

# STUDY ABROAD PROCEDURES

*This document outlines certain important procedures for students studying abroad with programs recognized by the University of Maryland but without any direct sponsorship or agreement in **Fall 2008**.*

Please read the following information carefully. **Retain a copy for your records.**  
A checklist of requirements is attached to this form for your reference. Please feel free to contact the Study Abroad Office at 301-314-7746 or [studyabr@deans.umd.edu](mailto:studyabr@deans.umd.edu) if you have any questions.

## Academics

### Transfer Credit

In order to get credit for your overseas experience, you must complete the following forms by **November 15 (for winter programs), December 1 (for spring programs) or May 1 (for fall/year programs)**.

1. **Permission to Study Abroad Form (PSA)** – The yellow copy must be returned to the Study Abroad Office.
2. **ELF Application for Study Abroad** – you should turn in a printout of your ELF with your signed PSA.
3. If you are studying in a country where there is an active State Department Travel Warning, you must also read and sign the **Travel Warning Waiver**. This form should be returned at the same time as the rest of your paperwork.

### **You must start the Permission to Study Abroad (PSA) Form in the Study Abroad Office**

1. Bring a list of courses when you meet with your Study Abroad Advisor. S/he will determine whether or not the credits will transfer, and you will both sign the form.
2. Then, you will take the form to your major (and minor) department/s for signature. In this meeting, your academic advisor will determine how the credits will apply towards the requirements of your Maryland degree. Many advisors want to see a printout of the course descriptions or syllabi, if available.
3. After your department has signed off on your plans, you must also meet with your College advisors to obtain the signature of the Dean.
4. Once all signatures are complete, you should return the yellow copy to the Study Abroad Office. Keep the white copy for your records.

*Please note: We recognize that your courses may be different once you arrive in country. If this happens, we recommend contacting your academic advisor immediately, so that he or she can help you determine how any new courses will apply to your Maryland degree.*

*Also be aware of any conditions for credit transfer for program providers, experiential learning, etc. These are posted on the Study Abroad website.*

*The University of Maryland will not transfer in more than 18 credits from your semester study abroad experience.*

**Once the Study Abroad Office has received your paperwork, we will register you as a Study Abroad Student.** If you have not completed your paperwork before you leave, you will not be registered at Maryland, and you will be required to re-enroll in the University before you can return to campus.

***Please note:** If you choose to register for any Maryland classes for the semester during which you plan to study abroad, you are responsible for canceling your registration before the end of the add/drop period. If you maintain your registration for courses at College Park, you will be charged for them and the Study Abroad Office will be unable to clear any outstanding debts from your bill.*

### Study Abroad Transcripts

**You are responsible for ensuring that official transcripts for your study abroad classes are sent to the Study Abroad Office.**

The Study Abroad Office is located at the following address:

Study Abroad Office  
1101 Holzapfel Hall  
University of Maryland – College Park  
College Park, MD 20742

Transcripts sent directly to the Registrar will not be evaluated, nor will transcripts sent to the Transfer Credit Center. The Study Abroad Office has sole responsibility for evaluating study abroad credit. Transcripts are usually sent 6-8 weeks after the end of a study abroad term.

### Registration for the Semester after You Study Abroad

You will be eligible for pre-registration for the semester after your return to campus, provided that:

- you have completed your PSA paperwork with the Study Abroad Office AND
- you are in good academic and financial standing with the University.

While you are abroad, you will receive an email from the registrar with a registration date so you can register for classes online via [www.testudo.umd.edu](http://www.testudo.umd.edu), as you would if you were on campus.

In order to ensure a smooth registration period, we recommend that you complete the following before leaving for your study abroad program.

- 1) **Select Your Courses:** Meet with your academic advisor and identify the courses you would like to take during your first semester back on campus.
- 2) **Get Approval for Restricted Courses:** Check the most recent Schedule of Classes and the Restricted Course List to determine whether or not you will be requesting a course requiring departmental authorization. If so, you must obtain a signed restricted course authorization form before you leave. We recommend that you take a copy of this form with you overseas.
- 3) **Make a note of your directory ID and password and all important email addresses:** You will need your directory ID and password in order to register via Testudo. We also suggest that you bring the email address of your academic advisors in your major and college. You may need to contact him or her in order to lift any advising blocks.

