

## 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](http://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](http://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](http://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](mailto:intledu@auburn.edu)  
Put AUBURN ABROAD in subject line.  
Web site: [www.auburn.edu/studyabroad](http://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.

# APPLICATION FOR AUBURN ABROAD (FORM A - Version 8/28/06) REQUIRED

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Student / Global ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ Semester/Year Abroad: \_\_\_\_\_ / \_\_\_\_\_

**Application Deadline:** *At least* 3 months prior to start of Auburn Abroad Program, extra time needed if VISA required.

**Return Completed Auburn Abroad Package to:** Mail: Auburn Abroad, Office of Intl Educ., 201 Hargis Hall, Auburn University, AL 36849.  
FAX: 334-844-4983 Email as PDF form to: [intledu@auburn.edu](mailto:intledu@auburn.edu) . Put AUBURN ABROAD in subject line.

**Requirements of Auburn Abroad Program:**

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, predeparture 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 of \$435.00, for 2006-2007 Academic Year, for each program Abroad, billed through AU Bursar.
8. Payment of Program Abroad fees as specified by your chosen program.
9. 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.

## Personal information:

Current Level:  FR  SO  JR  SR  Grad Student  Other : \_\_\_\_\_ Expected Graduation Semester/ Year: \_\_\_\_\_ / \_\_\_\_\_

OVERALL GPA: \_\_\_\_\_, Major: \_\_\_\_\_ List College: \_\_\_\_\_, Minor: \_\_\_\_\_ List College: \_\_\_\_\_

(For Language Programs ONLY): Number of Semester/ and Quarter Hours in Language, completed by start of program, or statement of equivalent experience: \_\_\_\_\_

Citizenship (need info if VISAS needed for program) :  USA  If not USA, List Country: \_\_\_\_\_

Your AU Email: \_\_\_\_\_ Other email: \_\_\_\_\_

Your Cell Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Email: \_\_\_\_\_

## Program Information (Check ONE and Provide Info):

AU Faculty- Led/ Exchange PROGRAM: Title: \_\_\_\_\_ Country (City): \_\_\_\_\_ (\_\_\_\_\_)

AU Faculty Leader/ Contact: \_\_\_\_\_ College: \_\_\_\_\_ Dept.: \_\_\_\_\_

Other University, Affiliate, Service Provider PROGRAM: Title : \_\_\_\_\_ Country (City): \_\_\_\_\_ (\_\_\_\_\_)

List name of University, Affiliate, or Service Provider: \_\_\_\_\_ Website: \_\_\_\_\_

List name of University Abroad Who Will Issue Transcript: \_\_\_\_\_

Program Start date (mm/dd/yy): \_\_\_/\_\_\_/\_\_\_ Program End date: \_\_\_/\_\_\_/\_\_\_ =  Fall  Spring  Summer Semester

## Mailing Address: Your College/local Address Permanent Address:

Street Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

I have read and understand the admission and attendance requirements, the refund and cancellation policies and other policies given to me as part of admission to both the Auburn Abroad Program and the Host Program (listed above) that I will be attending. I understand that I am responsible for paying the program fees and following the program policies..

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COURSE APPROVAL FORM (FORM B** Version 8/28/06)

**REQUIRED**

<b>Last Name:</b> _____	<b>First Name:</b> _____	<b>Middle Name:</b> _____
<b>Student/ Global ID:</b> _____	<b>Date of Birth:</b> _____	<b>Sex</b> _____ <b>SEMESTER ABROAD/YEAR:</b> ____/____

ADHERANCE TO AUBURN ABROAD REQUIREMENTS REQUIRED FOR ENROLLMENT (SEE "AUBURN ABROAD APPLICATION, FORM A").

Your AU Email: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

**List Your College:** \_\_\_\_\_ Your Major: \_\_\_\_\_; Minor: \_\_\_\_\_ College: \_\_\_\_\_

Current Level:  FR  SO  JR  SR  Grad Student  Other : \_\_\_\_\_ (Needed for AA enrollment)

GRADUATING at the end of this semester abroad?  Yes  No ; If "YES", please notify your Host Program to expedite your transcript to **Mail:** Auburn Abroad, Office of Intl Educ., 201 Hargis Hall, Auburn University, AL 36830. **FAX:** 334-844-4983 **EMAIL:** PDF form to: [intledu@auburn.edu](mailto:intledu@auburn.edu) put AUBURN ABROAD in subject line.

