

2009-2010 Guidelines

for

Affiliated International Study Abroad Programs

Center for International Programs and Services

Des Moines, Iowa 50311

Phone: (515) 271-2084

DRAKE UNIVERSITY'S CENTER FOR INTERNATIONAL PROGRAMS AND SERVICES

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REMINDERS:

- Review study abroad programs online at:
www.drake.edu/international/study-abroad/index.php
- Please call the main office extension (2084) to set-up an appointment with staff.
- Read this brochure cover to cover and start planning your adventure!

Drake Affiliated Programs

Drake University offers its students a wide variety of study abroad programs with these organizations:

American Institute for Foreign Study Students (AIFS)
Stamford, CT
www.aifsabroad.com

Center for Global Education, Augsburg College
Minneapolis, MN
www.augsburg.edu/global/

Central College Abroad (CCA)
Pella, IA
www.central.edu/abroad

CIEE: Council on International Educational Exchange
Portland, ME
www.ciee.org

The Hebrew University of Jerusalem,
Rothberg School for Overseas Students
Jerusalem, Israel
www.hebrewu.com

Institute for Study Abroad – IFSA-Butler
Butler University
Indianapolis, IN
www.ifsa-butler.org

Institute for the International Education of (IES)
Chicago, IL
www.iesabroad.org

Arcadia University
Center for Education Abroad
Glenside, PA
www.arcadia.edu/abroad

SACI: Studio Arts Centers International
The Art School of Florence
New York, NY
www.saci-florence.org

Semester at Sea, University of Virginia
Charlottesville, Virginia
www.semesteratsea.com

School for International Training, World Learning (SIT)
Brattleboro, VT
www.sit.edu

The Education Abroad Network: StudyAustralia/ StudyNewZealand
Notre Dame, IN
www.theeducationabroadnetwork.org

Drake International Exchange Partners:

Fachhochschule Wiener Neustadt for Business and Engineering, Wiener Neustadt, Austria

Kwansei Gakuin University, Nishinomiya, Japan

Universita degli Studi di Verona, Verona, Italy

University of Auvergne, Clermont-Ferrand, France

Universidad Antonio de Nebrija, Madrid, Spain

Universität Tübingen, Tübingen, Germany

University of KwaZulu-Natal, Durban, South Africa

University of Blaise Pascal, Clermont-Ferrand, France

(see Drake's study abroad web page for links to these institution's web sites)

Drake also regularly offers **International Study Seminars** taught by Drake faculty during interim or summer sessions, they are announced annually.

Checklist

- 1. Attend a STUDY ABROAD GENERAL INFORMATION MEETING.
- 2. Obtain study abroad brochures from Study Abroad Office or review web sites for Exchange Partners linked to Drake web site
- 3. Find program that fits your needs
- 4. Meet with study abroad staff
- 5. Meet with your academic advisor
- 6. Talk to study abroad returnees
- 7. Decide program, location, semester/year to go abroad
- 8. Read this entire booklet
- 9. Apply for passport (or need to renew-must be valid 6 months after date of return)
- 10. Complete the application (such as)
 - a. Application fee
 - b. Application (completed in BLACK ink)
 - c. Drake signature(s) required
 - d. Academic Reference(s)
 - e. Complete, official transcript(s) from ALL colleges attended
 - f. Photographs
 - g. Essay
 - h. Language evaluation
 - i. Medical/physical form
 - j. Program scholarship application
 - k. Other program specific requirements
 - l. Return completed study abroad application to the study abroad office
- 11. Accepted? Notify the study abroad office
- 12. Read all materials sent by your program/school
- 13. Review the DU Study Abroad portal for relevant materials available through the Cowles library (www.lib.drake.edu/site/subjectPortals/subjectPortal.php?id=167)
- 14. Make flight Arrangements
- 15. Meet with Student Financial Planning – scholarships/loans
- 16. Complete Drake supplemental form and Drake medical form
- 17. Drake Course Approval form with signatures on both sides
- 18. Return complete, signed Drake forms to Study Abroad Office
- 19. Picture for Drake file
- 20. Sign study abroad contract
- 21. Attend Pre-Departure orientation
- 22. Re-read this entire booklet – have you forgotten anything?
- 23. Purchase International Student Identity Card (ISIC) (?)
- 24. Read everything you can about your new country
- 25. Take Drake hat/shirt with you
- 26. Stay in touch with your advisor while abroad
- 27. Keep a journal / take photos
- 28. Write home

HAVE THE LEARNING EXPERIENCE OF A LIFETIME!

