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STUDY ABROAD POLICIES AND PROCEDURES MANUAL

Introduction
This document lists the policies and procedures that will govern students participating in an approved study abroad and/or student exchange program. Please review the following guidelines thoroughly and pay careful attention to each requirement as you begin planning your study abroad or international student exchange experience.

Procedures to Study Abroad
The Office of International Education recommends that students interested in studying overseas begin to plan their visit 6-9 months prior to their expected departure date. The amount of time varies from student to student to compile required documents, obtain necessary approvals, and complete the application process.

Deadlines: The on-campus study abroad deadlines are as follows: Fall and Academic Year Applications – April 15, Summer Applications – April 15, and Spring Applications – November 1. Many study abroad programs typically have earlier deadlines. It is the student’s responsibility to comply with all posted deadlines. Students who apply for a program after the printed deadline will NOT be considered for a proposed program.

Carefully read the following procedures to participate in a study abroad or student exchange program. If you bypass any step in the process, Indiana University - Purdue University Fort Wayne will not be held liable for a lack of credit(s) transfer, withholding of funds, and damage to or loss of valuables.

1. Visit the Office of International Education’s Study Abroad Advisor in Walb 145 to discuss study abroad options. Please be ready to articulate your academic, personal, and career goals. With your ambitions in mind, the Office of International Education will help you select the program that best meets your interests.

2. While selecting a program, discuss your study abroad plans with your Academic Advisor to discuss which classes you should take.

3. Upon your decision on a program, complete and submit the Study Abroad application to the Office of International Education. The application can be picked up from Walb 145 or downloaded from the Office of International Education’s website at http://new.ipfw.edu/offices/iss/international-programs/. The Office of International Education encourages all students to be aware of all deadlines, thoroughly read all information sent by the program provider/host institution, and remain in constant communication with the program provider/host institution throughout the application and pre-departure process. The Office of International Education does not guarantee acceptance into any program or institution.

4. If you do not have a passport, apply for one. Instructions and applications can be found online at www.travel.state.gov or visit Walb 145 for further information.

5. Meet with the Study Abroad liaison from Financial Aid (Kettler 103) to discuss financial aid options and complete the Consortium Agreement. In addition, contact the Office of International Education and your program provider for external scholarships.
6. Have your Academic Advisor assist you in completing the **Study Abroad Course Approval Form**. This is one of the most important documents in the Study Abroad Packet for it lists the courses you plan to take while overseas and ensures appropriate credit transfer. The **Study Abroad Course Approval Form** must be signed by your Academic Advisor.

7. Submit the **Study Abroad Course Approval Form** to the Office of International Education, Walb 145.

8. If you plan to reside in student housing when you return, schedule an appointment with Student Housing to discuss housing arrangements for the proposed semester overseas and the semester you return.

9. Acquire a visa if one is required for your host country. Your program should provide information on applying for a student visa. You can also refer to the consulate web site of the country you are planning to pursue your studies (http://travel.state.gov).

10. All students participating in an IPFW study abroad and/or student exchange program are required to enroll in the Purdue University student travel insurance. If your program offers medical insurance, bring a copy of the medical insurance card to the Office of International Education.

11. After you have completely registered for all courses overseas, send the Office of International Education and your Academic Advisor a copy of your course schedule. If you enroll in a course that was **NOT** listed on your **Study Abroad Course Approval Form** you must email your Academic Advisor to have it approved to ensure appropriate transfer of credit.

12. Make travel arrangements to the host country if your program does not provide it.

13. Attend all pre-departure orientations coordinated by the Office of International Education and your program provider. The OIE will advise of the date, time, and location of the pre-departure the orientation.

14. Register your trip with the US Department of State at www.state.gov if not done by your program.

15. Study the culture, history, and literature of your host country prior to your departure.

16. Before you leave the United States, submit the following items to the Office of International Education **TWO WEEKS PRIOR TO YOUR DEPARTURE**:  
   a. Copy of your acceptance letter. 
   b. Copy of your passport and visa, if one is required for the host country. 
   c. Copy of your flight itinerary.  
   d. Copy of your Financial Aid Consortium Agreement. 
   e. Copy of the Study Abroad Course Approval Form.

17. Prior to returning from your study abroad program, ensure an official sealed transcript from the host institution is mailed to:
   
   Study Abroad Advisor
   Office of International Education
   Indiana University – Purdue University Fort Wayne
   Walb 145
   2101 E. Coliseum Blvd.
   Fort Wayne, IN 46805
18. Notify the Study Abroad Advisor upon your return from your program to conduct the re-entry session. In addition, integrate your experience into the campus community by serving as a peer advisor, assisting with study abroad pre-departure orientations and study abroad fair, and/or contributing articles to the study abroad newsletter, *Mastodon Travels*.