**If you will not have internet access while abroad,** you must make arrangements for the University to send your registration materials to a parent or friend in the U.S. or to you overseas. You are responsible for successful completion of this process. The Study Abroad Office is not liable for any missing and/or incomplete registration information.

## Finances

### Billing

Students on programs sponsored by another university or by a program provider, such as CEA, IES or CIEE will be responsible for paying program fees directly to the provider or sponsoring institution. Until Fall 2008, the University will not charge you for any tuition or fees for your semester abroad.

The program fee for Maryland-administered or sponsored programs will be charged directly to your student account.

**You must check with the Bursar's Office to confirm that all bills are paid before leaving for study abroad.** Any outstanding debt to the University will block your registration when you return to campus.

### Financial Aid

#### **DO YOU CURRENTLY OBTAIN FINANCIAL AID OR HAVE YOU EVER TAKEN OUT LOANS FOR COLLEGE?**

- Yes: Bring the cost breakdown of the program when you start your PSA with your study abroad advisor and follow the steps below.
- No: Skip to the Housing section below.

All federal and university financial aid can be applied toward any approved study abroad program. Maryland state aid can be used for study abroad programs sponsored by University System of Maryland (USM) universities.

**In order to apply financial aid toward study abroad, you must return the following items to the Financial Aid Office in the Lee Building at least a month before your program begins:**

- 1) Financial Aid Worksheet (print from <http://www.financialaid.umd.edu/>)
- 2) Study Abroad Budget (completed by your Study Abroad Advisor)
- 3) Copy of completed and signed Permission to Study Abroad Form

Financial aid is released approximately ten days before the start of your study abroad program. You will receive this aid in the form of a refund check or direct deposit. Please see the Study Abroad Frequently Asked Questions on the Financial Aid website for further information.

- 4) Your loan agency requires proof of full-time student status during your time abroad. Once it is confirmed, you must send the Financial Aid office proof of your full time course registration for your study abroad program.

## Housing

### Before You Go Abroad

**You must remember to cancel any housing or dining contracts for the semester during which you plan to study abroad.** Resident Life publishes all relevant procedures and deadlines. You usually must cancel housing 1 month before the end of the semester before you plan to study abroad. Please check your current housing contract for information on cancellation. You will need to note your reason for cancellation when completing the forms.

If you incur a cancellation charge, you can appeal to Resident or Dining Services directly. The Study Abroad Office can assist you only by proving your status as a study abroad student.

## When You Return

The Study Abroad Office will notify Resident Life of the return of all study abroad students. Resident Life publishes all relevant procedures and deadlines.

It is ultimately your responsibility to stay updated on all Resident Life deadlines and submitting the appropriate paperwork on time. You can visit the Office of Resident Life's website for the most up-to-date information: <http://www.resnet.umd.edu/>.

While you are abroad, Resident Life will distribute an application for housing and a housing contract. If you are eligible for on-campus housing, you will be informed at that time. Study Abroad students will retain their housing priority number.

However, you are not guaranteed on-campus housing. **If you are returning to campus as a senior, you may not be eligible to live on-campus. The housing applications for residence halls are generally due in March (for fall returns) and November 1 (for spring returns).** Dates are subject to change. Contracts will be sent to your **permanent address**. You should advise your parents or guardians to complete the forms and return them on your behalf. If you do not return the contract to Resident Life by the deadline, they will assume that you are not returning to campus housing.

If you are interested in living in the **Language House, International House, Commons, Courtyards** or other program housing, you must make all necessary arrangements before you leave. If you do not complete your application before departure, the Study Abroad Office cannot secure housing in any of these locations. There are links for study abroad students on both the **Commons** and **Courtyards** websites.

If you have questions regarding housing, please contact the Office of Resident Life directly.

