PREPARING FOR THE GLOBAL WORKPLACE AND GAINING CROSS-CULTURAL COMPETENCIES

Study Abroad Handbook

This handbook is designed to assist prospective study abroad students in navigating the Florida A&M University study abroad process.

Office of International Education & Development
Suites 304—305 N. Perry-Paige Building
Florida A&M University, Tallahassee, FL 32307
Phone: 850/599-3295  Fax: 850/561-2583

Visit us at www.famu.edu/international

Education Abroad/Exchanges is a Title III funded program.

- SEMESTER STUDY ABROAD
- DEPARTMENT OF STATE INTERNSHIPS
- FACULTY-LED SHORT-TERM STUDY
- ALTERNATIVE SPRING BREAK
- CULTURAL EXCURSIONS & SEMINARS
- FULBRIGHT GRANTS FOR U.S. STUDENTS
- DISCIPLINE SPECIFIC INTERNSHIPS
**EDUCATION ABROAD TERMINOLOGY**

consortia — a centrally administered group of individual organizations or institutions that share a common goal or purpose such as study abroad

course approval form — form showing departmental approval for the study abroad courses and the registrar’s acceptance of credits by the applicant’s home institution

direct enrollment — enrollment process into a foreign university for students who have proficiency in the language of instruction and enroll as special or transient students in non-degree seeking programs

education abroad — comprehensive classification of diverse international education activities (study abroad, internships, service learning, outreach, cultural excursions, and exchanges)

education abroad coordinator — a professional international educator who provides advising on different education abroad programs; guides the enrollment and registration transactions with sponsoring institutions and FAMU; provides technical assistance for competitive study abroad scholarship and internship application processes; and implements the pre-departure orientation process on campus and in print or digital format to off-campus applicants

enrollment fee — Part of the total study program fee that reserves instructional space in a study abroad program; provides reservation of lodging; and assists the host institution in planning its in-country orientation services

exchange program — a study abroad arrangement based on an official exchange agreement between two partner universities that requires participating students from each campus to pay full fees to their home university while studying abroad

fee waiver — some fees charged to students for campus-based serves as part of the university’s total tuition and fees (health services fee, parking, athletic/recreation fee, and etc.) may be waived for study abroad students

home stay — one of the optional housing choices that insures immersion into the local culture through lodging arrangements with experienced host families, usually providing a private bedroom, two meals and involvement in family life

host school — institution abroad providing study abroad instruction, cultural excursions and academic support services

International Travel Agreement — institutional risk waiver document required of all FAMU sponsored student travelers

short-term study — refers to an international education experience that occurs over a period of one to three weeks usually coordinated by a faculty member in a specific discipline or a group engaged in common research, field studies or service learning projects

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**School for International Training Study Abroad**

- Academic programs using a field-based, experiential approach
- Undergraduate research for a required Independent Study Project
- Cultural immersion through fieldwork, intensive language classes, and both urban and rural homestays with local families
- Study abroad programs focusing on critical global issues
- Comparative, multiple cities programs focusing on (1) people, urban planning and politics, (2) health and community or (3) politics of food, water and energy

([http://www.sit.edu/studyabroad](http://www.sit.edu/studyabroad))

**EXAMPLES OF SIT STUDY ABROAD THEMES BY DESTINATION**

- **Argentina:** Regional Integration, Development and Social Change
- **Argentina:** Public Health in Urban Environments
- **Australia:** Sustainability and Environmental Action
- **Brazil:** Public Health, Race and Human Rights
- **Brazil:** Amazon Resource Management and Human Ecology
- **Chile:** Political Systems and Economic Development
- **Chile:** Public Health, Traditional Medicine and Community Empowerment
- **China:** Community Health and Traditional Chinese Medicine
- **Ecuador:** Comparative Ecology and Conservation
- **France:** Language, Community and Social Change
- **Iceland:** Renewable Energy, Technology and Resource Economics
- **Madagascar:** Urbanization and Rural Development
- **Madagascar:** Biodiversity and Natural Resource Management
- **Morocco:** Field Studies in Journalism and New Media
- **Netherlands:** International Perspectives on Sexuality and Gender
- **Panama:** Tropical Ecology, Marine Ecosystems and Biodiversity Conservation
- **Rwanda:** Post-Genocide Restoration and Peace Building
- **South Africa:** Social and Political Transformation
- **South Africa:** Education and Social Change
- **Switzerland:** International Studies and Multilateral Diplomacy
### PROGRAM ELIGIBILITY:

