

EDUCATION ABROAD 101: GETTING STARTED

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Education abroad is one of the most exciting and rewarding opportunities you will have in college, but you should remember that it is a privilege and not a right. Education abroad is fundamentally an academic experience, so you will earn academic credit, but first the program and your participation must be pre-approved by CUAbroad. The acceptance of credit is not automatic; each course must be pre-approved and fit into your tracking sheet. With a little advanced planning, students of all majors are able to study abroad without hindering their academic progress.



Program Types

CUA Programs: Administered by CUA or its affiliated partners. All programs listed on the CUAbroad website are CUA programs.

Eligibility Requirements

Semester and Academic Year Programs

Full-time enrollment at the time of application
Completion of 45 credits by the program start date
Minimum 2.5 GPA (higher for many programs)
Good academic and disciplinary standing
Check with your CUA school for information regarding a language requirement

Short-Term and Summer Programs

Minimum 2.5 GPA (higher for many programs)
Good academic and disciplinary standing
Open to freshmen and above

Note: All education abroad participants remain enrolled at CUA during their program abroad. Students are responsible for removing any account holds that prevent course registration.

Program Costs

CUA Semester

\$100 Application fee
CUA Full-time tuition
\$5,000 Program fee (varies)

CUA Summer

\$100 Application fee
CUA Tuition
\$2,500 Program fee (varies)

CUA Faculty-Led

\$100 Application fee
Program fee (varies)

Payment

Deposit: \$500 or \$1,000, depending on the program, due upon acceptance.
Balance of the program fee is charged to the student's CUA account, and is due at the same time as tuition.

What's Included: Tuition, housing, meals (certain programs), and insurance.

Financial Aid: CUA grants, loans, and scholarships may be used toward the cost of CUA programs, but not toward the cost of non-CUA programs. Most federal and state financial aid (except work-study) may be applied to the cost of any credit-bearing program. Additional [scholarships](#) are listed on the CUAbroad website.

Program-Specific Information Sessions

Students intending to participate in the CUA in Rome or CUA in Oxford programs are required to attend an additional program-specific information session before applying. These are held in McMahon 111 continually throughout the academic year. Information sessions are periodically available for other programs as well. Please see the CUAbroad [calendar](#) for details.

Oxford: Fridays 2:00-2:30

Rome: Thursdays 4:00-4:30

Steps for Education Abroad

1. Attend an Education Abroad 101 session as early as freshman year.
2. Research programs and countries, talk to past participants..... up to a year ahead of time.
3. Explore funding options and apply for scholarships up to a year ahead of time.
4. Discuss possible courses with an academic advisor up to a year ahead of time.
5. Apply through CUAbroad early during the semester prior to going abroad.
6. Get accepted! within two weeks of the application deadline.
7. Meet with Financial Aid shortly after acceptance.
8. Attend pre-departure orientation about one month after acceptance (usually November & April)

Application Deadlines*

Spring semester:	October 1
Fall semester & academic year:	March 1
CUA in Rome semester:	October 1 and March 1 (priority) <i>Applications arriving after the priority deadlines are considered on a rolling basis.</i>
CUA in Oxford semester:	Mid-October, mid-March
Short term faculty-led:	Deadlines vary. See individual program page.

**Some programs may have different deadlines so applicants should always check the program webpage for deadlines and other important details. Applications received after the published deadlines will be processed on a space available basis.*

How to Apply*

All applicants are urged to review and follow the application procedures on the program's website. The list below is only a basic guide; more details are available online. Materials for submission:

1. **Education Abroad Academic Eligibility Form** must be completed by all students enrolled in the School of Arts & Sciences. The form must be signed by the Dean's Office. It is recommended that students complete this form first to determine whether or not they are eligible to study abroad. Other Schools do not have this requirement.
2. **CUAAbroad Online Application.**
 - a. *Statement of Purpose.* A one-page biographical essay explaining your background, qualifications for the program and why you believe you are a good candidate. (Included in the online application.)
3. **Education Abroad Credit Approval Form.** List the courses you intend to take abroad, including several back-ups. Each course requires a signature: the Departmental Advising Coordinator signs for major and minor courses, and the Transfer Coordinator signs for distribution and free electives. Both people must also sign the bottom of the form.
4. **Academic Transcript.** The official copy is required for most programs.
5. **Letter of Recommendation** from a professor you have had within the last year. Except for internship programs, recommendations may be emailed to CUAAbroad directly by the professor. Certain programs require more than one letter of recommendation. Check the program page for details.
6. **Color Photocopy of the Information Page of Your Passport.** Students are responsible for obtaining their passports well ahead of the application deadline. If you fail to obtain a passport before the application deadline, you risk not being able to participate in the program due to the time required for visa processing.
7. **Photo.** Students are asked to supply one passport-style photo of themselves for their student file. Certain programs require additional, passport-style photos, obtainable at Walgreens, CVS, or the local post office.
8. **Program-Specific Application Materials.** Additional forms and documents specific to individual programs are often required and must be submitted to CUAAbroad with the rest of your application materials. Check the "How to Apply" section of your program's webpage for a complete list.
9. **Application Fee.** A \$100 non-refundable application fee must accompany your online application.

**Application materials may differ for faculty-led. Consult the CUAAbroad "How to Apply" page for details.*

Education Abroad Cancellation & Withdrawal Policy

CUAAbroad and CUA Schools sponsoring education abroad programs reserve space on the program for the participant upon receipt of the non-refundable program deposit. At this point, the program sponsor incurs or commits to pay on behalf of the participant certain non-recoverable costs (such as housing payments and deposits, field trip pre-payments, fixed program costs, etc.). Therefore, any participant who cancels at any time after the application fee and program deposit has been received will be responsible for the following upon withdrawal from the program:

Cancellation Period	Cancellation Fee Amount Due
60 days or more	Up to the full program cost
31-59 days	Minimum of \$2,500 - up to the full program cost
30 days or less before	Full program cost (no refund)