BON VOYAGE

01/0

GUIDELINES FOR STUDYING ABROAD THROUGH DRAKE

I. Selecting a Program

A. Considerations

The goal in selecting a study abroad program is to find the best match between your objectives and what the program has to offer. First, you should determine your priorities by asking yourself questions such as the following:

— What goals do I hope to attain from my experience abroad?

— Do I want to learn a language, master a language or enroll in an English-speaking program?

— How adaptable am I to different ways of thinking and other cultures?

— Must I study in a program related to my major or will a program that offers subjects I would enjoy taking as electives work better?

— Would I prefer a short term international experience?

— Do I want to enroll directly in a foreign university or do I want a program tailored to visiting Americans students?

— Do I want to participate in an internship related to my major?

— Do I want to live with host country students or families, other Americans or independently?

— How much can I afford to spend on an overseas program?

— Is there any one country or city that I would most like to learn about?

— Am I **academically eligible** for the programs I want (2.5, but 3.0 better)?

When planning your study abroad semester please remember that program availability, location and cost are subject to change.

In some programs, you will enroll in regular university classes with students and professors from the host country. This arrangement is ideal for students who are fluent in the language of the country or who enroll at a university where English is the language of instruction. In other programs your classmates will be primarily Americans or other visiting students. This arrangement is best for students

who are not fluent in the host country's language. Or, depending on your language ability, you may choose a program with elements of both.

A note about majors: Drake is affiliated with a wide variety of study abroad programs and with careful planning any major can be accommodated successfully. Along with a large selection of liberal arts, international business or international relations programs, there are programs for students with such majors as pharmacy, drama, and fine arts. Internships are available in many fields and areas of interest. Through Drake's affiliations students may take course work taught in English, even in countries where English isn't the native language.

As you begin to consider specific programs, you may find it helpful to talk with someone who has studied on that program. In many cases the study abroad advisor can put you in contact with Drake students who have recently returned from programs that you would like to explore further. Written evaluations completed by returning Drake students are available for some sites in the Study Abroad office. These may be helpful in deciding to which program you will apply.

B. Academic Planning

The most important part of planning for study abroad involves your academic advisor. You and your advisor need to review your entire academic schedule and timetable to ensure that your overseas experience is as beneficial as possible. It is often easier and more compatible with the Drake curriculum to take elective and core curriculum requirements while studying abroad. Therefore, the earlier you begin planning the easier it is to study abroad and earn academic requirements without delaying graduation. You will need to identify which courses can be taken abroad and which ones need to be taken at Drake. You will also need to plan for your remaining semesters at Drake to be sure the courses you need are offered.

Students planning to study a language while abroad with the intention of applying credits to specific degree requirements should bring this

to the attention of the study abroad advisor so appropriate action can be taken.

By early determination of which course requirements you can meet overseas, you can identify the best study abroad program for your time and money.

C. Program Costs

When comparing program costs, it is important to examine what the published costs cover for each program. Transportation to and from the main study site is not covered by most programs, except for some programs through School for International Training (SIT) and American Institute for Study Abroad (AIFS). Transportation expense for some excursions are included in many program fees, while personal expenses are excluded from most.

The difference in program costs tends to be in room and board arrangements as well as the additional services that may be provided. A program which appears less expensive may not include all meals or housing arrangements and could ultimately cost more than a similar program whose published fee is higher. Read the brochures and carefully compare what is included in the published fee.

When considering the cost of study abroad you need to include the Drake study abroad administration fee. This \$600 per semester fee is charged for each separate affiliate application for study abroad and helps offset expenses incurred in administering Drake's study abroad programs. An exception is when a student applies to spend an entire year through one affiliation at one location. In this case the administrative fee will be charged once for the entire academic year. The \$600 fee will only be charged to those students who actually enroll in the study abroad program; if you change your mind, even after you are accepted, you will not be charged this administrative fee.

D. Financial Aid

Financial aid is available for study abroad and the Office of Student Financial Planning reviews each student's package individually. Drake University grants and scholarships awarded to a student are limited to 50% during

the academic year for study abroad and for two semesters only. This applies to Drake affiliated study abroad programs.

Drake students participating in a Drake exchange program will pay Drake tuition and fees and receive all of their Drake grant and scholarship award. If participating in a non-Drake program, and you have federal grants and loans, make sure the school has a Title IV school code for aid transference.

All other financial aid (i.e., federal grants and loans, outside scholarships) can be awarded as allowable at 100%. Students who receive federal Pell Grants may also be eligible to receive a Supplemental Study Away Scholarship from Drake. These scholarships are awarded automatically to eligible students and do not require a special application process. DULAP students who plan to study at one of Drake partner universities may also apply for the Jane Evans Scholarship. More information is available by contacting DULAP directly.

