release information provided on my application, transcripts, and letters of recommendation to AustraLearn and its participating schools for the purpose of my placement on exchange.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### ***Disciplinary Waiver Form***

In the interest of student health and safety while overseas, the University of Northern Colorado requires students planning on studying abroad to submit to a disciplinary record review. Students with disciplinary records will not necessarily be excluded from study abroad, however, the Study Abroad and Exchange Coordinator with consultation from the Dean of Students Office reserves the right to deny acceptance to the study abroad program for any student who may present a risk to self or others while abroad. **Students refusing a disciplinary record review will not be permitted to study abroad.**

Please read the following statement and sign below:

I, \_\_\_\_\_, hereby give the Center for International Education permission to submit my name to the Dean of Students Office for a disciplinary record review prior to my acceptance to the study abroad program.

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**Signature**

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**Date**