**List Current GPA:** \_\_\_\_\_; Minimum GPA 2.5 (undergraduate), 3.0 (graduate)

I currently have no pending judicial actions (acad/non-acad.) & am in good standing with AU (acad./non-acad.). If not checked, please provide written explanation.

**Provide Program Information:**

Type of Program:  Auburn University Faculty Led / Exchange Program: LIST College: \_\_\_\_\_ Dept.: \_\_\_\_\_  
 Program from other university or provider: LIST University or provider: \_\_\_\_\_

Program Title and Site: \_\_\_\_\_

Program Start date (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Program End date: \_\_\_\_/\_\_\_\_/\_\_\_\_ =  Fall  Spring  Summer Semester

**Abroad Courses and Equivalents: (Attach Program Course Descriptions)**

ABROAD COURSE NUMBER AND TITLE	HRS	AU COURSE NUMBER AND TITLE	AU Hrs	DEPARTMENT HEAD	
				Print Name	Signature

COURSE CHANGES: Courses may change when you get abroad, please send email to your advisor and to OIE to inform us of these changes as soon as they occur.

**FOR FINANCIAL AID APPLICANTS ONLY: "I understand that I am contracting to complete \_\_\_\_\_ CREDIT HOURS from the course listing above. I understand that failure to meet contracted minimum credit hours may result in partial or full repayment of the financial aid which has been disbursed to me".**

**Information Release:**

I  Grant  Do not grant permission to representatives of Auburn University, including but not limited to the AU Office of International Education, to discuss details of my Auburn Abroad (AA)/ Study Abroad program with my parents, guardians, emergency contacts and others I have identified in my Auburn Abroad paperwork.

**SIGNATURE:**

Your Signature (as Participant): \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL SIGNATURES:	Print Name	Signature	Date	AU Email
AU ACADEMIC ADVISORS: <input type="checkbox"/> Please check to indicate that student is in good academic standing. <input type="checkbox"/> Check to indicate that the Undergraduate student has a 2.5 GPA or above, 3.0 GPA for Graduate students, as required by Auburn Abroad. If GPA is below above requirement, please attach explanation.				
Signature:				
AU PROGRAM DIRECTOR (Not used if Non-AU Program)				
AU ACADEMIC DEAN				
OIE Signature:		Date Rec'd:		AA Enrollment Date:

**AGREEMENT AND RELEASE FORM (FORM C - Version 8/10/04) REQUIRED**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ SEMESTER/ YEAR ABROAD: \_\_\_\_\_  
Program Title and Site: \_\_\_\_\_

I, the undersigned, a student at Auburn University and an applicant for a the Auburn Abroad - Study Abroad Program indicated above (hereafter referred to as the "Program") do waive and release all claims against Auburn University and its agents, any tour organizer or arranger employed or utilized by Auburn University or the undersigned, arising out of or relating to participation in said Program including but not limited to claims for any injury, loss, damage, accident, delay, or expense resulting from the use of any vehicle, any strikes, war, weather, sickness, quarantine, government restrictions or regulations or arising from any act or omission of any steamship, airline, railroad, bus company, taxi service, hotel, restaurant, school, university, or other firm, agency, company or individual. I also release Auburn University and its agents and agree to indemnify them, with regard to any financial obligations or liabilities that I may personally incur or any damage or injury to the person or property of others that I may cause, while participating in the Program.

I understand that the air carrier's liability for loss or damage to baggage, or for death or injury to person or property is limited by their tariffs and/or by the Warsaw Convention. I understand that Auburn University is not responsible for any injury or loss whatever suffered by me during independent travel (which I understand is unsupervised) or during any absence from any group Program or other supervised activities.

I have read, understand and comply with the requirements of the Auburn Abroad program as stated on the Auburn Abroad Application Form.

I have read, understand and comply with the requirements, payment and refund policies and other policies of the Program I will be attending.

I hereby grant Auburn University and its agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding my health and safety, and I fully release each of them from any liability for such decisions or actions as may be taken in connection therewith. I authorize Auburn University and its agents, at their discretion, to place me, at my own (or my parents) expense, and without my further consent, in a hospital for medical services and treatment or, if no hospital is readily available, to place me in the hands of a local medical doctor for treatment. If deemed necessary or desirable by Auburn University or its agents, I authorize them to transport me back by commercial airline or otherwise at my own (or my parents) expense for medical treatment.

