

# NEUMANN UNIVERSITY

## STUDY ABROAD FORM

### PART 1: BIOGRAPHICAL INFORMATION

Type your answers in the spaces provided then print, or print first and complete by hand in pen.

Name: \_\_\_\_\_ Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Last First Middle Initial*

Sex (as listed on your birth certificate/passport): \_\_\_\_\_ Your preferred pronouns: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Neumann University Student ID #: \_\_\_\_\_

Intended study abroad location: \_\_\_\_\_ Intended semester of study abroad: \_\_\_\_\_

Current Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Neumann Email: \_\_\_\_\_ Other Email: \_\_\_\_\_

Permanent/Family Address: \_\_\_\_\_

Permanent/Family Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name(s) of Parent(s) or Legal Guardian(s): \_\_\_\_\_

Email Address of Parent or Legal Guardian: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_-\_\_\_\_

Are you a US citizen? Yes. No If no, please list your country of citizenship: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Current academic status:  Freshman  Sophomore  Junior  Senior

Academic Status while abroad:  Sophomore  Junior  Senior Expected Graduation Date: \_\_\_\_-\_\_\_\_

Major (or intended major): \_\_\_\_\_ Minor (if any): \_\_\_\_\_

Have you ever studied or traveled abroad? Yes. No If "YES", when, where, why and for how long? \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

What languages have you studied at the college or high school level? Please list all languages and how long you have studied them:

Is there anything else about you that you think the Global Engagement Office needs to be aware of as it pertains to your study abroad application? If so, please list here or contact the Global Engagement Coordinator directly to discuss:

**PART 2: PERSONAL STATEMENT TO SUPPORT YOUR APPLICATION**

Please type your personal statement (minimum 2 to 3 well developed paragraphs) on a separate document and attach it to this application. Please indicate your reasons for applying to this program, what you are hoping to learn about the place and culture you have chosen, and how this international academic program fits in with your personal and professional goals. (This same personal statement may be used for the host institution's application.)

**PART 3: COURSE SELECTION:**

**YOU NEED TO TAKE 4 CLASSES ABROAD.** Please list the courses which you plan to take while abroad. Pick top 4 choices (spaces 1-4) and 2 backups choices (spaces 5-6):

<b>PART 3: COURSE SELECTION:</b>				<b>THIS COLUMN TO BE COMPLETED BY REGISTRAR</b>
	Course Title at Host Institution	Credit Hours	Course # at Host Institution	Neumann University Equivalent*
1	Top choice:			
2	Top choice:			
3	Top choice:			
4	Top choice:			
5	Backup choice if top choice not available:			
6	Backup choice if top choice not available:			

\*The last column is only for use with affiliated institutions. If a student is applying for a study abroad program with which Neumann University has no prior agreement, the student must provide a paid, professional evaluation of all study abroad courses to be transferred by World Evaluation Service ([www.wes.org](http://www.wes.org)) to the Neumann University Registrar upon successful completion of the program. (Student is responsible for the WES fee.)

**IMPORTANT NOTE ABOUT COURSE CHANGES:** After this form has been submitted, students wishing to make changes to the courses listed above must first notify and receive permission from the Registrar and their Dean or academic advisor. Course changes are subject to approval and must be noted on this form upon the student's return from study abroad.

**PART 4: STUDENT AGREEMENT & REQUIRED SIGNATURES**

By signing below:

- I acknowledge that the answers I have given above are correct to the best of my knowledge.
- I understand that I must take 4 classes per semester when abroad in order to maintain full-time status.
- I understand that I must immediately contact the registrar, my advisor and the Global Engagement Coordinator if I want to take a class abroad that has not been preapproved in this application.
- **I agree to attend a mandatory pre-departure orientation session and a post-experience re-entry session.** Final grades will not be transcribed unless students attend both sessions and complete a brief post-experience written reflection.
- I have read and I understand the Application Process and I will consult with my academic advisor, the Dean of the Division in which I am enrolled, and the Coordinator of Global Engagement.
- I will obtain all signatures, as required, and I understand that the decision of the Vice President for Academic Affairs on my application for study abroad is final.
- I understand that it is my responsibility alone to obtain a valid passport and visa, if necessary, for travel from and to the United States. I also understand that I am responsible for obtaining supplemental health insurance and all necessary immunizations for travel and study abroad.
- I acknowledge that Neumann University cannot assure that overseas institutions will be able to provide support services including but not limited to disabilities services and tutoring.
- I understand that only those students who are in good academic standing may apply for study abroad opportunities and that no student may participate in any study abroad program unless all Neumann University health and financial holds have been cleared.
- I understand that only those students with a clean judicial record may apply for study abroad.
- I understand that I travel and study abroad at my own risk and hereby waive my right to take any legal action against Neumann University in cases of accident, injury, misadventure, or loss of life.

Signature of Student	Date
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Please obtain the following signatures **in order:**

Signature of the Dean of Students	Date
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Signature of the Registrar	Date
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Signature of Academic Advisor	Date
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Signature of Division Dean	Date
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Signature of the Vice President for Academic Affairs	Date
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Signature of the Coordinator of Global Engagement	Date
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Deliver this completed form to the Global Engagement Office in Bachmann 24C, accompanied by the signed Parent-Student Release Agreement. Once received, the Global Engagement Coordinator will contact you shortly to notify you regarding next steps to complete the host institution’s application.