

Seattle Pacific University Study Abroad Application Checklist

Inquiry

- Visit your academic or faculty advisor.
Make sure you can work a study abroad program into your schedule and to determine if and which courses taken will meet the requirements of your field of study.
- Visit Student Financial Services.
Find out if and how your financial aid package will apply while you are studying abroad.

Application

To be considered for a study abroad program, you must submit a completed packet consisting of:

- Study abroad application.
- Student agreement for study abroad.
- Two recommendation forms: One of your recommendations must be from a faculty member and the other from a supervisor, advisor, RLC, or pastor.
- Transcript. (Please include an unofficial transcript as printed from Banner.)
- \$50 nonrefundable application fee.

Notification of Application Status

- All applicants will be notified of their application status promptly following the application deadlines via their SPU student email accounts.
- If your program leader requires an interview, you will be contacted to schedule an appointment with him or her.
- Application to a program does not guarantee admission. Enrollment may be limited and acceptance is by approval of the program leader. All accepted applications are subject to approval by Student Academic Services, Financial Services, Student Life, and Health Services.
- Applicants who are accepted into the program are required to sign a Notice of Acceptance and return it to the Study Abroad Office along with a \$300 nonrefundable deposit to confirm participation. This is due within 14 days of notification of acceptance.

Please submit application materials to:
Seattle Pacific University
Study Abroad Office – Marston 247
3307 Third Avenue W., Suite 108
Seattle, WA 98119
Phone: 206-281-2853 Fax: 206-281-2335
studyabroad@spu.edu





Program: _____ Quarter/Year _____

Student Information

Name: _____
Last First Middle Initial

SPU ID number: _____ Date of Birth: ___/___/___ Gender: Male Female

SPU Mailing Address: _____

Permanent Mailing Address: _____

Campus Phone: (____) _____ Home phone: (____) _____ Email: _____

Father's name: _____ Email: _____ Cell: _____

Mother's name: _____ Email: _____ Cell: _____

Academic Information

Anticipated academic standing when program begins: Sophomore Junior Senior

Major: _____ Minor: _____ GPA _____

Foreign language spoken _____ Fair Good Excellent Native

Personal Interests

Have you traveled outside the U.S. previously? Please describe the nature of your visit(s) (i.e., SPRINT, study abroad, mission trip, vacation):

Why do you want to participate in this study abroad opportunity?

Passport Information

If you currently have a passport, it should be valid for at least six months after the end date of your program. If you do not have a passport, apply for one now, and write "in process" below. Visit www.travel.state.gov for more information about passport applications.

Legal name on passport: _____ Passport number: _____

Place of birth: _____ Date of issue: ___/___/___ Expiration: ___/___/___

Place of Issue/Authority: _____

I certify that the information on this application and attachments is true and accurate.

Student Signature _____ Printed Name _____ Date _____

Note: At this time minors (under the age of 18) are not permitted to participate in SPU study abroad programs.

\$50 nonrefundable application fee due with this form.

\$300 nonrefundable deposit due within 14 days of acceptance to confirm participation.

Student Agreement for Study Abroad

Participants in SPU study abroad programs are expected to maintain behavior consistent with the Seattle Pacific University lifestyle expectations, academic performance consistent with SPU's standards, observe rules and laws of the locality in which the program occurs, and behave in a manner that protects their safety and that of others in the group to reflect positively on SPU as a member of the international educational community.

Seattle Pacific University considers all forms of SPU sponsored educational opportunities that occur abroad to be subject to the same standards of conduct and academic performance as opportunities that occur on campus. In addition, SPU recognizes that study abroad learning opportunities may present unique circumstances, which may require greater diligence on the part of students to maintain behavioral and academic excellence.