In the event Auburn University or its agents advance or loan any monies to me or incur special expense on my behalf, I (and my parents) agree to make immediate repayment upon my return and understand that said expenses if not repaid will be placed on my bursars account.

I understand that if this is a group Program, that group standards must be observed. I will comply with Auburn University's and the Program's rules, standards and instructions for student behavior. I hereby also waive and release all claims against Auburn University and its agents arising at a time when I am not under the direct supervision of Auburn University or its agents or arising out of my failure to remain under such supervision or to comply with such rules, standards and instructions, and I agree to indemnify Auburn University and its agents against any consequences thereof. I agree that Auburn University shall have the right to enforce appropriate standards of conduct and performance and that it may at any time terminate my participation in the Program for failure to maintain these standards or for any actions or conduct which Auburn University considers to be incompatible with the interest, harmony, comfort and welfare of other students. If my participation is terminated, I consent to being sent home at my own (or my parents ) expense with no refund of fees.

On group tours or other activities arranged by Auburn University, I will accept the will of the majority whenever a matter of choice is presented to the group. I will also accept in good faith the instructions and suggestions of Auburn University or its agents in ail matters relating to Auburn University's Program or in the personal conduct of Program participants.

I understand that from time to time Auburn University's publicity material may include statements by its students and/ or their photographs, and I consent to such use of my comments and photographic likeness.

I understand that Auburn University reserves the right to cancel Programs due to an insufficient number of participants or otherwise, to change initial assignments, and to make alterations in Programs and itineraries as may be required. In addition, I understand that Auburn University's Program charges are based on currently applicable tariffs, government regulations and currency exchange rates and are subject to minor change depending on the tariffs, regulations and rates in effect at time of departure.

All references in the Agreement and Release to "Auburn University" and "its agents" shall include Auburn University and all of its trustees, officers, directors, staff members, campus directors, chaperons, group leaders, employees, agents, volunteers, and affiliated organizations. All references herein to the "parents" of the applicant shall include the legal guardian or other adult responsible for the applicant.

Your Signature (as Participant): \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ SEMESTER ABROAD: \_\_\_\_\_  
Program Title and Site: \_\_\_\_\_

