ROOSEVELT UNIVERSITY

Agreement for Participation in Study Abroad/Exchange Program

Student Name: _____ RU ID#: _____

Program Location: _____ Academic Term: _____
City Country

Sponsoring/Hosting Institution : _____ ☐Undergraduate ☐Graduate

The number of semester credit hours you will register for while abroad? _____ Semester Credit Hours

☐ RU Exchange ☐ Non-Exchange/Study Abroad _____

Application Deadlines and requirements

The study abroad application must be submitted to the Office of International Programs by ***April 1*** for the summer term, by ***June 1*** for the fall term, and by ***October 1*** for the spring term. All the other required material, such as waiver and release form, proof of health insurance, course approval forms, must be submitted and processed 60 days prior to your departure. If your application is received after the published deadline, we cannot guarantee that your application can be processed in time.

Study Abroad Course Approval and Registration

Study abroad courses must be pre-approved. Completed study abroad courses will appear on the student's transcript with RU course equivalencies. The credit hours and grades earned abroad will be included in the computation of the student's Roosevelt University GPA. Study abroad credit will only be awarded to those pre-approved courses. Therefore, it is recommended to have 2-3 additional courses approved prior to departure.

Transcript

It is the responsibility of the student to request an official transcript, with earned grades listed, from the host institution to be mailed directly to the Office of International Programs within **60 days** after the program completion. Credits earned abroad will not appear on the student's Roosevelt University transcript until the official transcript is received.

Financial Aid

Students wishing to study abroad are not guaranteed the same financial aid support that they would receive at Roosevelt. Exchange programs (where tuition and fees are paid to Roosevelt) are easier to facilitate, but may still require increased family resources to meet the expenses of the student. Non-exchange programs (where tuition and fees are paid directly to the program sponsor) require extensive follow-up by the student him/herself, and additional time will be required to estimate financial impact. In both cases, students will be required to submit detailed information about the program and its costs to the Financial Aid Office through the Office of International Programs at least two months prior to making a final decision on study abroad. **Please note that your financial aid eligibility for the semester after your return to campus will be affected by grades not posted in time on your record. It is crucial that you apply for a financial aid appeal as soon as possible.**

Payments

Students who study abroad through a RU approved exchange Program will be charged Roosevelt tuition and fees, and will not be charged a $500 Study Abroad Fee. Students who study abroad through a pre-approved non-exchange program will be charged a $500 Study Abroad Fee for each term abroad. **The study abroad fee must be paid prior to overseas departure.** It is the student's responsibility to pay all non-exchange program tuition and fees directly to the program provider. **To qualify for approval to study abroad, you must provide proof of meeting all financial obligations to the Office of International Programs before departure.**

Certification

I have read, understand and agree the conditions and deadlines for study abroad as specified above.

Student Signature: _____ Date: _____