



University of Georgia Study Abroad Program Application

Checklist

Instructions:

- Return complete application by **January 21, 2012** deadline to:
- Submit all of the following materials together (except references, see below).
- Only complete applications will be considered.

Make sure the following items are included in the materials you return:

- All pages of the completed and signed application (including this one).
- 1 *official copy* of your UGA transcript (*Obtain from the UGA Registrar's Office*)
- 1 *official transcript* from any other college you've attended.
- 1 reference form or letter. (It is the applicant's responsibility to secure references by the deadline. References may be included or forwarded by the referee.)

UGA Study Abroad Payment Information

Both tuition (along with additional mandatory fees, including the institutional fee, technology fee, and green fee) and the program fee for participation (i.e., the room & board and other non-instructional costs) will be billed directly through the UGA Student Accounts system.

Application fees are billed beginning immediately **after you apply to the program and additional program fees** according to the schedule in the box below. **Once program fees are billed, they cannot be removed from your account except as set out below. Tuition is billed separately at a different time.** Students are responsible for checking their student accounts in OASIS regularly and for making payments in a timely manner.

Program fee schedule: UGA à Paris

- ⇒ An application fee of **\$500** will be charged to your account upon receipt of application; this is refundable if you are not accepted into the program.
- ⇒ Second installment of **\$3,000** will be charged to your account by **February 1, 2012.**
- ⇒ Third and final installment of **\$2,495** will be charged to your account by **March 1, 2012.**

NOTE: *Students who withdraw on or after February 17, 2012 are obligated to pay the full program fee.* Exchange rate fluctuation and/or inflationary conditions may necessitate that the program raise fees above previously advertised rates between the time of admission and the beginning of the program.

Please check your UGA MyID account frequently during the time between acceptance into the program and your departure. Notices about amounts due to Student Accounts and other official UGA announcements will *only* be sent to an official UGA MyID. If you normally use another e-mail provider, please make sure your UGA account is forwarded to that account.

⇒ For information on UGA tuition – see: <https://busfin1.busfin.uga.edu/bursar/schedule.cfm>. This website also will provide information on UGA's technology fee, green fee, and institutional fees (these cannot be waived for study abroad).

NOTE: final summer tuition rates are not set until late April of each year; tuition rates quoted earlier may be subject to change. For *some* students, a \$250 Out-of-state Board of Regents Fee will be charged, per Board of Regents Policy. This fee is waived for Georgia residents, regardless of whatever home university they attend. It is also waived for students enrolled at University System of Georgia schools and SEC member institutions, regardless of state of residence.

If you are a non-UGA student, please submit payment according to the dates listed above. Please send checks to Bursar's Office, 424 E. Broad Street, Athens, GA 30602 or make payments online at www.uga.edu – click on MyUGA; you will need your UGA ID and password.

Information on Credits to Account

⇒ If a student is not accepted into the program, the **\$500** application fee will be credited back to the student's account.

⇒ If a student withdraws from the program on or before **January 31, 2012**, then any program fees paid other than the **\$500** application fee will be removed from the student's account.

⇒ If a student withdraws from the program between **February 1, 2012** and **February 16, 2012**, then all program fees other than the **\$500** application fee and all other expenses* already paid by the program on behalf of the student will be removed from the student's account.

* These program expenses may include but are not limited to pre-paid meals, pre-paid room or housing reservations, bus rental fees, etc. Thus, even if the student has not yet paid the full program balance when he or she withdraws from participating, he or she is still responsible for paying these unrecoverable program costs.

⇒ If a student withdraws from the program on or after **February 17, 2012**, no credit will be made to the student of any fees due. Furthermore, the student is obligated to pay the full program fee.

⇒ If a student is dismissed from the program for academic or conduct reasons after the program begins, or if the student voluntarily withdraws from the program after it has begun, there will be no credits issued to the student accounts for fees that have been charged to the account. If the program is cancelled due to insufficient student enrollment, then all charges will be removed.