1. I understand that students accepted for this program must be mature persons who want to participate because of genuine interest in the educational and cultural values which are offered by studying in a foreign setting.
2. I agree to be flexible to and understanding of cultural differences that may result in unanticipated challenges during my abroad experience.
3. I agree to exercise good judgment, respect the rights and feelings of others, and subscribe to the laws and customs of the host country as well as Auburn University regulations.
4. I understand that, while a participant in this activity, I am fully subject to and agree to strictly adhere to Auburn University rules, regulations and policies, including those contained within the Student Conduct Code and to specific rules and regulations of the Program listed above.
5. I understand that I am required to attend all of the required Program and Auburn Abroad (AU Office of International Education - OIE) pre-departure, orientation sessions, on-site and reentry sessions.
6. I understand that all AU students must be enrolled in Auburn Abroad and that AU OIE will enroll me in Auburn Abroad. If I choose to cancel my program, it is my responsibility to notify AU OIE of this cancellation in a timely manner.
7. I understand that the program coordinators and associated host institutions reserve the right to make changes, modifications or substitutions to course offerings and proposed excursions in cases of changes at host site locations or in the interest of the study abroad program.
8. I agree to pay tuition, fees, room and board according to the terms designated by the Program and the Auburn Abroad fee.
9. I understand that these costs may be subject to increase 1) in the event that fees are raised by the foreign institution and / or 2) in the event of significant weakening of the US dollar against the currency of the program country.
10. I have read and understand the program refund policies, and know that all refunds will be made in compliance with these policies. I understand that program fees will be refunded to the extent that prior commitments have not been made, and further understand that participants who are dismissed from the program for discipline problems or behavior detrimental to the program will not receive refund of any tuition, program fees or any costs associated with the departure from the program. If my cancellation is due to political, natural, technological or other catastrophes beyond the control of the host institution, refunds will be based only on uncommitted and / or recoverable funds.
11. If I am receiving AU Financial Aid or AU scholarships, it is my responsibility to ensure that the Office of Financial Aid has all required paperwork necessary to disburse my funds in advance of my departure. I also understand that I may have to pay back some of my Financial Aid if I don't complete the minimum amount of credit hours mandated by Financial Aid and indicated on my Course Approval Form.
12. I understand that if I want to use PACT funding for my Program, it is my responsibility to notify AU OIE and to complete the necessary paperwork per the AU OIE- PACT deadline for my Program.
13. I am required to provide proof of appropriate domestic major medical health insurance (minimum of \$50,000 per accident or illness coverage) which covers me from the day I leave the US until I return to the US.
14. I understand that when enrolled in the Auburn Abroad Program 2005-2006 I am covered by the AU Emergency Medical Assistance Plan (AU EMAP Plan) while abroad For 2005-2006 = MEDEX/Global plan and that includes coverage abroad for medical evacuation, repatriation and 24/7 assistance.
15. I understand that should I need treatment abroad, with the AU EMAP plan, I may be required to pay or show proof of ability to pay in advance for most medical expenses, and that I may have to file claims directly with the insurance company myself upon my return. Neither Auburn nor the host program is responsible for my treatment or for filing claims on my behalf. I am responsible for following up on any medical procedure while abroad with the AU EMAP vendor.
16. AU strongly discourages me from operating a motor vehicle abroad (renting cars, boats, or other motorized vehicles) and from participating in certain activities identified by insurance companies as hazardous or life threatening (scuba, sky diving, etc.) Such activities and related injuries are often excluded from coverage of any existing life, medical or liability insurance which is normally carried by students, parents and institutions.
17. I understand that I am solely responsible for obtaining and keeping safe my passport, money, travelers checks, tickets, jewelry and other property; and that I hereby waive any and all claims against the University, program directors, faculty, the AU Board of Trustees and any other agents for any expenses or losses due to my failure to properly safeguard these items or any other property of mine.
18. I will comply with other student responsibilities as designated by the Program and AU OIE.

**Your Signature (as Participant):** \_\_\_\_\_ **Date:** \_\_\_\_\_

# BEHAVIOR & DISCIPLINE POLICY (FORM D2 - Version 4/4/05) REQUIRED

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ SEMESTER ABROAD: \_\_\_\_\_

Program Title and Site: \_\_\_\_\_

Auburn University faculty and the Auburn Abroad staff hope that you have a wonderful international experience and expect you to engage in behavior which adheres to the laws of your destination country and the policies of Auburn University, as stated in the Tiger Cub. One of the goals of participation in the study abroad activity is to be immersed not only in a foreign culture but also in a different academic environment. Therefore, I agree to be flexible to and understanding of cultural differences that may result in unanticipated challenges during my abroad experience. I understand that students accepted for this program must be mature persons who want to participate because of genuine interest in the educational and cultural values which are offered by studying in a foreign setting. Each participant has a personal responsibility for the success of the program, and each must exercise good judgment, respect the rights and feelings of others, and subscribe to the laws and customs of the host country as well as Auburn University regulations. Specifically, I understand that, while a participant in this activity, I am fully subject to and agree to strictly adhere to Auburn University rules, regulations and policies, including those contained within the Student Conduct Code.

Furthermore, I also \_\_\_\_\_ ( **PRINT NAME**) understand that the following are considered to be unacceptable behavior:

1. Violence or physical attack on any other person.
2. Destruction of personal or program property including that in the homestay or local host program facilities or other vendor property
3. Possession or use of illegal substances (including but not limited to alcohol and/or drugs)
4. Rowdy, offensive public behavior due to alcohol/drug abuse, stress or any other cause.
5. Violation of Honor code (plagiarism, etc).
6. Unexplained absences or disappearances from the program.
7. Refusal to participate in or attend program activities such as company visits, lectures, required classes.
8. Behavior that the program or guest faculty consider dangerous to yourself or others.
9. Other items listed as violations of the Tiger Cub Policy or as determined to be applicable based on the specific situation or local hosts.

