



**STUDY ABROAD APPLICATION  
FLORIDA ATLANTIC UNIVERSITY  
OFFICE OF INTERNATIONAL PROGRAMS (OIP)**  
777 Glades Road, SU 106  
Boca Raton, FL 33433  
Tel: 561-297-1208  
Fax: 561-297-2850  
goabroad@fau.edu

**Students are required to submit a completed FAU study abroad application with the supporting documentation noted below in the checklist.**

### **APPLICATION CHECKLIST**

- \_\_\_\_\_ 1. Completed STUDY ABROAD APPLICATION form. (Fill out the entire application as directed)
- \_\_\_\_\_ 2. \$100.00 non-refundable application fee **made payable to Florida Atlantic University** is required to initiate an application.
- \_\_\_\_\_ 3. One passport sized picture, in color, 1x1 inches in size for your International Student Identity Card (ISIC) application. The ID card fee and basic insurance is **INCLUDED** in your application fee.
- \_\_\_\_\_ 4. One unofficial copy of your current academic transcript included with your application. Your unofficial transcript can be downloaded from your MyFAU.
- \_\_\_\_\_ 5. Photocopy of the picture page of your passport.

**(Non-FAU and non-degree seeking students are required to submit 7, 8, & 9)**

- \_\_\_\_\_ 7. FAU Student Health History Data form which can be located on the OIP website at [www.fau.edu/goabroad](http://www.fau.edu/goabroad) under “forms.”
- \_\_\_\_\_ 8. A completed Non-degree seeking application and residency classification forms which can be found on the OIP website at [www.fau.edu/goabroad](http://www.fau.edu/goabroad) under “forms.”
- \_\_\_\_\_ 9. One current official academic transcript in a sealed envelope turned-in with the FAU study abroad application.

Have questions? Write them down below:



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**PART A: Personal Data**

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Last First Middle MM DD YYYY

FAU e-mail \_\_\_\_\_ Alternate e-mail \_\_\_\_\_

Cell number (\_\_\_\_\_) \_\_\_\_\_ Telephone number (\_\_\_\_\_) \_\_\_\_\_

FAU student Z # \_\_\_\_\_ Non-FAU student SS # \_\_\_\_\_  Male  Female

Citizenship \_\_\_\_\_ Passport # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
MM DD YYYY

Non-US Citizens \_\_\_\_\_  
Visa type Permanent resident alien # Expiration date

Have you studied abroad before? YES  NO  If yes, please provide the name of the program, location, and date(s):  
 \_\_\_\_\_

All students are required to have a passport for traveling abroad. U.S. students can apply for a passport by visiting <http://travel.state.gov> to download an application form (Allow four to six weeks for processing).

If you will be overseas for more than three months a student visa may be required. All international students must let the OIP know they are international students when they turn in their applications as this may affect your tuition rate and visa requirements.

**Current Mailing Address** (Valid until \_\_\_\_\_)  
MM DD YYYY

\_\_\_\_\_  
Street Apt. #  
 \_\_\_\_\_  
City State Zip

**Permanent Mailing Address** (if different from above)

\_\_\_\_\_  
Street Apt. #  
 \_\_\_\_\_  
City State Zip

**PART B: Academic Information**

College/University currently enrolled in \_\_\_\_\_

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

Current Academic Status: Freshman  Sophomore  Junior  Senior  Graduate  Non-degree

Are you within your last 30 credit hours at FAU? YES  NO  MAYBE

Cumulative G.P.A. \_\_\_\_\_ Are you an Honors College student? YES  NO

**This Section for OIP Office Use Only**  
 Staff Initials \_\_\_\_\_ Date application was reviewed \_\_\_\_\_



**PART E: Financial Aid**

**Financial aid:** Students may be able to use their financial aid for study abroad. The amount of the financial aid awarded and its availability will be determined by the Office of Financial Aid. A student needs to have a current FAFSA on file in order to apply for funding. If funding is awarded the student must go online and accept his/her award. It is the student’s responsibility to ensure that all paperwork required by financial aid has been completed prior to their departure; this includes but is not limited to signing their promissory note. Further, any student using financial aid must notify the Office of International Programs of their award and provide a copy of the award letter. **Course approval, transient forms, and petitions must be completed prior to departure for your aid to release. For more information on how FAU financial aid works for study abroad, please consult the guidebook located at: [http://www.fau.edu/finaid/special\\_programs/study\\_abroad.php](http://www.fau.edu/finaid/special_programs/study_abroad.php)**