⇒ If the program is cancelled due to an act of war or terrorism, a State Department warning or other circumstances that make the program location unsafe, all fees not already spent on behalf of the student will be removed from the student's account.

- ⇒ All withdrawals, as well as any requests for credits (removal of charges), should be made in writing to the program director prior to the dates noted above. It is in the student's best interest to notify the study abroad program immediately upon making a decision to withdraw.
- ⇒ If a student elects or is unable to participate in one or more individual program activities (field trips, group meals, etc.), the cost of these activities cannot be credited to the student's account.

Housing Deposit:

Our Paris housing provider, St. John's University, requires a 280 Euro per person deposit against damage to the rooms used by UGA students. This is refundable after the program ends, assuming that there is no damage to your room. The deposit will be charged to your student account at the exchange rate in effect on the day that the Paris program makes payment to St John's for your accommodation. Assuming that there is no damage to your room, you will be reimbursed the dollar equivalent of the 280 Euro deposit after your return. **NOTE:** because the Euro/ US dollar exchange rate varies day-to-day, the amount you will be reimbursed may be more or less than the dollar amount your student account was charged.

Student signature:

I have read and agree to the above policies, amounts, and procedures. I understand that a charge to my student account for the program application fee indicates my intention to participate in this program and to abide by the above financial policies. I understand that I am responsible for all amounts charged to my account. In the event my studies abroad program fee balance is not paid in full by the due date, I agree to pay all collection costs, including attorney fees and other charges necessary for the collection of any amount not paid when due. Should any payments I make be returned for insufficient funds, invalid account, etc., I understand these balances will also be treated as stated above.

I understand that submitting an application for a study abroad program does not guarantee acceptance into the program. Candidates must meet program requirements, be approved by the program's faculty coordinator, and be eligible to register and attend classes at the University of Georgia at the time of departure and throughout the period of the program. Participation is also subject to availability; some programs fill up early.

I further understand that the program or individual courses may be cancelled due to low enrollment or other factors and I understand that I will be informed of such a decision no later than 6 weeks before planned departure date or as soon as possible after any adverse circumstances that cause the program to be cancelled. I also understand that exchange rate fluctuation and/or inflationary conditions may necessitate that the program raise fees above previously advertised rates between the time of admission and the beginning of the program. I understand that if I am accepted into this program, I will pay UGA tuition for the hours taken, the mandatory technology and other institutional fees for the term, and a separate program fee for room and board expenses. I also understand that in the event my studies abroad program fee balance is not paid in full by the due date, I agree to pay all collection costs, attorney fees, insufficient funds charges, and any other charges necessary for the collection of any amount not paid when due.

Signature of Student

Date

Signature of Parent or Guardian (for students under 18)

Date

University of Georgia Study Abroad Program Application

Personal and Academic Information

810 Number (or SS# if you do not have an 810 #) _____

Full Name _____

Preferred Name _____

Birth Date _____ Age _____ Sex: _____ M _____ F

Mother/guardian's Name _____

Father/guardian's Name _____

Are you on financial aid (including HOPE) _____ Yes _____ No

What types? _____

Your college/univ. _____

Are you a Georgia Resident? _____ Yes _____ No GPA _____ GPA in major _____

Major(s) _____

Minor(s) _____

Academic Level (during study abroad) _____ 1st year _____ 2nd year _____ 3rd year _____ 4th year

Campus Address _____

_____ Phone _____

E-mail _____

Permanent Address _____

_____ Phone _____

Citizenship _____ Passport Number* _____

Date of Issuance _____ Passport Agency _____ Date of Expiration _____

* Passport information can be supplied later if you do not have a passport at the time of application.