Applicants to education abroad programs must be in good academic and financial standing, as determined by their academic school or college, at the time of application. At the time of application, FAMU students must show evidence of having at least a 2.5 academic cumulative grade point average on the 4.00 academic scale to be approved for most study abroad programs by the Office of International Education & Development. Applicants must also meet the requirements established by the program sponsors and providers or the foreign host institution. It is important to begin planning the study abroad experience at least a year (or at least two semesters) in advance. This allows applicants time to eradicate grade or language deficiencies; to apply for financial aid or scholarships; and to work with their departments in planning a problem-free study abroad experience.

### LANGUAGE REQUIREMENTS:

Students applying for a language program in which they have no prior experience are encouraged to enroll in a beginner language class at the home campus or a neighboring university prior to going abroad in order to attain the best possible proficiency in the language. While most foreign language programs provide beginner courses, it is unrealistic to develop a high level of proficiency with just one or two semesters of language instruction. Students applying for direct enrollment at most international universities are required to be proficient in the language and allows them access to a wider range of discipline-specific courses. A placement exam is sometimes given by the host institution to determine the study abroad student’s level of proficiency in the foreign language and for placement in the appropriate level of foreign language instruction. Students seeking internships in most non-English speaking countries, must meet the foreign language requirements of the internship program.

### APPLICATION PROCESS:

Students obtain the Florida A&M University Transient Form in the Office of International Education and Development, Suite 304 N. Perry-Paige Building, the Registrar’s Office or online at [www.famu.edu/international](http://www.famu.edu/international). Completed application materials with the required program enrollment fee must be submitted before program authorization is granted by OIED. Program deposit deadlines for most study abroad programs vary, but are generally posted for early February for summer programs, early May for fall programs, and early November for spring programs. Students can only enroll in a departmental numbered Directed Individual Study or Special Topics Course with the authorization of the faculty advisor or departmental chairperson. Study abroad applicants will be registered by completing a FAMU Student Transient Form that must be approved by the student’s department chairperson and/or dean and the Registrar. Enrollment in credit granting study abroad programs must be authorized by the Office of International Education & Development in order to use financial aid for a study abroad. Application components include the following:

<table>
<thead>
<tr>
<th>FAMU Transient Student Application</th>
<th>Course Approval Form</th>
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<tbody>
<tr>
<td>Copy of Study Abroad Program Application and Acceptance Form</td>
<td>FAMU Immunization Form</td>
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<tr>
<td>Study Abroad Air Travel Itinerary</td>
<td>Copy of External Study Abroad Program Acceptance Letter</td>
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<tr>
<td>Housing Form</td>
<td>Financial Aid Consortium Agreement Form</td>
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<tr>
<td>Health Forms</td>
<td>Copy of International Health Insurance Card (or Coverage Letter)</td>
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**ciee** offers programs including study abroad, teach abroad, and faculty development seminars. Since 1947, the non-profit organization has grown to providing 150 programs in 41 countries. Students can choose to spend a semester, year, or summer abroad studying subjects ranging from architecture, business, language study, and everything in between. Among the featured new programs are:

- **Global Architecture**: designed to meet the academic requirements of advanced architecture and design students in collaboration with the New York School for Design and Science in **Barcelona, Berlin, or Prague** for spring and in New York, for the summer.

- **International Relations + Political Science**: focuses on the nature of relationships between countries; allows students to witness diplomacy and policy implementation in action; explores issues such as domestic policies, globalization, conflict resolution, and socio-economic development in **China, Northern Ireland or Jordan**.

- **Media, Design + Social Communication**: studying advertising and marketing, journalism, cinema, visual communication and digital media in **Rio De Janeiro, Brazil; Prague; Czech Republic; London, England and Berlin, Germany; Seville, Spain**.

- **Community Public Health**: explores the relationships between community, practice and policy in six specific programs and examines the healthcare systems through the lens of the social sciences: (1) Buenos Aires, **Argentina**; **Gaborone, Botswana**; **Santiago, Dominican Republic**; and **Khon Kaen, Thailand**; and **Amsterdam, Netherlands** and **London, England**.