For these and other violations of AU, local host program or local in country rules and regulations, I understand that there will be consequences. These could include (but are not limited to):

- a. Written or public apology for behavior.
- b. Loss of letter grade for academic offenses (missed classes, visits, academic dishonesty)
- c. Monetary compensation for damage to property.
- d. Turning over the case to AU Disciplinary Committee after return to the USA.
- e. Notation in your permanent AU record.
- f. Verbal/oral warnings and as appropriate followed by a written warning (minimum one oral and one written warning prior to expulsion or other appropriate significant actions.)
- g. Expulsion from the program and a trip home at your own expense (no program fee refunds).
- h. Arrest and incarceration by the local authorities and for which I assume the US Department of State, my parents, and Auburn University has no ability to assist me with.
- i. Loss of health, accident and emergency assistance insurance coverage. All policies have exclusions of coverage and assistance for injuries sustained due to risky behaviors and activities including but not limited to alcohol and drug abuse.

Consequences and actions under the control of the AU program **will be reviewed and decided upon** by any or all of the following: the AU faculty member leading the program, appropriate designated local resident program director(s) and/or the appropriate AU administrators on the AU campus.

I am over the age of 19 and understand as well as agree to abide by the above disciplinary policies. Further, in the event that I might be removed from an AU or Non-AU program, I authorize my Auburn University officials, including my academic advisor and Auburn Abroad staff to contact my parents regarding changes in my study and travel program and plans.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PRINTED NAME:** \_\_\_\_\_ **STUDENT ID number** \_\_\_\_\_

**MEDICAL CONDITION FORM (FORM E - Version 8/10/04) REQUIRED**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ SEMESTER ABROAD: \_\_\_\_\_

Program Title and Site: \_\_\_\_\_

Date leaving US: \_\_\_/\_\_\_/\_\_\_ Date Returning to USA: \_\_\_/\_\_\_/\_\_\_

(Note: this date may begin and end before or after your program dates).

**Our Request to You:** Please visit the AU Medical Clinic - Travel Clinic 3 months prior to your Auburn Abroad program start date regarding vaccinations and other health requirements of your destination.

**Please Answer The Question Below:**

Do you have any medical conditions for which you may need assistance while abroad (i.e. diabetes, asthma, anxiety disorder, etc.) ? \_\_\_No \_\_\_No, I choose not to answer this question. \_\_\_Yes

**If “No”**, skip to the bottom of this form, sign and date.

**If “yes”**, please describe the kinds of services you may need. Please fill one form for each medical condition. Please note that this form will be given to the program coordinator on your site abroad to work with you on arrangements / services that may be available.

MEDICAL CONDITION: \_\_\_\_\_

SERVICES REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Drug alert:** Please be aware that prescription drug controls vary by country. Certain drugs may not be available in the country you are going to. Please contact the nearest consular office of your destination country OR contact us at [intledu@auburn.edu](mailto:intledu@auburn.edu) and put “AUBURN ABROAD CONSULAR INFO” in the subject line – and indicate your destination country. We will refer you to the appropriate information resource.

Your signature (as participant): \_\_\_\_\_ DATE: \_\_\_\_\_

**ALCOHOL USE STATEMENT (FORM E2** Version 9/1/05)**REQUIRED**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ SEMESTER

ABROAD/YEAR: \_\_\_\_/\_\_\_\_

**BACKGROUND:** Colleges and universities in the United States have experienced problems on campus and in their local communities with alcohol use among its student population. Unfortunately these problems are also being reflected in study abroad programs. The following statement is in line with the practices that many US colleges and universities are implementing on campus and on their study abroad programs to address this problem.

1. The inappropriate use of alcohol on Auburn University Study Abroad Programs or on campus is prohibited, and can have serious health, academic, legal and insurance coverage consequences. Inappropriate use of alcohol and drugs which would lead to injuries or other related health issues, may result in loss of coverage by health and emergency assistance insurance benefits.
2. Student on this and all Auburn University Study Abroad programs are subject to the rules and regulations of Auburn University and the laws of the country(ies) that the programs are operating in, regarding inappropriate alcohol and drug consumption and behavior.
3. The United States Department of State has issued the following warnings:
  - a. When you are in a foreign country, you are subject to its laws and are under its jurisdiction, NOT the protection of the U.S. Constitution.
  - b. **CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations. They may differ significantly from those of the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. For example: Persons violating Italian Law, even unknowingly, may be expelled, arrested or imprisoned.
  - c. While abroad, avoid using illicit drugs or drinking excessive amounts of alcoholic beverages, and associating with people who do.
  - d. Individuals under the effect of alcohol may become victims of crime, including robbery and/or physical and sexual assault, due to their impaired ability to judge situations and make decisions.
4. Italian Laws Regarding Alcohol Consumption, etc. (Check the laws of the country you are going to).