## Other Important Details

### Email Account

If you complete all relevant paperwork, you will continue to have access to your UMD account. This account can be accessed at [www.mail.umd.edu](http://www.mail.umd.edu). We recommend that you also consider setting up a web-based email address, as the University system does not work well on all computers. **If you change your primary email address, you must officially change your information on Testudo and notify the Study Abroad Office.** If you do not, we are not responsible for any important messages that you might miss, including any emailed registration information.

### Additional tasks

It is your responsibility to find out from your host or sponsoring institution what additional paperwork and documents are required from you.

You will definitely need a passport (valid for at least 3-6 months after your planned date of return to the U.S.) and will probably need to apply for a student visa for your host country. Depending on the country, this process can take time, so try to find out as soon as possible what the requirements are.

# STUDY ABROAD CHECKLIST

*Programs recognized by the University of Maryland but without any direct sponsorship or agreement*

## Before You Go Abroad

- Make sure you have a passport valid for at least 3-6 months after your planned return to the U.S.
- Select a Study Abroad Program and meet with a Study Abroad Advisor to determine its suitability. Complete the online ELF Application for Study Abroad (instructions at <http://www.international.umd.edu/studyabroad/5410>).
- Once your Study Abroad advisor approves your ELF, apply to your study abroad program
- Once accepted to your program, schedule an appointment with your Study Abroad Advisor to begin the Permission to Study Abroad Form (and financial aid paperwork if necessary).
- Talk to your program provider about all practical pre-departure procedures, including visas and immunizations.
- Meet with academic advisors in your department and College in order to obtain all necessary signatures. Please note: You will likely be required to complete a graduation audit before signatures can be obtained.
- Return completed Permission to Study Abroad Form to the Study Abroad Office by the deadline: November 15 (for winter), December 1 (for Spring), May 1 (for summer) or May 10 (for fall/full year).
- If attending a program in a country with a travel warning, complete the Travel Warning Waiver and return to the Study Abroad Office by the deadlines shown above.
- Bring Financial Aid Worksheet to the Financial Aid Office in the Lee Building at least a month before the start of your program.
- Obtain all necessary approval for courses you hope to take during the semester after you return to campus. Make note of directory ID and password, as well as the email addresses of academic advisors.
- Confirm primary email address in Testudo. If you will not have internet access while abroad, arrange for registration materials to be mailed to you or to a reliable contact in the U.S.
- Pay all program bills and check that student account is clear of charges.
- If applicable, cancel housing and dining contracts for the semester while you are abroad by the Residential Life deadline.
- If you have registered for classes on campus for the semester during which you plan to study abroad, drop the courses in writing by the end of the add/drop period.

CONT'D ON BACK →

While Abroad

- If your courses are different from those noted on your PSA, email your academic advisor to confirm how your new courses will apply towards your degree.
- Remember to file FAFSA, U.S. income tax return, etc. by the deadlines.
- Confirm that official Transcript(s) for your study abroad courses will be sent to the Study Abroad Office in Holzapfel Hall.
- Register via Testudo for the semester after you study abroad.
- Complete your housing contract by contract deadline.

After You Return

- Check the Study Abroad website for returning students to find out how you can stay involved.
- About 6-8 weeks after you return, check Testudo to see if the transfer credit has been posted to your transcript. If you do not see the credits from your study abroad courses, contact the Study Abroad Office to confirm that they have received your Study Abroad Transcripts.

MY NOTES:

---

---

---

---

---

---

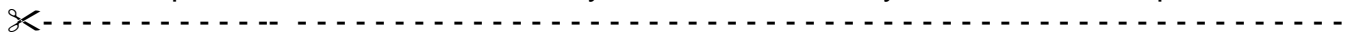
---

---

---

---

Cut bottom portion and return to the Study Abroad Office with your PSA and ELF printout.



**I have read and understood the attached information and have retained a copy for my records:**

\_\_\_\_\_

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

Full Name (print): \_\_\_\_\_ UID: \_\_\_\_\_

Study Abroad Program: \_\_\_\_\_

Study Abroad Term: \_\_\_\_\_