

Student Application Instructions + Checklist for the *Auburn Abroad (AA) Program* (Version 11/16/06)

Application Deadlines:

Auburn Abroad (AA) and most program applications are reviewed as they are completed which means that admission is "rolling" for most programs. Applying early will increase your chances of admission and of qualifying for certain scholarships. We strongly recommend that you submit your completed application at least 2 weeks prior to the stated deadline. Some programs will continue to accept applications for as long as possible, contact your program director for info.

Financial Aid/PACT/Scholarships:

There are specific financial aid programs for study abroad. You will need to complete Auburn Abroad Financial Aid forms and meet with a financial aid officer. The financial aid office is in Mary Martin Hall, Rm 100. PACT pays for study abroad, check Auburn Abroad (AA) office for paperwork. Scholarships: check with the program director for specific program scholarships; check Scholarship section of AA website: www.auburn.edu/studyabroad, check with your local Rotary Club regarding scholarships for international study (get Rotary Club contacts through local Chamber of Commerce).

General Deadlines:

(Note: check with your specific program for actual deadline dates. Programs subject to closing once spaces filled.)

Spring Semester	October
Summer, Fall Semester, Academic Year	March

Application Fee:

No application fee is charged for Auburn University programs unless specified in program information. However, many non-AU programs will charge an application fee.

Auburn Abroad (AA) Program requirements, Fees:

1. All AU students (undergraduate and graduate) studying or interning abroad on an AU Faculty-led program or a program with another university, affiliate or service provider, are required to be enrolled in Auburn Abroad (AA includes MEDEX/ Global Enrollment, AU credit/grade posting, pre-departure sessions, Global Tiger designation, etc).
2. GPA of 2.5 Undergraduate, 3.0 GPA for Graduate Students. Applicant must also adhere to chosen program's requirements.
3. Applicants must not have any pending judicial actions (acad/non-acad.) & must be in good standing with AU (acad/non-acad.).
4. Minimum Age 19 by start date of program.
5. Completion and submission of ALL Auburn Abroad Paperwork to AU on or before deadlines. MUST ALSO ATTACH ACCEPTANCE LETTER FROM PROGRAM. NOTE: if going on an AU faculty led program, AU program director gets originals, AU OIE will get copies from AU program director, otherwise, AU OIE gets all originals.
6. Continue to carry Domestic insurance of \$250,000 per accident or illness, while abroad.
7. Payment of AA fee for each program Abroad, billed though AU Bursar, check with OIE for current fee amount.
8. Grades from approved courses (listed on AA FORM B) and approved programs are posted as AU credit upon receipt of transcript from the program. You must give your chosen program the AA TRANSCRIPT REQUEST FORM, prior to the beginning of your program abroad. S/U designation allowed only upon approval, in writing, from Academic/faculty Advisor in Major.

AU and Non-AU Program Fees and Refund Policy:

Please read and understand program fees and refund policy. Upon admission to your program, you will be responsible for payment of these fees.

Medical Requirements:

Please complete the Medical Condition form attached to AA paperwork. Certain countries restrict certain prescription drugs; let us know your concerns and we can check on this for you. If you require specific services, please include that information on the medical form. It will be forwarded to your program director. Visit your doctor for extra prescriptions, contacts, glasses. Check the CDC site for specific vaccinations and health requirements for your destination. This can be accessed through www.auburn.edu/studyabroad. Note: the AU Medical Clinic has a travel clinic which can help with travel vaccinations.

Domestic Health Insurance:

You should continue to carry your domestic major medical health insurance, which covers you for at least \$250,000 per accident or illness, for the duration of your program.

International Health Insurance:

Enrollment in Auburn Abroad also insures that you are enrolled in the AU Emergency Medical Assistance Plan (for medical evacuation, repatriation, 24/7 assistance with major medical coverage from MEDEX/Global) while you are abroad. Once enrolled an Electronic card will be sent to you via your AU email.

Transcripts required for application:

Check your program for application requirements.

Written Recommendations:

Check with program director for requirements.

Passport and Visas:

Passport will be required for program participation. Passports must be good for 6 months past your return date. If you do not have a passport, please check this website: www.travel.state.gov for info and forms.

Visa applications:

OIE can assist you. Due to varying VISA requirements, please have a valid passport, at least 3 months prior to your departure date. We will need it for your VISA application (when necessary).

Banks and Credit Card Companies:

You must inform your financial institutions (FI) that you will be using your card(s) in your destination country. FI's will let you know if there are any potential problems at ATMs and when using check-cards with other vendors abroad.

Application for Auburn Abroad and correspondences should be sent to:

Auburn Abroad (AA), Office of International Education
201 Hargis Hall, Auburn University, AL 36849
Tel: 334-844-5001 Fax: 334-844-4983
Email: intledu@auburn.edu
Put AUBURN ABROAD in subject line.
Web site: www.auburn.edu/studyabroad

AU Program and Non-AU Program Correspondences:

Issues including program fees (other than AA), refunds, course credit, grades, etc. should be addressed to your program director.