Which type of financial aid do you receive? Bright Futures  Pell Grant  FAFSA  FAU Scholarship  Other   
If other, please describe \_\_\_\_\_

Have you applied for financial aid? YES  NO

Have you completed your FAFSA form for this academic year? YES  NO

Will you be requesting a parent plus or alternative loan? YES  NO

If attending a Summer Program, do you have a summer financial aid application on file? \_\_\_\_\_

**Non-FAU students should consult their Financial Aid Office for information on what aid is applicable to study abroad.**

**\*\*\*\*\*Note: If you do not have a current FAFSA on file for the Academic year you plan on studying overseas, or if you have not completed a summer financial aid application for summer study, you will not qualify for any financial aid funding. Please ask about these requirements if you are not sure of your situation.**

**Authorization to release information**

I authorize the Office of International Programs (OIP) to discuss financial aspects of my program with my parent/guardian/relative/spouse set forth below for the duration of the above Study Abroad Program: **YES**  **NO**   
(If YES, signature required below)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Acknowledges consent to disclose financial aspects of my program with my parent/guardian(s) cited above)

**PART F: Accommodations/Dietary Needs**

In compliance with the Americans with Disabilities Act (ADA) students who require special accommodations, due to a disability, to properly execute coursework must register with the Office for Students with Disabilities (OSD) located on the Boca Campus, SU 133, (561) 297-3880, on the Davie Campus, MD I (954) 236-1222, on the Jupiter Campus, Office of Diversity Services, SR 117, (561) 799-8585, or on the Treasure Coast Campus, Assistant Dean of Student Affairs, JU 113, (772) 873-3305, and follow all OSD procedures.

Do you have a special diet (i.e. vegetarian or food allergies)? YES  NO

If yes, please specify \_\_\_\_\_

Do you have allergies? YES  NO

If yes, please specify \_\_\_\_\_

**Complete this section only if you are studying on a FAU Summer Program**

Students are expected to keep their rooms, common areas, etc. clean and neat during their overseas studies. Any damages caused by the student or students on the program will be billed to the student(s) responsible (in those cases where we know who caused the damage) or to all students on the program (in those cases where we do not know who caused the damage and the student does not come forward to accept responsibility). Students will be notified if there are any damages within four months of the program concluding. Students will be given a RCR (Room Condition Report) to complete upon arrival. RCR’s will allow student’s to record any damage to the rooms upon arrival. It is from the RCR that damages will be compared. Any damages to the common areas should be brought to the attention of the faculty leader immediately. **Housing: ALL ROOMS ARE NON-SMOKING with NO OVERNIGHT VISITATION**

**Roommate preference.** Students wishing to room together must list each other on their applications

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**PART G: Passport Size Photo for your ISIC Insurance card**

**Complete the ISIC card application on page 9**

Using a paperclip please attach one (1" X 1") passport size recent color photograph with your name and program written on the back.

All students are required to have a passport for traveling abroad. U.S. students can apply for a passport by visiting <http://travel.state.gov> to download an application form (Allow four to six weeks for processing).

**PART H: Application Fee/Payment Options**

**A non-refundable \$100.00 application fee is due with your application. Applications received without payment will not be processed. Note, depending on your program, a deposit may also be required.**

- Check or Money Order (made payable to FAU)                       Cash

**PART I: Cancellation/Refund policy**

**Cancellation Policy**

The Office of International Programs (OIP) considers student safety one of its highest priorities. Therefore, it is Florida Atlantic University's policy to cancel any previously planned FAU sponsored intersession/summer/semester/academic year program in a location that is considered unsafe by the University or for which the U.S. State Department has issued a Travel Warning. The OIP reviews the U.S. State Department information regularly at <http://travel.state.gov> and monitors other sources such as announcements from the Overseas Security Advisory Council (OSAC) to have the most current information about the countries where FAU students are or will be studying. FAU further reserves the right to cancel any program for any reason at our sole discretion, including without limitation under-enrollment.