As every study abroad experience is unique, and it is impossible to anticipate every unique situation that may occur, SPU reserves the right to dismiss any participant from a study abroad program for any reason that may, in SPU's sole discretion, negatively impact SPU or the health, well-being, or academic growth of participants. Such dismissal will be without refund of tuition or program fees. Return transportation, if applicable, will be at the student's expense. Behaviors that violate SPU's lifestyle expectations will be reported to the Office of Student Life and the appropriate action will be taken.

There are some basic and inviolable rules of behavior related to every study abroad program, including:

1. Students must maintain an academic performance consistent with SPU standards in the program and behave responsibly in their living situation and on group excursions.
2. Students must comply with the "SPU Lifestyle Expectations" (as outlined in the *Student Handbook* at www.spu.edu/depts/studentlife/studenthdbk.html) and other applicable expectations as established by the University and/or the program leader(s).
3. For safety and security reasons while participating in study abroad programs, students must refrain from political activity of any sort (e.g., joining political parties or unions, demonstrations, soliciting political material, or picketing).
4. The possession, use, distribution, or sale of alcohol or illegal drugs, or the illicit use of prescription drugs is not tolerated. Students must recognize that laws and judicial processes around the world relating to drug use and possession may vary significantly from, and be far more stringent than, those in the United States. Students found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and referral to the SPU Office of Student Life.
5. Violent behavior shall result in automatic dismissal from the program and referral to the SPU Office of Student Life.
6. Any form of coercive or unwelcome sexual behavior, including sexual assault, rape, acquaintance rape, indecent liberties, or related actions shall result in dismissal from the program and will be referred to the SPU Office of Student Life.
7. Breaches of the local law are referred to and handled by the appropriate law enforcement authorities and referred to the SPU Office of Student Life.
8. Students assume any and all risks involved in study abroad and the activities they pursue in their free time while on the program. Students remain subject, however, to the behavioral rules and standards identified in this Agreement even during free time while participating in study abroad programs.

(signature required — see next page)

Cancellation and Refund Policy

Change or cancellation of a program by SPU: Seattle Pacific University reserves the right to change the program fee, the schedule of activities, or to cancel the program at any time. Participants will be notified promptly if such changes become necessary, and will be given 10 days from the date of such notification in which to provide written notice of cancellation, and thereby qualify for a refund. The University may retain that portion of the program deposit that is necessary to cover the participant's portion of unrecoverable expenses. If a program is cancelled by SPU, every effort will be made for a full refund.

Student withdrawal: The initial payments of \$50 application fee and \$300 deposit are nonrefundable. All students issued a Notice of Acceptance will be enrolled in the program for which they have been accepted and will be responsible for paying the program fee. *The Study Abroad Office must be notified in writing of any withdrawal or cancellation of an application.* If a participant gives written notice of cancellation 90 or more days prior to the start of the program, all funds deposited will be refunded except for the \$50 application fee and \$300 deposit and any unrecoverable expenses already incurred on their behalf. For written cancellations less than 90 days prior to the start of the program, all funds deposited will be refunded except for the \$50 application fee, \$300 deposit, cancellation fee of \$400, as well as any unrecoverable expenses already incurred on behalf of the participant. Unrecoverable expenses may include airline and/or other transportation expenses, deposits for lodging, entrance fees, theater tickets, visa fees, etc.

Dismissal: Seattle Pacific University reserves the right to remove from the program, at any time, any participant who, in the judgment of the program leader, is detracting from the welfare and cohesion of the group, or who appears likely to do so. The participant will pay any additional expenses pertaining to this removal. A pro-rated refund of the program fee may be made at the discretion of the University.

Insurance Certification

Students participating in SPU study abroad programs will be provided with personal health coverage through HTH Worldwide Health Insurance for the duration of the trip. The fees for this insurance will be included in the program fee.