Please list all colleges or universities previously attended:

Name _____ Dates: From _____ to _____

Degree(s) awarded _____ Major _____

Name _____ Dates: From _____ to _____

Degree(s) awarded _____ Major _____

Name _____ Dates: From _____ to _____

Degree(s) awarded _____ Major _____

Personal Activities

Are you currently employed? yes no Occupation _____

If applicable, give name, address, and phone number of employer _____

List the primary co-curricular activities in which you are involved and in what capacity _____

Disciplinary and Criminal Record

If your answer to either of the following is yes, you must submit a full statement of relevant facts on a separate sheet to be attached to this form.

Are you currently, or have you ever been, charged with, or subject to, disciplinary action including suspension or expulsion for scholastic or any other type of misconduct at any high school, college, or university?

Have you been charged with, convicted of, or pled guilty or nolo contendere to a crime other than a minor traffic offense, or are any criminal charges now pending against you?

yes no

Convictions shall include: A finding of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, a plea of no contest, an Alford plea to a criminal charge or a plea under the first offender act, irrespective of the pendency or availability of any appeal or application for collateral relief. If "yes," explain fully, specifying the nature of the offense(s), the date(s) it/they occurred, the name and location of the court(s) and sentence(s) imposed. Please have the appropriate authority submit official court documentation directly to the UGA study abroad program to which you are applying.

Course Selections*

BLOCK ONE

BLOCK TWO

*Courses may be cancelled due to low enrollment; please list your first choice and your second choice.



Essay

On a separate page, please write an essay (approx. 1-page in length) expressing why you want to study abroad, what about the host country's culture interests you most, and why the qualities of this particular program support your personal, academic, and career goals.

Release and Application Signature

I hereby authorize officials at any educational institution that I have attended to release my disciplinary records (including but not limited to records maintained by the Office of Student Conduct, the Registrar, the Department of University Housing, and/or the Office of the Vice President for Instruction) to the study abroad program director of the program to which I am applying. I fully understand that my disciplinary records may be a factor in evaluating my application.

I further acknowledge that the information provided on this application is true and accurate to the best of my knowledge. I fully understand that providing false information during the application process may be grounds for rejecting my application or grounds for dismissal from the study abroad program.

Student Signature

Date

Applicants who are accepted to participate in a UGA study abroad program are required by the University of Georgia to complete and sign a student agreement and waiver which stipulates the terms and conditions of the program, student conduct regulations and a waiver of liability.

Signature of Study Abroad Advisor/Dean/Academic Advisor (for non-UGA students only)

Name _____ Title _____ Date _____

Phone _____ E-mail _____

Student has completed all the necessary steps to obtain permission to study abroad from our university. Yes No Signature _____

Questionnaire

How did you first hear about this program?

- poster
- flyer or brochure - obtained where? _____
- former participant
- Office of International Education
- campus presentation - location/presenter _____

References

According to the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written on your behalf are to be kept confidential or available for your inspection. Please choose below and indicate your choice on the reference forms.

- Confidential file Open file

Please obtain one reference using the following form and either include it in your file, or have it sent directly to Dr. Andrew Herod, Department of Geography, University of Georgia, Athens, GA, 30602. References from faculty or employers are preferred. References from friends, family, or neighbors are not acceptable.



Reference Form For UGA Study Abroad Programs

Please return to: Dr Andrew Herod, Department of Geography, University of Georgia, Athens, GA, 30602 by January 21, 2012

I. This section is to be completed by the student applicant (*please print or type*):

Applicant's Name _____

Applicant's local telephone _____ E-mail _____

This reference is _____ confidential _____ not confidential

II. This section to be completed by the referee

Name and title of referee _____

Phone _____ E-mail _____

1. How long have you known the applicant and in what capacity?

2. Is there any reason why you would not recommend that the applicant participate in a study abroad program?

Please indicate your perceptions of the applicant's competence in the following areas:

Area	Below Average	Average	Above Average	Outstanding	Inadequate Opportunity To Observe
Intellectual					
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional					
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress Tolerance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to interact					
with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation/					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other remarks may be written or typed on the back of this form or on a separate sheet.

Signature of Referee _____ Date _____

Please notify the student when he/she may pick up reference or forward it to the address above.