**Students are responsible for securing a passport and, if required a visa, prior to departure of their program. No refund will be issued to students who do not possess a valid passport or visa stamp at the time of departure.**

If FAU cancels a program for any reason, the OIP will make reasonable efforts to refund recoverable costs to the participants. OIP cannot guarantee that any recoverable costs can be provided. If a program is canceled after the program has started instruction overseas, OIP will make reasonable efforts to assist students to complete the course work for the program. It is recommended that students consider purchasing trip cancellation insurance that can be obtained through many travel agents or insurance companies. Policies vary on when trip cancellation insurance must be purchased, so please check with the insurance provider for more details. Students are required to have a valid passport at the time of departure. No refunds will be issued if a student does not have a valid passport or the passport is delayed due to processing.

**Signature required** \_\_\_\_\_

(Acknowledges receipt and acceptance of FAU cancellation policy)

## Refund Policy

If a student needs to withdraw from a program for personal or medical reasons they must do so in writing as soon as they have made the decision to withdraw. Students will be responsible for the nonrefundable application fee, deposit, and any other expenses that have been paid on their behalf and are not recoverable. Such costs may include, but are not limited to pre-paid meals, pre-paid room reservation deposits, airline deposits, bus rental fees, payments for guides, etc. This means if the student has not yet paid the full program balance or does not attend the program, he/she may be responsible for paying those unrecoverable program costs. For these reasons students are encouraged to get Trip Cancellation Insurance and Trip Interruption Insurance.

### *For students on FAU summer programs:*

- If a student cancels by February 15, all monies paid towards the program fee are refundable **except** the \$100 nonrefundable application fee.
- If a student cancels between February 16 and March 15, all monies paid towards the program fee are refundable **except** the \$100 nonrefundable application fee, \$300 program deposit (for FAU sponsored programs only), and any other unrecoverable expenses already expended on behalf of the student.
- If a student cancels after March 15, only those monies not paid out on the students behalf can be refunded and will be handled on a case by case basis. Students will not be refunded the \$100 application fee or program deposit.
- If a student cancels, withdraws or is dismissed from their program after its commencement for any reason, including without limitation academic reasons, health matters or misconduct, no refunds will be given. The university may consider exceptional circumstances on a case-by-case basis.
- No refunds will be given if a student does not participate in mandatory or non-mandatory program activity (such as field trips, excursions, cultural events, included meals, etc.).
- If a student is suspended just prior to the departure of their study abroad program and is no longer permitted to go under the universities academic policies, it does not release the student from their financial obligations.

### *For students on FAU semester/academic year programs:*

- Students on FAU exchanges that cancel prior to the start of the overseas semester will forfeit the \$100 nonrefundable application fee, any deposits, and any fees expended on the students behalf that are not recoverable by OIP or our exchange partners.
- If a student cancels, withdraws or is dismissed from their program after its commencement for any reason, including without limitation academic reasons, health matters or misconduct, no refunds will be given. The university may consider exceptional circumstances on a case-by-case basis.
- No refunds will be given if a student does not participate in mandatory or non-mandatory program activity (such as field trips, excursions, cultural events, included meals, etc.).

### *For students on NON-FAU programs:*

- Students on non-FAU programs must follow and abide by their programs cancellation and refund policies and may or may not have their fees refunded depending on the policy. Be sure that you know what the cancellation deadlines and policies are if you are on a non-FAU program.
- Students on NON-FAU programs that cancel prior to the start of the overseas semester will forfeit the \$100 nonrefundable application fee.

Signature required \_\_\_\_\_

(Acknowledges receipt and acceptance of FAU refund policies)

**PART J: Agreement and General Release**

I, the undersigned, an applicant for the Study Abroad Program (the "Program") of Florida Atlantic University, in exchange for permission given to me by the University to participate in the Program, hold harmless and release from any and all claims, demands, damages, actions, suits in equity of whatever kind or nature or causes of action against the State of Florida, Florida Atlantic University Board of Trustees, Florida Atlantic University and their respective agents, officers, volunteers and employees (referred to in this Release collectively as "FAU") for any injury, death, damage or loss of any kind, whether caused by my action or negligence or the action or negligence of FAU or third parties in connection with the Program, including, but not limited to, the following: any vehicle, war, weather, strike, sickness, quarantine, government restriction or regulation, any act or omission of any airline, railroad, hotel, restaurant, bus company, taxi service, school, university, or any other person, firm, agency (government or private), company or individual which is associated with FAU, directly or indirectly, in connection with the Program. I also hold harmless, release, and agree to defend and indemnify FAU with regard to any financial obligations or liabilities of any kind that I may incur personally or any damage resulting from my participation in the Program, whether caused by my action or negligence or the action or negligence of FAU or third parties in connection with the Program.