Excerpts quoted from: <http://www.saci-florence.org/generalinfo/ADAPolicy.htm>.

*According to the Italian Criminal Code, an individual is considered intoxicated if, as a result of consuming alcoholic beverages, the individual exhibits a total or partial reduction of his or her mental capacities. Article 234 of the Italian Criminal Code states that, whenever a judge ascertains that an individual is alcohol dependent or that there is a concrete danger to the individual's health or to public safety owing to alcoholic dependency, the judge may prohibit the individual, for up to one year, from entering public places where alcohol is served or sold. Such prohibition is always applicable in the event of a criminal judgment for crimes committed while drunk.*

*Article 688 of the Italian Criminal Code prohibits, in a public place or in a place open to the public, clear drunkenness that would cause a danger to society at large.*

*Article 690 of the Italian Criminal Code prohibits, in a public place or in a place open to the public the serving of alcoholic beverages to an individual that causes the individual to become intoxicated.*

*Article 690 also prohibits, in a public place or in a place open to the public, the serving of alcoholic beverages to an individual who is already clearly intoxicated.*

5. As Indicated in the Auburn University Student Conduct Code, the use of alcohol in AU housing is prohibited. In the case of study abroad programs, the housing designated by the AU program is considered AU housing.

**ALCOHOL USE STATEMENT (FORM E2** Version 9/1/05)

**REQUIRED**

<b>Last Name:</b> _____	<b>First Name:</b> _____	<b>Middle Name:</b> _____
<b>Student ID:</b> _____	<b>Date of Birth:</b> _____	<b>Sex</b> _____ <b>SEMESTER</b> _____
<b>ABROAD/YEAR:</b> ____ / ____		

6. You have been advised of the consequences of inappropriate behavior on AU study abroad programs via the following forms, which you have signed:
- a. Discipline Policy for CHS@AU in Italy (signed by the CHS@AU in Italy program’s participants).
  - b. Behavior and Discipline Policy (Auburn Abroad Form D2).
  - c. Agreement and Release Form (Auburn Abroad Form C)
  - d. Student Responsibility Form (Auburn Abroad Form D1)

7. Specific to CHS@AU In Italy Program:  
 Effective as of the Summer 2005 program, AU program participants are NOT permitted to serve themselves at the Hotel Villa Ariccia hotel bar. Any appropriate bar service must be performed by employees of the hotel. Alcohol will not be served to individuals who are considered intoxicated as defined by the Italian Criminal Code. Definition of intoxicated per the Italian Criminal Code is as follows: an individual is considered intoxicated if, as a result of consuming alcoholic beverages, the individual exhibits a total or partial reduction of his or her mental capacities.

By this document, you are also reminded that the management of the hotel used by the CHS@AU in Italy program has the authority to report any violation of local laws, disruptive behavior, etc. to the local authorities without consultation with the AU program administrators.

8. If the use of alcohol by any student is deemed to be threat to his or her health and safety, AU and Federal Department of Education policies allow for notification of appropriate local authorities, health personnel and family members.

In closing, you may find more information about this issue at the US Department of state site:  
[http://travel.state.gov/travel/living/student/studying/studying\\_1238.html](http://travel.state.gov/travel/living/student/studying/studying_1238.html)

You are being provided with this information and this form to enable you to have a productive, positive, safe and rewarding program.

Please sign below acknowledging that you have received and read the information on this document:

PLEASE SIGN BELOW:

“I have received and read the information provided on this document and I have kept a copy for my records.”