- **Environmental Sciences, Conservation, Ecology and Sustainability**: using experiential learning models through coursework, internships and lab work in **Perth, Australia; Kralendijk, Bonaire, Rio de Janeiro, Brazil; Beijing, China; Monteverdi, Costa Rica; Groningen, Netherlands; and Palma de Mallorca, Spain**.
Upon completion of the registration process, the education abroad coordinator will generate an invoice for payment of fees in accordance with the university fee payment guidelines. To avoid penalty, participants must make their final payment by the due date listed on their invoices. Program fees for FAMU and College Consortium for International Studies (CCIS) programs are paid to the Florida A&M University Student Accounts by certified check, credit card, ATM Debit, or money order. A student becomes liable for his/her tuition upon registration. It is expected that study abroad program fees be submitted by the university deadline dates, the fifth class day each semester. Deferment of final payment is possible only in extreme circumstances and must be pre-approved before departure to the host country. In such cases, students must document that financial aid has been approved and is forthcoming no later than the mid-point of the program to cover program fees. They must also provide the education abroad coordinator with a notarized Statement of Financial Responsibility and documentation from the Financial Aid Office indicating that payment is forthcoming. It is imperative that prospective study abroad students discuss their financial aid concerns with their financial aid counselors and scholarship program coordinators at least six months in advance of the program start date. Failure to meet payment deadlines will result in a late fee of $100.00 added to the outstanding balance. Refusal to pay required fees by FAMU and non-FAMU students results in an academic hold being placed on the student, prohibiting future registration, non-release of transcripts and grades, and being dropped from the study abroad program by the posted deadline for payment of fees.

INTERNATIONAL HEALTH INSURANCE

All students enrolled in a FAMU student abroad program are required to have comprehensive travel health insurance coverage for sickness and accidents for the duration of the study period. Coverage should include medical evacuation, repatriation of remains and life insurance. Students must determine if coverage is included in fees by the study abroad provider.

Students covered by family policies, should contact the insurance provider to determine the extent of international coverage. The education abroad coordinator can provide a list of international health insurance providers. Students traveling abroad in 125 countries, especially in Europe, can purchase the International Student Identity Card (ISIC) that provides basic medical/accident insurance coverage for the period that the card is valid. The ISDC card can be obtained online at http://www.isic.org/ or can be purchased at Florida State University’s International Program Office.

REFUNDS

The $250 enrollment fee will be returned only if the student is not accepted into a study abroad program, the program is cancelled, or the withdrawal is done prior to the last day of class registration for the semester of the planned study abroad. No refund is made after the first day of classes for the semester of study to which the student applies. Unless refund requests are made prior to the deadline for paying all fees, the student is held responsible for complete payment. The enrollment fee, however, can be transferred to another semester of study.

WITHDRAWAL

The student must make written request, with a copy to the OIED Education Abroad Coordinator, to the University Registrar, 112 Foote-Hilyer Administration Center, Florida A&M University, Tallahassee, FL 32307-3200. It should include the prefix, number, section and course title (found on the registration document) by the deadline provided in the Schedule of Classes Booklet.

INTERNATIONAL STUDIES ABROAD

is a great source of summer study abroad programs in such exciting countries such as Argentina, Belgium, Brazil, Chile, China, England, India, Jordan, Morocco, Panama and South Korea. Special features include on-site program offices, tutoring and excursions.

(www.studiesabroad.com)

UNIVERSITY STUDIES ABROAD CONSORTIUM

(http://usac.unr.edu)

Looking for a summer study abroad program? Check out these exciting international education opportunities:

- Florianópolis, Brazil: Brazilian Culture Studies, Global Economy, or Natural Resource Management
- Santiago, Chile: Intensive Spanish, Latin American Studies or Anthropological Studies
- Shanghai or Chengdu, China: Chinese Language and International Relations
- Seoul, Korea: Korean and East Asian Studies
- Accra, Ghana: African Studies

(www.apistudyabroad.com)
Federal financial aid, Pell Grants and loans, can be used for accredited study abroad programs. In 1992, Chapter IV of the Higher Education Act of 1965 was reauthorized and amended by Congress with language stating that it is legal to use federal aid for study abroad if the credit earned by the student is approved by the home institution. To use financial aid for study abroad, students must provide the program provider or sponsoring university with the Florida A&M University Financial Aid Office Consortium Agreement Form and have it returned to the Financial Aid Office before the start of the study abroad experience.