I understand that all travel involves some risk, and I voluntarily agree to assume all the risks, expected or unexpected, that are inherent with domestic and foreign travel as a condition of my acceptance for participation in the Program.

I grant FAU full authority to take whatever action it may consider to be reasonably warranted under the circumstances concerning my health and safety, and I fully release FAU from any liability for any such decision or action or inaction as may be taken in connection therewith. I authorize FAU, at its discretion, to place me, at my own expense (or the expense of one or both of my parents or guardians) and without my further consent, in a hospital within or outside the United States of America for medical services and treatment. If deemed necessary or desirable by FAU, I authorize it to transport me back to the United States of America by commercial airline, and I assume responsibility for the expenses involved. I understand that FAU is not undertaking any affirmative obligation in these areas on my behalf. I agree that any funds advanced to me for any purpose will be reimbursed upon demand by either me or my parents or guardian. I have been advised that I must be covered by health and accident insurance during the entire period of my participation in the program, which will include coverage for major medical, hospitalization, medical evacuation, and repatriation.

I agree to comply fully with the rules, regulations and policies of FAU and the host institution and/or host facility. I understand that FAU does not operate the Program at the host institution. I agree that FAU and the host institution have the right to enforce their standards of conduct and that, should I fail to comply with them, FAU has the right to terminate my participation in the Program with no refund of monies paid. In the event of termination, I agree to be sent home at my own expense or the expense of one or both of my parents or guardians. I waive and release any and all claims against FAU arising out of my failure to comply with any such rules, standards, and instructions.

It is my further understanding and I agree that FAU is not responsible for any injury, death, damage, or any loss whatsoever sustained by me during any period of independent travel (which I understand is at my own expense and may be arranged by me separate from the Program) or during any absence from the Program or other supervised activities. On group tours, field trips, excursions, or other activities arranged by FAU, I will accept the will of the majority whenever a matter of choice is presented to the group. I understand that from time to time, FAU publicity material may include statements made by its students, or their photographs, or both and I consent to the use of my comments and photographic likeness. I understand that FAU reserves the right to make changes in initial campus assignments, academic centers, or like matters and to make alterations in the Program and itineraries as may be required. I understand that Program charges are based on applicable tariffs and government regulations and are subject to change depending on regulations in effect at the time of departure.

All references in this Release to FAU include, but are not limited to, all officers, directors, staff members, campus directors, chaperones, program leaders, employees, advisors, volunteers and agents. All references to a "parent" shall include the legal guardian or other adult responsible for me.

I have read the terms and conditions set forth in the University's descriptive information of the Program and I agree that they constitute a part of my agreement with FAU. I understand and agree to all of the University's terms as set forth in the descriptive information (which is incorporated by this reference) and in this Release. I further understand that this Release and Agreement shall only take effect upon my acceptance by FAU into the Program.

Applicant Name (Print) \_\_\_\_\_ Program Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**If applicant is under 18:**

I certify that I am the parent or legal guardian of the above applicant, that I have read the foregoing Release, and that I examined the information in the Program description. I join in each and every part of the Release (including such parts as may subject me to personal financial responsibility for the applicant), and release any claim that I may have against FAU, both on my own behalf and in my capacity as legal representative of the applicant, including without limitation any claim arising as a result of the applicant's leaving the supervision of FAU.

Name of Parent or Guardian (print) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART K: Insurance** -HEALTH, ACCIDENT, MEDICAL, HOSPITAL, AND REPATRIATION-

As part of the \$100.00 application fee students are provided with **BASIC** travel insurance for medical expenses, repatriation of remains, and emergency evacuation. The coverage is provided by Travel Guard through the International Student Identity Card (ISIC). To view the Certificate of Insurance as well as the complete details regarding the ISIC policy, its coverage, limits, and restrictions, visit [www.myisic.com](http://www.myisic.com).