Drake's Office of Student Financial Planning will answer specific questions about financial aid when you have selected your overseas program. Note: you must schedule a meeting with the Office of Student Financial Planning before departing for your study abroad program.

In addition, many Drake-affiliated study abroad programs offer their own financial assistance. All **scholarships** require a separate application and may have earlier deadlines than the regular study abroad application. There are national scholarships available for qualified students.

Tuition exchange or tuition rebate cannot be applied toward study abroad. Please see Student Financial Planning if you have questions about your aid. ***Students are expected to enroll at Drake for at least one semester after their term abroad, unless they are graduating seniors. Students who do not return are expected to refund the university for any Drake aid received for study abroad through affiliated providers.***

E. Disabilities

If you are an individual with a disability, you will want to include this in your planning for study abroad and in your application process. You may want to talk to the study abroad advisor regarding which programs work well for your disability. It is critical to disclose disabilities and the accommodations needed, as well as provide appropriate documentation, in the acceptance process. Some disabilities **cannot** be accommodated by the on-sight facility if they are not given enough advance notice.

F. Eligibility

Qualifications for Drake students wishing to apply to study abroad include the following:

(1) Grade Point Average • In several programs a minimum 2.5 cumulative GPA at the time of application is acceptable. Several programs require a minimum 2.75 GPA and the rest require at least a 3.0 GPA. However, you might be given consideration, despite a slightly lower GPA, if you can give an explanation of any unusual circumstances accompanied by strong faculty recommendations. If you wish to apply to a prestigious university, a higher GPA higher than 3.5 is needed. Check program materials for specifics.

(2) Academic Level • Generally junior standing is held during the proposed semester(s) abroad and some overseas universities require this level. The second semester of sophomore year may be an academically more appropriate time to study abroad for some majors, including business, pharmacy and pre-med. Some programs or sites may require you be a strong candidate for acceptance as a second year student.

Seniors must get prior permission from their college if they desire to have study abroad through a Drake affiliated program count as part of their residency requirement (last 30 credits received at Drake). Check with your college before assuming this is allowed.

In addition to traditional study abroad programs, Drake faculty regularly lead study seminars in a variety of countries. These interim and summer programs are announced annually and are generally open to all

academic levels. For some, these special programs may fit more easily into your academic schedule.

Your academic advisor is the best person to determine which semester(s) will work best for you. Discuss your plans to study abroad with your advisor EARLY in your Drake career.

(3) Language • For certain programs, appropriate language proficiency is required. Different programs may require varying levels of foreign language proficiency, depending on whether study of the local language is sought or academic course work in the target language is intended. For the latter, at least two years at the college level (or the equivalent) is the norm. Programs without a prior language requirement are available in a wide variety of locations. For participation with Exchange Partners, intermediate level of language proficiency is required. Most Partners offer intensive language programs prior to regular classes beginning.

(4) Maturity • Applicants are expected to be mature individuals who take responsibility for being familiar with and following the guidelines for studying abroad outlined in this brochure as well as understanding and following the information provided by their specific program. Students must show evidence they will adjust successfully to living somewhat independently in a foreign culture and indicate they will make fine representatives of Drake at affiliated institutions.

Acceptance to study abroad through Drake is not automatic. Recommendation for study abroad through Drake-affiliated programs is based on a variety of criteria including academic and personal, as well as other factors. **All applications must be approved by Drake's study abroad advisor.**

II. The Process

A. Application Procedures

The first step is to attend a general information meeting for study abroad. If you

have not attended one of these sessions, call the International Center at 271-2084 for the next scheduled meeting.

Next, read through these guidelines. You are responsible for understanding these procedures. Brochures detailing Drake affiliated study abroad programs are available in the International Center. These brochures, along with advice from your academic advisor are very helpful in making your program and site selection. Program information is also available through the Drake study abroad web site:

www.drake.edu/international/study-abroad/

Make an appointment to meet with the study abroad advisor, who will guide you through the application process.

Application procedures differ somewhat for each affiliation, but most require the following items:

- Application form.
- Medical or physical report.
- References. Some study abroad programs require two academic recommendations. If you are enrolling in a foreign language-based program, you may also be required to have a professor write a foreign language evaluation.
- Transcript(s). The most recent version from Drake is required. Notify the study abroad advisor of your program decision to request your Drake transcript. You must also provide transcripts from all institutes of higher education you have attended.
- Essay. Some programs require a brief essay or specific questions answered. Some foreign-language-based programs may also require an essay written in the language to be spoken during the program.
- An application fee. Most affiliates require a non-refundable application fee.
- If you are applying for an internship, a separate application and additional recommendations are usually required.