To qualify for financial aid, the students must be enrolled as a full-time student, (a minimum of twelve semester hours in the fall and spring semesters). Students should apply for aid early in the financial aid application process and certainly before the start of the study abroad semester. For example, a student planning to study abroad in the fall semester of 2014 or Spring semester of 2015, should apply for aid in early February of 2014. They should include information based on the total cost of the study abroad program, including lodging and transportation. Student who do not qualify for summer financial aid may apply for a private loan. If received in a timely manner, financial aid disbursements can be made 10 days prior to the host institutions’ start date. It is the responsibility of the student to insure that financial aid is applied to the cost of the program in accordance with deadlines. The 1992 re-authorization allows “reasonable costs of study abroad” in determining how much aid a student should receive. Students must provide the “real” cost of the study abroad program even if it is higher or lower than their home institution’s cost. The education abroad coordinator will provide students and the financial aid advisor with documentation of the study abroad fees.

Using the Student Transient Form and Course Approval Form, study abroad credits must be approved by the home institution before the student departs for the study abroad site. Students who withdraw from their study abroad programs are to follow the procedures for the refund of Title IV funds.

**Bright Futures and FAMU Presidential Scholarships:** Students at FAMU can use the Bright Futures and Presidential Scholarships for study abroad during the fall and spring semesters under the authorization of the Vice President of Student Affairs. The Financial Aid Office and Scholarship Office will work with the students in applying these scholarships to their study abroad experience.

**Competitive Scholarships, Fellowships and Grants:** The education abroad coordinators can provide students with information on lucrative scholarships for study abroad. Some scholarships are also offered by study abroad providers such as the Council for International Education & Exchanges (CIEE), the College Consortium for International Studies (CCIS), and World Learning School for International Training (SIT). The education abroad coordinators assist students in the application process for competitive scholarships, fellowships and grants.

**U.S Department of State Programs:** Some of the most lucrative competitive scholarships and fellowships are sponsored or funded by the U.S. Department of State. Many of the programs were created introduce university students to careers in the foreign services or national security agencies. The Diplomat-in-Residence, a senior-level Foreign Service Officer assigned to FAMU, assists students in learning about or preparing for careers in the foreign service, as well as advising on U.S. Department of State fellowships and internships. Most of the programs require endorsement by assigned OIED coordinators who serves as campus advisors. Among the prestigious U.S. government funded scholarships and fellowships for U.S. students are:

- Gilman International Scholarship Program for Study Abroad (undergraduates)
- U.S. Fulbright Student Grants (research/study or English Teaching Assistantships) for graduating seniors or grad students
- Freeman—Asia Scholarships (undergraduate study in a participating Asian country)
- Thomas Pickering Fellowship Program (two years of graduate study in International Affairs)
- Charles Rangel International Relations Scholarship (undergrad senior year) or Fellowship (two years, grad study)
- Boren National Security Education Program Scholarships and Fellowships (for undergrad and grad study abroad)
- Critical Language Scholarship (undergraduate and graduate programs abroad)

**Sponsored Programs:**

- Critical Language Scholarship (undergraduate and graduate programs abroad)
- Boren National Security Education Program Scholarships and Fellowships (for undergrad and grad study abroad)
- Federal Pell Grants
- Federal Direct Loan
- Federal Direct PLUS Loan
- Direct Stafford Loan
- Direct Parent PLUS Loan
- Direct Graduate PLUS Loan
- Work Study
- Federal Perkins Loan
- Federal Supplemental Education Opportunity Grant (FSEOG)

**Consortium Programs:**

- Joint Jilin University/Florida A&M University Project (China)
- Joint Norway/Florida A&M University Project (Norway)
- Joint China/Florida A&M University Project (China)

**College Consortium for International Studies (CCIS):**

- A consortium of U.S. colleges and universities sponsoring semester study abroad programs in over 30 countries. Some of the popular destinations are Argentina, Australia, Belize, China, Costa Rica, Dominican Republic, England, France, Germany, India, Italy, Morocco, Namibia, and Spain. Programs are offered in fall, spring and summer. (http://www.ccisabroad.org)

**Semester at Sea:** Introduces undergraduate students to global and comparative studies by focusing on political and social changes taking place around the world. Sponsored by the University of Virginia, students engage in class discussions and research that allows them to understand the relationship between the United States and other nations. Through faculty-led trips and service projects, students study relevant issues and the diversity of each country during ground visits. They explore world-class historical sites and participate in shipboard recreational activities. (http://wwwsemesteratsea.org)
STUDY ABROAD PREPARATION AND APPLICATION PROCESS

Student identifies a study abroad program with the Education Abroad Coordinator and faculty advisor or department chairperson.