Signed	Printed Name	Date
*****		
CHS@AU in Italy Representatives Initials (upon receipt of this signed form): _____ Date: _____		

**VITAL INFORMATION FORM (FORM F - Version 1/9/06) REQUIRED**

Last Name: _____	First Name: _____	Middle Name: _____
Student ID: _____	Date of Birth: _____	Sex _____ SEMESTER ABROAD: _____
Program Title and Site: _____		

**REQUIRED: Register at Local USA Embassy(ies) While Abroad (“Embassy Registration”):**

Please go to website: [http://travel.state.gov/travel/abroad\\_registration.html](http://travel.state.gov/travel/abroad_registration.html) to register at the embassies in the country(ies) that you will be studying in. **YOU WILL NEED YOUR PASSPORT TO COMPLETE THIS. YOU WILL ALSO NEED TO ATTACH A COPY OF YOUR REGISTRATION TO THIS FORM, be sure to print a copy before you hit the “submit” button. We will be happy to help you with this.**

**REQUIRED: Please STAPLE The Following Items To This Form:**

<p>___ (1) a copy of the PASSPORT PHOTO PAGE</p> <p>___ (2) a copy of the VISA (If Applicable)</p> <p>___ (3) copy of DRIVER’S LICENSE (Both Sides)</p> <p>___ (4) copy of DOMESTIC INSURANCE CARD (Both Sides)</p> <p>___ (5) copy of your ITINERARY or round-trip airline ticket</p> <p>___ (6) copy of EMBASSY REGISTRATION</p>	<p><i>NOTE: You will be issued a copy, via email, of the MEDEX/ Global 24/7 assistance card with AU group number for use while abroad. Please keep this in your wallet at all times. Keep all of the items listed in this section in a safe place. AU is not responsible for the loss of these items.</i></p>
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**REQUIRED: Important Dates:**

Date Departing from the USA: (mo/day/yr) ___/___/___	Date Returning to the USA : ___/___/___
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**REQUIRED: In case of an EMERGENCY, how can we contact you while you are abroad?**

<p><b>(REQUIRED)-</b> Phone Number you will use while abroad: _____</p> <p>Your Email while abroad: _____</p> <p>Emergency Contact at your Program while ABROAD (i.e. school’s international office, program director):</p> <p>Name: _____ Email: _____ Ph: _____</p>	
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**REQUIRED: In case of an EMERGENCY, Please List Two emergency contacts:**

*Note: you may list individuals who are “Next of Kin” or other individuals as your emergency contacts.  
 “Next of Kin” is defined as your mother, father, brother, sister, aunts, uncles, spouse, guardians, or your children.*

Is person listed below “Next of Kin”? <input type="checkbox"/> Yes, <input type="checkbox"/> No. Name: _____	Is person listed below “Next of Kin”? <input type="checkbox"/> Yes, <input type="checkbox"/> No. Name: _____
Relationship to you: _____	Relationship to you: _____
Phone/ Cell ph: _____	Phone/ Cell ph: _____
Email: _____	Email: _____
Street Address: _____	Street Address: _____
City/ State/ Zip: _____	City/ State/ Zip: _____
Other Contact info: _____	Other Contact info: _____

“The information I have given is correct as of the date of this form”,

Your signature (as participant): \_\_\_\_\_ DATE: \_\_\_\_\_

**FINANCIAL AID BUDGET (FORM G1-Version 10/12/04) REQUIRED FOR FINANCIAL AID**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ SEMESTER ABROAD: \_\_\_\_\_  
 Program Title and Site: \_\_\_\_\_  
 Start Date of Program: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I understand that it is my responsibility to complete the following:**

1. Completed Course Approval Form (Form B)
2. AA OIE must enroll you in Auburn Abroad
3. Financial Aid Contractual Agreement (Form G2)
4. Budget Worksheet (attached below)
5. Other documentation as required by AU Financial Aid Office

**Budget Worksheet:**

PROGRAM FEES and CHARGES	COMMENTS	AMOUNT
Application Fee		\$
Tuition		\$
Fees		\$
Room		\$
Board (Meals) and Supplies for Class	Calculate meals included in program plus meals you must purchase on your own. Be sure to get cost for 3 meals a day, 7 days a week.	\$
Program Cost	Include here if not included in fees above	\$
Auburn Abroad Fee	Charged in ad	\$
Other		\$
<b>TRANSPORTATION COSTS</b>		
Domestic Airfare to Intl Flight		\$
International Airfare		\$
Ground transportation to and from airport (Bus, train, taxi).	Include transportation to school, daily cost.	\$
<b>MISCELLANEOUS</b>		
Passport/ Photos/ Visa (if necessary)		\$
Health Insurance	MEDEX/Global supplied to you with Auburn Abroad Enrollment at no additional charge, However some countries require in-country Health insurance.	\$
Immunizations	AU Medical Clinic's Travel Clinic can provide these.	\$
Excursions (room, meals, transportation Museum entry fees, etc.)	Plan on 4 days, include hotel, transportation, meals in the cost. Note: some excursions included in program at no cost to you.	\$
	<b>TOTAL</b>	<b>\$</b>

