

Study Abroad Application Instructions

IMPORTANT, PLEASE READ

1. Be sure to indicate the program name on the application and reference form.
2. Your social security number is required (UGA legacy information system), and all materials will be handled with confidentiality.
3. **Program announcements will be sent to your UGA e-mail address**, so please check it periodically or forward mail to the account that you prefer.
4. Your passport expiration must be at least 6 months beyond intended stay. If not, please renew ASAP.
5. If you are not a US Citizen, please check your country's VISA requirements for travel.
6. Applicants with a GPA of 3.0 or higher will be accepted on a first come, first served basis. Others are considered if room is available.
7. Tuition for study abroad is assessed at the in-state rate regardless of resident status.
8. According to the Family Educational Rights and Privacy Act of 1974, you may decide whether a Reference is to be kept confidential or available for your inspection. *Please indicate your choice on the form.* **Either include a Reference in your application or have it sent directly to Terry College study abroad office.** A reference from a faculty member or employer is preferred. A reference from a friend, family member, or neighbor is not acceptable.
9. Only complete applications will be considered
10. Be sure to sign the Release/Verification and Acknowledgements sections.

APPLICATION DEADLINES

Spring program applications due before **October 2**

Summer program applications due before **January 8**

SUBMISSION INSTRUCTIONS

1. Submit application to:
UGA, Terry College of Business, International Programs, 356/357 Brooks Hall, Athens, GA 30602
2. Keep instructions and payment schedule for your records
3. Submit the following materials:
 - Completed and signed Application (p.1-3)
 - 1 Reference (see attached form)
 - 1 clear copy of your Passport photo pageAdditionally--**graduate programs only**:
 - Current Resume
 - List of MBA courses taken and final grades (if available)



University of Georgia
Terry College of Business
Study Abroad Program Application

PROGRAM NAME

Undergraduate

- Terry Travels (Eastern Europe), summer program
 Globalization & Information Technology (China), summer program

Graduate

- MBA Travels (China), spring program

Note: If the program you are interested in is not listed here, it may be administered by an office other than International Business. Check the program website or [Contact IB](#) for instructions.

PERSONAL, ACADEMIC, & FINANCIAL INFORMATION

Official name (on Passport): _____

Preferred Name: _____ Social security #: _____

Date of Birth: _____ Gender: _____ Race (opt.): _____

Permanent Address: _____

Permanent Phone: _____ Cell Phone: _____

UGA E-mail address: _____

Passport Number: _____ US Citizen or Perm. Resident? Yes No

Date of Expiration: _____

Major/Minor: _____ Current Cumulative GPA: _____

Undergraduate level: 1st year 2nd year 3rd year 4th year 5th year

Graduate program: full-time MBA fast track MBA executive MBA Other

Expected Graduation Date: _____

For tuition purposes, are you a Georgia Resident? Yes No

Do you receive financial aid (including HOPE)? Yes No

If so, what types? _____

Are you on an assistantship? Yes No

Current employment: _____

Other Extra-Curricular Activities: _____



**University of Georgia
Terry College of Business
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DISCIPLINARY AND CRIMINAL RECORD

If your answer to either of the following questions is yes, please submit a full statement of relevant facts on a separate sheet with this form.

Are you currently, or have you ever been, charged with or subject to disciplinary action, including suspension or expulsion, for scholastic or any other type of misconduct at any high school, college, or university?

yes no

Have you been charged with, convicted of, or pled guilty or nolo contendere to a crime, other than a minor traffic offense, or are any criminal charges now pending against you?

yes no

Note: Convictions shall include a finding of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, a plea of no contest, an Alford plea to a criminal charge or a plea under the first offender act, irrespective of the pendency or availability of any appeal or application for collateral relief. If "yes," explain fully, specifying the nature of the offense(s), the date(s) of occurrence, the name and location of the court(s,) and sentence(s) imposed. Please have the appropriate authority submit official court documentation directly to the UGA's Office of Admissions.

RELEASE AND VERIFICATION

I hereby authorize officials at any educational institution that I have attended to release my disciplinary records (including but not limited to records maintained by the Office of Judicial Programs, the Registrar, the Department of University Housing, and/or the Office of the Vice President for Instruction) to the study abroad program director of the program to which I am applying. I fully understand that my disciplinary records may be a factor in evaluating my application.

I further acknowledge that the information provided on this application is true and accurate to the best of my knowledge. I fully understand that providing false information during the application process may be grounds for rejecting my application or grounds for dismissal from a study abroad program.

Student Signature

Date

Note: Applicants who are accepted to participate in a UGA study abroad program are required by the University of Georgia to complete and sign a student agreement and waiver which stipulates the terms and conditions of the program, student conduct regulations and a waiver of liability.