**Long Term Study Abroad (16 weeks or more)**

**Student Academic Requirements (Before Departure)**

1. Minimum 2.5 GPA is required, some programs may be higher.
2. All majors are eligible.
3. Students are not eligible to apply or participate in any program while on academic or disciplinary probation.
4. Students must be enrolled as full-time students (minimum 12 credit hours) and have attained at least sophomore status (30 credit hours). Graduate students are eligible to apply.
5. F-1 students must meet with Assistant Director for International Student Services (Walb 145) to discuss study abroad options.
6. Transfer students must have completed at least one semester at Indiana University – Purdue University Fort Wayne prior to participating in an overseas program.
7. Students must obtain the approval of their Academic Advisor and each department chair on the *Study Abroad Course Approval Form* prior to registering for any Study Abroad program.
8. All students must turn in a signed copy of their finalized course schedule with their Academic Advisor once registration at the overseas institution is complete. This will ensure appropriate transfer of credit.
9. Upon completion of the pre-departure orientation(s), all students must submit their overseas contact information including email/mailing address, phone number(s), and course schedule to the Office of International Education.

**Program Requirements**

1. The overseas program provider must be an academic non-U.S. institution of higher education.
2. The program must provide instruction at an accredited non-U.S. university.
3. Housing must be provided through residence halls or prior arrangements must be made.
4. Full-time study is required. It can be achieved through either of the following:
   a. Enrollment in a minimum of 12 credit hours.
   b. Participation in a full-time internship plus 9 credit hours.

**Student Requirements for Grade Transfer**

1. Your transcript will display the credits completed overseas. A minimum grade of “C” must be earned in order for the credit to transfer. If you do not transfer a minimum of 12 credit hours with a grade of C or better, you are required to re-pay all financial aid utilized that semester.
2. Students are required to enroll in a minimum of 12 credits per semester.
3. Students must list the courses they plan to take on the *Study Abroad Course Approval Form*. 
4. Prior to returning from your study abroad program, ensure an official sealed transcript from the host institution is mailed to:

Study Abroad Advisor  
Office of International Education  
Indiana University – Purdue University Fort Wayne  
Walb 145  
2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805

Financial Information
1. To receive financial aid while abroad, it is the student’s responsibility to fill out a Financial Aid Consortium Agreement by working with the Office of Financial Aid.
2. It is the student’s responsibility to pay all tuition and fees to his/her program provider or host university. These fees may include (but are not limited to) room, board, telecommunication, and orientation fees. Any cancellation or penalty fees are the student’s sole responsibility.
3. For a semester or year abroad, eligible students may apply for all state, federal, and institutional financial aid. Scholarships may be available through the Office of Financial Aid, Office of International Education, and/or your program provider.

Short Term Study Abroad (10 weeks or less)
Student Academic Requirements (Before Departure)
1. Minimum 2.00 GPA is required, preference will be given to those with a 2.5. Some program requirements will be higher.
2. All majors are eligible.
3. Students are not eligible to apply or participate in any program while on academic or disciplinary probation.
4. Students must be enrolled as full-time students (minimum 12 credit hours) and have attained at least sophomore status (30 credit hours). Graduate students are eligible to apply.
5. F-1 students must meet with the Assistant Director for International Student Services (Walb 145) to discuss study abroad options.
6. Transfer students must have completed at least one semester at Indiana University – Purdue University Fort Wayne prior to participating in an overseas program.
7. Students must obtain the approval of their Academic Advisor on the Study Abroad Course Approval Form prior to registering for any Study Abroad program.
8. All students must confirm their finalized course schedule with their Academic Advisor once registration at the overseas institution is complete. This will ensure appropriate transfer of credit.
9. Upon completion of the pre-departure orientation(s), all students must submit their overseas contact information including email/mailing address, phone number(s), and course schedule to the Office of International Education.

Program Requirements
1. The overseas program provider must be an academic non-U.S. institution of higher education.
2. The program must provide instruction at an accredited non-U.S. university.
3. Housing must be provided through residence halls or prior arrangements.
4. Students must be enrolled in a minimum of 3 credit hours.