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OIE: \_\_\_\_\_ Date: \_\_\_\_\_

# FINANCIAL AID CONTRACTUAL AGREEMENT (FORM G2 - Version 9/1/04)

**REQUIRED FOR FINANCIAL AID**

Last Name: _____	First Name: _____	Middle Name: _____
Student ID: _____	Date of Birth: _____	Sex _____ SEMESTER ABROAD: _____
Program Title and Site: _____		
Start Date of Program: ___/___/___ End Date: ___/___/___		

**THIS FORM MUST BE SENT TO THE HOST INSTITUTION FOR SIGNATURES, THEN TO AU OIE.**

HOST INSTITUTION CONTACT NAME: \_\_\_\_\_

FAX: \_\_\_\_\_ PH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The following Agreement is to provide the legal basis required by the U.S. Department of Education to process Title IV Student Financial Aid for a student matriculated at Auburn University (the home institution), but studying at another college or university (the host institution) for a limited, specified period of time. Auburn agrees to accept the curriculum at the Host Institution as equivalent to coursework at the Home Institution. Auburn will award and disburse Title IV funds on the basis of full time enrollment equaling 12 hours for undergraduates and 10 for graduate students; will establish the student’s total Cost of Attendance; will monitor Satisfactory Academic Progress; will define the applicable Refund/Repayment policy for students dropping enrollment hours at the Host Institution; will establish the student’s last date of eligibility for Title IV SFA funds. Enrollment in Auburn Abroad will establish the Auburn student as full time during their study abroad program.

The Host Institution, \_\_\_\_\_, at which the student will be enrolled, agrees to provide a transcript of the student’s academic records to Auburn University. The host further agrees to notify Auburn University in writing immediately if a student withdraws from the program. The Host agrees not to provide financial aid to the student during the time the student is studying abroad at the Host Institution.

## **Approval Signatures:**

For AUBURN UNIVERSITY (The Home Institution)	For _____ (The Host Institution, Study Abroad Organization)
Signature:	Signature
Print Name	Print Name
Title	Title
Date	Date

**THE AUBURN UNIVERSITY, OFFICE OF FINANCIAL AID MUST HAVE SIGNED ORIGINALS TO DISBURSE FUNDS.**

Auburn University, Office of International Education  
 201 Hargis Hall, Auburn University, AL 36894  
 Email: [intledu@auburn.edu](mailto:intledu@auburn.edu) Web: [www.auburn.edu/aub-ie](http://www.auburn.edu/aub-ie)  
 PH: 334-844-3766 FAX: 334-844-4983

Auburn University, Office of Student Financial Aid  
 203 Mary Martin hall, Auburn University, AL 36894  
 Email: [finaid7@auburn.edu](mailto:finaid7@auburn.edu) Web: [www.auburn.edu/finaid](http://www.auburn.edu/finaid)  
 PH: 334-844-4367 FAX: 334-844-6085

## Transcript Release & Request Form Auburn Abroad

When you send your application for your study abroad program, please fax or mail this form with your application. No transcript will be sent to Auburn without an official request from you, and we can't post grades without a copy sent to us from the program provider. Since study abroad grades are posted on your transcript as Auburn credit (not transfer), it is vital that the study abroad transcript be sent to the address listed below:

**Office of International Education  
201 Hargis Hall  
Auburn, AL 36849-5159  
FAX: 334-844-4983**

When transcripts are sent directly to Records (Registrar), they are often posted incorrectly as transfer credit, which does not keep you on track with your AU program. It is your responsibility to make sure the program provider supplies us with a transcript as soon as possible after your study abroad has been completed.

I, \_\_\_\_\_, hereby request that  
(name)

\_\_\_\_\_  
(provider name or university, name of program, semester studying abroad)

**send an official transcript of my grades to OIE** (address listed above)  
**at Auburn University after the completion of my program**  
**abroad.**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Please print a copy of this form for your records. If your application is already complete, please email your request for a transcript to the study abroad provider using the same or similar wording. If you see that your grades have been posted on your AU transcript as transfer credit, please notify the AU study abroad office in order to get the posting corrected.