Student submits the FAMU Study Abroad application; obtains the program provider Application forms.

Education Abroad Coordinator receives application and student pays enrollment fee to Accounts Payable (Foote-Hyler Building).

Student submits Student Transient Form with the Course Approval Form with the required signatures prior to semester registration period.

Student submits (1) Health Form with immunization record, (2) Housing Form, (3) Proof of International Health Insurance, and (4) Travel Agreement to Education Abroad Coordinator.

Student pays the study abroad fees and/or arrangements for the Financial Aid Office to apply scholarships, loans or grants to their account. A Tuition waiver (non fee generated code) is applied to the student’s account to make financial aid funds accessible for payment of study abroad fees.

On campus student participates in mandatory pre-departure orientation session conducted by education abroad coordinators. Non-FAMU students receive pre-departure information via the mail or website.

Student purchases roundtrip airline ticket and provides copy of travel itinerary to OIED.

Student prepares for departure and packs within the guidelines established by the airlines and according to the suggested “packing list” provided by OIED. In some countries, it is a tradition for students to bring “inexpensive” gift/s for the host family (i.e. University t-shirt or cap, a coffee cup, set of linen napkins, jewelry, a U.S. or state souvenir, etc.).

Student departs for host country with the essential contact information (i.e., study abroad host country administrator’s name and a telephone number, the address of the orientation site, the name and address of host family or residence hall, and arrangements for transportation from the airport or train station by the host study abroad staff). This information should be kept with the U.S. Passport in an easily accessible place.

1. Applications and other support documents
2. Official transcript
3. Enrollment Deposit
4. A Passport Size Photo
5. Copy of First Page of Passport

Department chairperson or designate determines course substitutes

Department designated faculty creates Direct Independent Study Course

Department approves internship assignments for credit

Based on Student Transient Form and Course Approval Form, education abroad coordinator completes the registration process for applicant and generates the billing invoice for payment of fees.

Provide sponsoring university or study abroad provider with the Financial Aid Consortium Agreement and return it to: Office of International Education & Development, Education Abroad Coordinator, 304 N. Perry-Paige, Florida A&M University, Tallahassee, FL 32307.

OIED requisitions payment from FAMU Accounts Payable Office to the host institution or program administrative office.

Most host schools send the student’s home stay assignment to OIED.

No student should depart for the study abroad destination without being cleared by the Office of International Education & Development. This infers that all required documents are submitted, the enrollment deposit paid, and payment responsibilities satisfied with the university.

Before leaving the United States, students should read as much as possible about the country’s history and relevant current affairs.

Prior to departing for the study abroad experience, it is required that study abroad students register and create an account with the U.S. Department of State Smart Traveler Enrollment Program at https://step.state.gov/STEP/Pages/Common/Citizenship.aspx. This service allows the U.S. Department of State to notify U.S. citizens of evacuation coordination or provides directives in case of an emergency or crisis situation.

STUDENT ABROAD PREPARATION AND APPLICATION PROCESS AFTER ARRIVAL INTO THE HOST COUNTRY

Student arrives for on-site orientation coordinated by the host university or in-country study abroad program staff. Student should contact family and OIED via telephone (850.599.3295) or e-mail (karena.mitchell@famu.edu as soon as possible upon arrival.

Student makes arrangements to locate or visit the local U.S. Embassy or Consulate Office.

KEEP YOUR PASSPORT, MONEY AND CREDIT/DEBIT CARDS IN A SAFE PLACE. EXCLUDING CUSTOMS, LAW ENFORCEMENT OR U.S. Embassy Officials, DO NOT GIVE YOUR PASSPORT TO ANYONE.

Student should maintain bi-weekly email communications with the OIED education abroad coordinator to provide routine updates of the study experience or to share concerns. They should keep abreast of FAMU campus activities at www.famu.edu and U.S. world affairs through a favorite internet news provider. It is also very important to keep up with the host country news.