



STUDY ABROAD APPLICATION

This form is required for students who intend to study abroad in a program *other than May term* while enrolled at Mary Baldwin University. Please complete this form and submit to the Office of the Registrar by:
December 1st for spring semester; **August 1st** for fall semester; **May 1st** for summer study abroad.
 MBU students must be in good academic standing to be eligible for study abroad.

Name _____ I.D. _____ Date _____

Date of Birth _____ Major(s) _____ Minor(s) _____

Expected date of graduation _____ Cumulative GPA _____ Advisor _____

Circle one: RCW VWIL PEG Other _____

Home Address _____

Name of Study Abroad Program _____

Program Address _____ Phone _____

Contact Person _____ Phone _____

E-mail address _____ Fax # _____

Your abroad contact information (if available) _____

Program dates _____ Term(s) abroad _____ Return to MBC _____

University where classes will be taken (if applicable) _____

International study program discipline, course number, and course title	Credit from int'l study program	College requirements to which courses apply

Any courses other than those specifically approved in advance may not transfer. Upon your return, you must present your study abroad transcript to the Registrar in order to have your credits transferred.

Approvals required (in order shown):

(1) **Faculty Advisor** _____

(2) **Registrar** _____

(3) **Study Abroad Director** _____

PASSPORT INFORMATION

NAME (as printed on passport) _____

PASSPORT number _____ Expiration date _____

ISSUING COUNTRY _____

Attach to this form a photocopy of the photo page of your passport.

IMPORTANT REMINDERS

1. In order to obtain credit for study abroad, you must obtain pre-approval by both your advisor and the Registrar.
2. If you do not know this information before you leave, email the registrar's office as soon as you learn it: registrar@marybaldwin.edu
3. You must send the registrar your address, telephone number, and email address as soon as you are given one so that we have a way to contact you.
4. Request a transcript from your study abroad institution before you return to the United States.
5. Check in with the Director of International Programs in the Spencer Center for Civic and Global Engagement when you return to campus.
6. Submit the transcript from your study abroad program to the registrar's office as soon as it becomes available.

PARTICIPATION AGREEMENT

Please read carefully and sign below

I, the study abroad participant:

- ◇ have provided complete and truthful information;
- ◇ agree to participate in any pre-departure orientation meetings required by Mary Baldwin University or the study abroad provider;
- ◇ understand that while studying abroad and not physically present on campus, am still bound by the honor code, judicial code, and administrative policies of Mary Baldwin University while studying abroad, in addition to any academic or conduct rules established by the study abroad provider;
- ◇ will inform myself of the customs and laws of the country or countries I will visit while not at MBU;
- ◇ am responsible for all program costs associated with the study abroad program, including tuition, fees, room and board, and transportation to and from the host country.

Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(if student is under 18)

APPLICATION REVIEW

Study Abroad Applications are subject to review by the Office of the Registrar, Spencer Center for Civic and Global Engagement, Office of Student Life, Office of Residence Life, Program for the Exceptionally Gifted, and other members of staff and faculty. Admission to the study abroad program is further subject to approval by the program provider or host institution. Students approved for study abroad will be notified in writing by the Spencer Center for Civic and Global Engagement.

For completion by Registrar's Office

Date Received _____