In addition, the following are required:

- The Drake supplemental/medical form.
- Completed and properly signed Study Abroad Course Information Form. — A photo for your Drake file.

Follow application instructions with care.

Complete your application neatly and carefully. **Please use black ink** since application materials must be photocopied. Use the program checklist to assure you have included all required application components.

Please complete your application well in advance of the application deadline. Some programs have rolling admission and fill before the published deadlines. Also, some programs offering scholarships have earlier deadline requirements. Check the program materials for specific information. Apply early to avoid disappointment.

Deliver all portions of the application, including recommendations to the study abroad advisor at the International Center. **Do not** send any component of your application directly to the sponsoring organization because this may cause delay in processing.

It is best to make an appointment with the study abroad advisor for submission of application materials. An approved, complete application will be forwarded to the proper institution.

B. Application Deadlines

Each program has its own application deadline. Many programs or sites have rolling admission and may fill in advance of the published deadline. Fall term and full year program deadlines begin as early as January 15 and spring term deadlines begin as early as September 1. Summer deadlines are usually around March 1. Note: deadlines for programs in the Southern Hemisphere vary. Check program materials carefully for these dates.

An application must be completed in advance of the affiliate deadline to allow time for Drake approval, completion and submission of your application. Therefore, the application process should begin well before the published deadline or you may have to wait for the next semester to apply. Also, as stated above, certain programs fill well ahead of their published deadlines.

You alone determine how long it will take to complete the general information and essay sections of the application. The medical report

and the references, however, require people other than you to complete and could take longer without careful time management. You do not want to have everything ready to go, only to have to wait on these items.

Therefore, it is best to make an appointment with your physician or the Drake Health Center and provide recommendation forms to your references at an early date. It is also a good idea to ask your references whether they can complete the form within a certain time period (perhaps ten days or two weeks). If they cannot meet this deadline you have time to identify another reference who can. Since most programs require your most up-to-date transcript, you should notify the study abroad advisor as soon as possible to order it early in the term prior to the one for which you are applying.

C. Assuring Credit Transfer (Drake Forms)

As mentioned earlier in this brochure, the most important part of planning for study abroad involves your academic advisor. A Study Abroad Course Information Form for the semester overseas and for the return semester is part of the Drake materials. It is your responsibility to obtain this form from the study abroad advisor. These are to assist you and your academic advisor in planning your course schedule; not only for your term(s) overseas but also for the semester you will return to Drake.

All credits earned through Drake-affiliated study abroad programs will transfer back to Drake, if you earn a C or better. These credits will be noted on your Drake transcript as transfer credits from the particular institution or program. In all cases, the grades themselves will **not** be calculated in your Drake grade point average.

Although all credits transfer, they will not necessarily satisfy major or minor requirements. It is crucial that you work with your advisor to determine which study abroad courses, if any, will satisfy requirements in your Drake program and which will count as elective credits. You and your advisor(s) should use the Study Abroad Course Information Form to list the courses to be

taken during the program and indicate what requirements will be met by each course using the space provided on the form. It is advisable to have more courses pre-approved than you expect to take. This will give you some flexibility for changes that might need to be made due to scheduling overseas. Having credit transfer clarified before you leave for your program provides better planning of your academic schedule and relieves the anxiety of unanswered questions regarding credit transfer.

After the form is complete, have it signed by your advisor and the assistant or associate dean of your college. Return the original to the study abroad office.

For those direct enrolling at a foreign university it is very important to complete the Course Information Form. List as many options as possible, even though you will not register for classes until you arrive at your study abroad site.

Stay in close contact (via e-mail) with your Drake academic advisor throughout your registration period. Your advisor should be able to give you guidance when you have questions about classes. You may also need to provide him/her with course descriptions to aid in making an informed decision about your course selection.

Once you have completed the Study Abroad Course Information Form, you and your advisor should look at the requirements you will need to fulfill when you return from abroad. The reverse side of the Study Abroad Course Information Form is to be used for planning course work for your return semester to Drake. This is not meant to be an actual schedule, rather it is a way to insure that you will be registered at the appropriate time for at least the bulk of your classes. After you and your advisor have determined what courses or types of classes you will need and the Assistant or Associate Dean has signed it, you should see the person listed on the form as the one who will enter your registration during Phase I. S/he may make notes about your preferences for class times and professors in order to register you for the most desirable schedule.