**Student Requirements for Grade Transfer**

1. Your transcript will display the credits completed overseas. A minimum grade of “C” must be earned in order for the credit to transfer.
2. Students are required to enroll in a minimum of 3 credits per session. Note: To receive financial aid you may be required to take more.
3. Students must list the courses they plan to take on the *Study Abroad Course Approval Form* and get a signature from each department chair to where they would like to transfer credit before they leave.
4. Prior to returning from your study abroad program, ensure an official sealed transcript from the host institution is mailed to:
   
   Study Abroad Advisor  
   Office of International Education  
   Indiana University – Purdue University Fort Wayne  
   Walb 145  
   2101 E. Coliseum Blvd.  
   Fort Wayne, IN 46805

**Financial Information**

1. It is the student’s responsibility to pay all tuition and fees to his/her program provider or host university. These fees may include (but are not limited to) room, board, telecommunication, and orientation fees. Any cancellation or penalty fees are the student’s sole responsibility.
2. For programs overseas, eligible students may apply for all state, federal, and institutional financial aid. Scholarships may be available through the Office of Financial Aid, Office of International Education, and/or your program provider.

Students interested in participating in an IPFW study abroad or international student exchange program should contact the Office of International Education for application requirements and procedures. For those interested in participating in a faculty led program, contact the Division of Continuing Studies at (260)481-6619. For those interested in participating in one of the international opportunities with the National Student Exchange program, contact Alison Rynearson at (260)481-6595.
STUDY ABROAD CHECKLIST

Please complete each step listed below in the order it is written. If you by-pass any step, you will not be permitted to continue the process to study abroad.

_________ Complete and submit the IPFW study abroad application to the Office of International Education

_________ If applicable, complete and submit the application for your proposed study abroad program

_________ Apply for a passport

_________ Submit the Consortium Agreement to the Office of Financial Aid and the Office of International Education

_________ Complete and submit the Study Abroad Course Approval Form to the Office of International Education

_________ Acquire a visa if one is required for your host country

_________ Submit a copy of your acceptance letter to the Office of International Education

_________ Submit a copy of your course schedule to the Office of International Education and your Academic Advisor

_________ Make travel arrangements to your host country, if not provided

_________ Submit a copy of your travel itinerary to the Office of International Education

_________ Submit a copy of your passport and visa to the Office of International Education

_________ Attend ALL pre-departure orientations

_________ Study the culture, history, and language of your host country and review the IPFW Study Abroad Handbook
It is important to meet with your academic advisor before you leave for your program. After choosing a program, bring the program’s course descriptions of the classes that you would like to take. Ask what classes you still need to fulfill before graduating and see if there are any courses that could fulfill those requirements abroad. This is not a fixed schedule, just a guide to decide what classes to take. Be sure to follow up with your advisor after you start your classes abroad if something changes, and meet again when you return to check that credits transfer successfully. This process is the student’s responsibility. Do not throw away any syllabi, course descriptions, and other course material before you receive credit on your transcript.

<table>
<thead>
<tr>
<th>Study Abroad Course Number &amp; Title</th>
<th>Will apply toward graduation as</th>
<th>Semester Hours</th>
<th>Departmental Chair Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPFW Course Name and Number</td>
<td>Circle One</td>
<td>Category/Requirement</td>
<td>Not academic advisor</td>
</tr>
<tr>
<td><strong>EX) SWU- Issues in Movies</strong></td>
<td>FILM K101</td>
<td>B 6, 300 level</td>
<td></td>
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<tr>
<td><strong>FILM K101</strong></td>
<td><strong>Introduction to Film</strong></td>
<td><strong>HIST</strong></td>
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<tr>
<td><strong>Major</strong></td>
<td><strong>Minor</strong></td>
<td><strong>Elective</strong></td>
<td>Name</td>
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<td><strong>Minor</strong></td>
<td><strong>Elective</strong></td>
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__________________________________________  _______________________________________
Signature of Academic Advisor     Date

_______________________________________  _______________________________________
Print Name       Department

** Reminder – This is not a binding document. This signature is only for advisory purposes of pre-departure interviews. Class transfers will be finalized and approved by departments upon the student’s return. For any questions or concerns, please do not hesitate to contact our office at studyabroad@ipfw.edu or 481-6494
For more detailed information needed – you could compare course descriptions by copying and pasting the two classes here:

<table>
<thead>
<tr>
<th>University Title</th>
<th>University Course Description</th>
<th>IPFW Course Title</th>
<th>IPFW Course Description</th>
<th>Department Approval</th>
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<tbody>
<tr>
<td>EX) Cross Cultural Communication Practicum 3 Credits</td>
<td>EX) Due to the rapidly changing global village, citizens from around the world are facing different challenges as they communicate with each other. In cross cultural communication, individuals must learn to appreciate and embrace differences in order to communicate effectively.</td>
<td>EX) LING-L360 Language and Society 3 Credits</td>
<td>EX) A general introduction to sociolinguistics for the nonspecialist….</td>
<td>Name</td>
</tr>
</tbody>
</table>