



APPLICATION FOR SERVICE ABROAD / STUDY ABROAD

- Part I: Applicant Profile Data
Part II: Applicant Checklist & Responsibilities
Part III: Applicant Agreement



I. Applicant Profile

Attach a copy of your 2x2 Passport Photo here:

HBU H# \_\_\_\_\_

Course / Trip Title \_\_\_\_\_

Full Legal Name \_\_\_\_\_

(First) (Middle) (Last)

HBU E-Mail \_\_\_\_\_ Phone # (while traveling) \_\_\_\_\_

Permanent Address \_\_\_\_\_

(Street) (City) (State) (Zip Code) (Country)

Parent/Guardian/or Spouse Contact (emergency contacts while traveling)

Contact #1:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact #2:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

II. Applicant Checklist and Responsibilities

- Complete and sign all required forms.
Eligibility Requirements: Qualified applicants must be 1.) enrolled as a current full-time HBU student 2.) enrolled for the entire semester prior to the term for which you are making a study abroad program application 3.) have a cumulative GPA of 2.0 or higher 4.) not be on any type of disciplinary probation from the time of submitting this application packet up to the day of departure.

## SERVICE / STUDY ABROAD APPLICATION

- o Applicant Duties and Responsibilities
  - a. *Rules of Conduct:* HBU students must observe all campus rules and regulations guiding student behavior while serving or studying abroad. As a representative of HBU, each individual is to exercise good judgment in all settings, including your use of free time while on this trip. Misconduct or other violations may require the student to return to the United States on his or her expense without completing the study abroad program or receiving credit for course work or grades.
  - b. *Requesting Course Credit:* Each participant must discuss study abroad plans with his/her degree plan advisor and then complete an official **Request for Prior Approval of Transfer Credit for Currently Enrolled/Continuing Students Form**. Student failure to do this may result in a rejection of the coursework and/or course credit by HBU. Each study studying abroad must request the necessary transcripts and must complete required forms for requesting transfer and transcription of college credit via the HBU Registrar's Office. In addition, students should maintain documentation of completed work and evidence of coursework including course syllabi, class notes, projects, research papers, and exams from courses taken overseas, as these records may be necessary to complete course review and transfer of credit approval process.
  - c. *Financial Aid Office Notification:* Each applicant should visit the Financial Aid Office to finalize disbursement arrangements for financial and scholarship funds before the trip.
  - d. *Pre-registration:* Each applicant is responsible for pre-registering for the semester after completing his/her time abroad. This may be done on-line using the HBU HuskyNet site at <http://my.hbu.edu>.
  - e. *Personal Information:* Applicants traveling abroad must notify the facilitator leading the program and submit an update of Section I of this form, if there is a change of contact info. prior to the start of the trip. Students must also complete the Health and Emergency Treatment Agreement (Form B)
  - f. *Passports and Visas:* Each applicant must 1.) possess a **current valid U.S. passport** and obtain appropriate **travel visa(s)** necessary for the planned destination. Some countries may require student visa. Please note that passport renewals and visa applications should be sought promptly, as these may take several weeks to be received in the mail. Acquire a 2'x2' passport wallet size formal photo (head and shoulders), as larger photos will not be accepted.
  - g. *Safety, Health, & Travelers Insurance:* Each applicant must 1.) review current State Department travel tips and advisories at this site: <http://travel.state.gov/content/passports/en/alertswarnings.html> 2.) update his/her medical records with any necessary shots, immunizations, or other health requirements needed for visiting this foreign destination. 3.) purchase sufficient personal insurance coverage for this trip (Form C). The facilitator will notify students of other arrangements for group insurance, if approval is granted for the group insurance.

*Note:* Certain HBU sponsored and affiliated courses and programs may require students to pay additional application and/or trip fees. Applicants must submit required forms by the specific trip's published deadline for form submission.

### III. Applicant Agreement

My signature below certifies that I am solely responsible for understanding and complying with the provisions in Sections I & II of this document before I can participate in the HBU service and/or study abroad program.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/year)

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#### OFFICE USE ONLY

Faculty/Staff Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/year)

Provost (or designee) Signature \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/year)

Form A