Student's Agreement

As an applicant for the Seattle Pacific University study abroad program indicated above, and in exchange for being given the opportunity to participate in the SPU study abroad program, I agree to the following:

1. I have read, understand, and agree to the Student Agreement for Study Abroad. I understand and agree to the rules regarding my behavior and academic performance. I also understand that as a Seattle Pacific University student, I will be viewed as a representative of my country and my University. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner. I agree to follow the terms of this Agreement, and I understand that violation of this Agreement could lead to dismissal from the program or class, and additional sanctions that could be imposed through SPU's Office of Student Life.
2. I have read the Cancellation and Refund Policy. I agree to pay the program fee, and I understand my financial obligations in the event of withdrawal or dismissal from the program.
3. I understand that as a participant, I am required to have sufficient personal health, accident, disability, and hospitalization insurance coverage.
4. I must remain in good standing to participate in this program, which includes receiving academic, health, student conduct, and financial clearances from the University. I will notify the Study Abroad Office if questions or concerns arise regarding my good standing.

Student Signature _____ Printed Name _____ Date _____

Seattle Pacific University Study Abroad Faculty Recommendation



Program: _____ Quarter/Year _____

Applicant's Name: _____

Name of Reference: _____ Title: _____

Check one: I agree **or** do not agree to waive my right to access this reference

Applicant's Signature: _____ Date: _____

To Be Completed by a Faculty Member:

The student listed above is applying for a Seattle Pacific University study abroad program. Your recommendation is a necessary component in assessing this student's potential to succeed as a study abroad participant. Please return this form to the **Study Abroad Office, Marston 247, 3307 Third Ave. W., Suite 108, Seattle, WA 98119** or fax to **206-281-2335** by the deadline listed above.

How long have you known the applicant? _____ In what capacity? _____

On a scale of 1–5 (5 being the highest, zero if you are not able to judge), how would you rate this candidate compared to other SPU students at similar stages in their education?

_____ Shows maturity and readiness to undertake this program of study.

_____ Has a positive attitude and demonstrates motivation and interest.

_____ Will represent SPU and herself or himself well while abroad.

_____ Demonstrates a high sense of responsibility in meeting deadlines, completing assignments, attending class, and being punctual.

_____ Shows ability to work and interact well with others; shows and receives respect.

Please assess this candidate's strengths:

Please assess growth areas for this candidate:

Overall, indicate your reaction to this person's potential for success as a participant in a closely knit group studying abroad:

Highly recommend Recommend Recommend with reservations Would not recommend

Additional Comments:

Signature: _____ Title: _____ Date: _____

Seattle Pacific University Study Abroad Personal Recommendation



Program: _____ Application deadline: _____

Applicant's Name: _____

Name of Reference: _____ Title: _____

Check one: I agree **or** do not agree to waive my right to access this reference

Applicant's Signature: _____ Date: _____

To Be Completed by a Supervisor, Pastor, Advisor or RLC (excluding family or personal friend):

The student listed above is applying for a Seattle Pacific University study abroad program. Your recommendation is a necessary component in assessing this student's potential to succeed as a study abroad participant. Please return this form to the **Study Abroad Office, Marston 247, 3307 3rd Ave W, Suite 108, Seattle, WA 98119** or fax to **206-281-2335** by the deadline listed above.

How long have you known the applicant? _____ In what capacity? _____

On a scale of 1–5 (5 being the highest, zero if you are not able to judge), how would you rate this candidate in the following areas:

_____ Shows maturity and readiness to undertake this program of study.

_____ Has a positive attitude and demonstrates motivation and interest.

_____ Will represent SPU and herself or himself well while abroad.

_____ Demonstrates a high sense of responsibility in meeting deadlines, completing assignments, attending class, and being punctual.

_____ Shows ability to work and interact well with others; shows and receives respect.

Please assess this candidate's strengths:

Please assess growth areas for this candidate:

Overall, indicate your reaction to this person's potential for success as a participant in a closely knit group studying abroad:

Highly recommend Recommend Recommend with reservations Would not recommend

Additional Comments:

Signature: _____ Title: _____ Date: _____