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ADDITIONAL ACKNOWLEDGEMENTS

- I understand that submitting an application for a study abroad program does not guarantee acceptance into the program.
- I understand that applications are subject to review of judicial records and/or by program faculty.
- I understand that an application fee will be charged to my student account upon applying to a program (see Payment Schedule).
- I understand that the program or individual courses may be cancelled due to low enrollment or adverse circumstances (e.g. US State Department travel restriction), and that I will be informed of this decision as soon as possible.
- I understand that if, after being accepted, I decide not to proceed with participation, I must notify the program director in writing (see refund policy in Payment Schedule).
- If accepted, it is my responsibility to pay the program fee before departure (according to Payment Schedule).
- I understand that some costs (i.e. airfare, some meals, and incidentals) are not included in the program fee (see Basic Cost Breakdown).
- I understand that considerable fluctuation in the exchange rate or economic conditions may necessitate the advertised program fee and/or itinerary to be adjusted, and that I will be notified of such changes as soon as possible.
- If accepted, it is my responsibility to register and pay tuition for the course(s) before departure.

Applicant Signature

Date

HOW DID YOU HEAR ABOUT THIS PROGRAM?

Study Abroad Fair

Office of International Education

poster/brochure

faculty/staff _____

former participant

International Business Programs website



Study Abroad Reference

I. This section is to be completed by the student applicant (*please print or type*):

Program Name _____

Applicant's Name _____

Applicant's local telephone _____ UGA E-mail _____

This reference is _____ confidential _____ not confidential

II. This section is to be completed by the referee:

Name and title of referee _____

Phone _____ E-mail _____

1. How long have you known the applicant and in what capacity?

2. Is there any reason why you would not recommend that the applicant participate in a study abroad program?

Please indicate your perceptions of the applicant's competence in the following areas:

Area	Below Average	Average	Above Average	Outstanding	Inadequate Opportunity To Observe
Intellectual					
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional					
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress Tolerance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to interact					
with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation/					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other remarks may be written or typed on the back of this form or on a separate sheet.

Signature of Referee _____ Date _____

Please notify the student when he/she may pick up reference or forward it to the address below:

International Business Programs
Terry College of Business, UGA
356/357 Brooks Hall Athens, GA 30602



Study Abroad Payment Schedule

BASIC COST BREAKDOWN

Included in Program Fee:

double-occupancy lodging	\$ _____
breakfast (at hotels)	pre-departure orientation/activities
2-3 lunches/dinners in each city	entry visa (when required)
local transportation	study abroad insurance
cultural tours	local guide(s)
company visits	

Additionally, you should budget for:

In-state tuition and technology fee	\$ _____
book(s)	\$ _____
international airfare	\$ _____
most lunches/dinners	\$ _____
optional activities (free time)	\$ _____
laundry	\$ _____
phone calls/internet	\$ _____
souvenirs/gifts	\$ _____
health/hospitalization (in case of emergency)	\$ _____
opt. trip insurance (if cancelled or called home early)	\$ _____

Total: \$ _____

PROGRAM FEE PAYMENT DEADLINES



Make payment through your student account, via OASIS.

⇒ \$250 deposit charged to student account after receipt of application

⇒ first installment:

Spring programs:

- MBA Travels (China): \$750 due by November 2

Summer programs:

- Terry Travels (E. Europe): \$750 due by January 29
- Globalization & IT (China): \$750 due by January 29

⇒ second installment:

Spring programs:

- MBA Travels (China): \$1235 due by January 29

Summer programs:

- Terry Travels (E. Europe): \$2150 due by March 26
- Globalization & IT (China): \$1905 due by March 26

Note: Considerable fluctuation in the exchange rate or economic conditions may necessitate the advertised program fee and/or itinerary to be adjusted. If so, applicants will be notified as soon as possible.



Study Abroad Payment Schedule (continued)

REFUND POLICY AND SCHEDULE

- ⇒ If a student is *not* accepted into the program, the deposit will be refunded.
- ⇒ If a student is accepted, but withdraws before departure, the student will receive a refund of all fees paid excluding the deposit, any/all expenses already incurred by the program on behalf of the student at the time of withdrawal, and any fees incurred by the program related to the student's cancellation (e.g. reservation change fee). In other words, the later you withdraw the greater the likelihood is that you will receive little to no refund.
- ⇒ If, while abroad, a student is dismissed or voluntarily withdraws from the program, no refund will be made to the student of any program fees paid, and the student will be responsible for any additional costs associated with an early return.

REQUESTS FOR REFUNDS

- ⇒ All requests for refunds should be made in writing to the program director:

Dr. Daniel C. Feldman, Associate Dean for Research and International Programs
Address: 339 Brooks Hall, Athens, GA 30602
e-mail address: dfeldman@uga.edu

- ⇒ An approved refund will be credited to your student account.

PROGRAM CANCELLATION

- ⇒ If the program is cancelled due to insufficient student enrollment, then a full refund of monies paid to UGA will be given to each student.
- ⇒ If the program is cancelled due to an act of war or terrorism, a State Department warning, or other circumstances that make the program location unsafe, all monies paid to UGA that have not already been spent on behalf of the student will be refunded to each student.