**Basic Insurance Benefits Summary\***

- \$300,000 Emergency Evacuation
- \$25,000 Repatriation of Remains
- \$25,000 Accident Medical Expense (Includes \$500 Emergency Dental Coverage)
- \$5,000 Accidental Death & Dismemberment – Air
- \$1,000 Accidental Death & Dismemberment - All Other
- \$500 Lost Document Replacement (Includes your ISIC card)
- \$165 per day Sickness/Hospital Benefit (Up to 61 days)
- \$100 Baggage Delay/ \$100 Travel Delay
- Free - Travel Guard Assistance

\* Students can upgrade their ISIC card insurance for a higher level of coverage. The cost difference to do this is estimated at \$60.00. It is recommended that students consider purchasing trip cancellation/interruption insurance which can be obtained through travel agents or insurance companies. Policies vary on when trip cancellation/interruption insurance must be purchased, so please check with the insurance providers for more details.

**Current Insurance Carrier/Provider**

Do you currently have medical health insurance that will be valid during the time you are abroad? YES  NO

Students Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Insurance Carrier/Provider \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of policy holder \_\_\_\_\_ Policy number \_\_\_\_\_

Valid from \_\_\_\_\_ through (date) \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

**If applicant is under 18:** I certify that I am the parent or legal guardian of the above applicant, that I have read the foregoing Insurance Release, and that I examined the information in the Program description. I join in each and every part of the Release (including such parts as may subject me to personal financial responsibility for the applicant), and release any claim that I may have against FAU, both on my own behalf and in my capacity as legal representative of the applicant, including without limitation any claim arising as a result of the applicant's leaving the supervision of FAU.

Name of Parent or Guardian (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMENT(S)**

Please write down any additional information that you feel we need to know about you

\_\_\_\_\_  
\_\_\_\_\_

**I, the undersigned, acknowledge that I have read the FAU Study Abroad Program Application and that all statements are correct to the best of my knowledge. I further understand that the application fee is non-refundable.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature (If under 18) \_\_\_\_\_ Date \_\_\_\_\_



FLORIDA ATLANTIC UNIVERSITY  
OFFICE OF INTERNATIONAL PROGRAMS  
STUDY ABROAD PROGRAMS

DISCIPLINE POLICY FORM

**-REQUIRED-**

Last Name: _____	First Name: _____	Middle Initial: _____
Student ID: _____	Date of Birth: _____	Sex: _____
Semester Abroad and Year: _____		
Program Title and Site: _____		

Florida Atlantic University faculty and the Florida Atlantic Study Abroad staff hope that you will have a wonderful and rewarding international experience. As ambassadors of Florida Atlantic University and the United States you are expected to behave in a manner that keeps with the laws of your destination country and the policies of Florida Atlantic University.

I, \_\_\_\_\_ (PRINT YOUR NAME),

Understand that the following is unacceptable behavior:

1. Violence or physical attack on any other person.
2. Destruction of personal, program, or vendor property.
3. Possession or use of illegal substances (drugs).
4. Violation of the honor code (Plagiarism, Cheating etc.).
5. Unexplained absences or disappearances from the program.
6. Refusal to attend program activities such as excursions, group dinners, and required classes.
7. Any behavior that the program or faculty consider dangerous to yourself or others.
8. Rowdy, offensive public behavior due to alcohol, stress, or any other cause.
9. Overnight guests or guests in the student apartments after posted hours.

Any violations of Florida Atlantic University's Student Code of Conduct Policy will result in the following consequences. These include, but are not limited to:

1. Written or public apology for behavior.
2. Loss of letter grade for academic offenses (missed classes, visits, academic dishonesty, etc.).
3. Monetary compensation for damage to property.
4. Turning over the case to Florida Atlantic University's Dean of Student Affairs Office for further discipline action after your return to FAU.
5. Notation in your permanent record.
6. Expulsion from the program and a trip home at your own expense (NO REFUNDS).

Consequences will be discussed and decided by the Florida Atlantic University faculty leading the program or program director, and legal counsel where appropriate.

I understand and agree to abide by the above disciplinary policies. Further, in the event that I might be removed from the Florida Atlantic University, I authorize my Florida Atlantic University officials, including my study abroad advisor, and Florida Atlantic University staff to contact my parents regarding changes in my study or travel program and plans.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