During Phase I of Registration prior to departure, it is often a good idea to go through

the early registration process on the Drake campus as a back-up measure in case some emergency prevents you from leaving as planned. These courses will be dropped from your record when the Student Records Office is notified of your study abroad participation - usually close to the end of the semester prior to departing.

Students in Drake-affiliated and exchange partner study abroad programs remain registered at Drake during their study abroad in special course sections.

Keep in mind it takes longer to process and receive a transcript from an overseas institution. Do not expect your overseas transcript to arrive at Drake in less than three or four months after the end of your program. At some locations it may take up to six months for the transcript to be mailed. Also, once received by Drake, the credits must be posted and then course work applied to your Drake requirements, using the course information form completed with your advisor. Consequently, overseas grades may not be posted at Drake until at least twelve weeks after the completion of your semester abroad. For some institutions, this process may take even longer.

D. Deposit, Contract & Release Form

Upon acceptance to the program of your choice, you will be expected to send a tuition deposit directly to your program. Deposits can range from \$300 to \$1,000 and are usually due from ten to 30 days of acceptance. This deposit guarantees your reserved place in the program. In many instances, a refundable housing deposit may also be required.

Most other payments are made through Drake's Student Accounts Office in accordance with federal guidelines. For summer programs, the student pays the program directly. For Drake to make payment to your study abroad program, you must sign a Drake Study Abroad Contract and Release Form. When you are notified these documents are ready, you will be expected to go to the International Center to sign them within ten days.

Drake students participating in a Drake exchange program will pay Drake tuition and

fees and receive all of their Drake scholarship award.

ALL STUDENTS STUDYING ABROAD MUST SIGN A STUDY ABROAD CONTRACT AND A RELEASE FORM.

E. Billing Procedures

Drake-affiliated study abroad programs should bill the university – not the student – for the balance of the program fees. For summer programs, students pay directly. Drake then bills the student directly. There are two exceptions; application fees and deposits required by the program must be paid by the student directly to the program. The program will deduct tuition deposits from the invoice they send to Drake. Once Drake receives the program's invoice, the applicable financial aid is deducted, the \$600 per semester Drake study abroad fee is added and the student is billed for the balance. Since our affiliation agreements require that Drake submit payment for the full term there is no Drake payment plan available for the semester overseas. You may qualify for loans to facilitate payment options. All students studying abroad must make an appointment with Drake's Office of Student Financial Planning. This is to ensure transfer of your scholarships and/or loans for study abroad. A few programs make payment plans available. It is your responsibility to determine if the program you have chosen will make these arrangements. Students without a program payment plan must complete all payments to Drake before they leave for their program site.

An exception to these billing procedures is the Institute of Italian Studies. Drake students pay directly to this program.

III. Other Helpful Information

A. Passports / Visas

Passports are needed to depart the United States and to enter most foreign countries. Passport information and application materials can be obtained from the Internet at www.travel.state.gov. If you do not have a passport, begin the process now. If you have a passport determine if it will be valid for six

months after your return entry date. If it will expire before that date, then it must be renewed. If your study abroad destination requires obtaining a visa, you may need to submit your passport to begin this procedure, so obtaining a passport early is a necessity.

Demand for passports becomes heavy in January and begins to decline in August each year. Therefore, you may avoid some delays by applying between September and December. A ten-year passport costs approximately \$100.00

A visa is an endorsement or stamp placed in your passport by a foreign government permitting you to visit that country for a specified purpose (in your case, to study) and period of time. Depending on the country in which you will be studying, you may or may not need a visa. Your program will let you know whether a visa is required to enter the country. Some visas have stipulations that require additional time to complete. Check with your program to see if this is the case for your destination and allow time in your application process.

To obtain a student visa you must apply directly to the embassy or consulate of the country in which you will study. You may need to apply in person or you may be able to send your passport by registered mail. It is very important to begin the process early and allow plenty of time before your program begins. If you need a visa, most programs will send you information detailing how to obtain it and its cost. You may also contact the specific country embassy for information. **The study abroad advisor does not have visa information or knowledge of the application process.**

B. Health Considerations

If you are planning to participate in study abroad programs, you should be aware of the health requirements as part of the program application process. These may include:

- Physical (medical) examination - contact

Drake's Student Health Center (3-4 weeks notice) or your family physician to arrange an appointment.

- Vaccination/inoculation - depending upon the destination, both may be required.
- HIV - some countries now require visitors to prove that they are not HIV positive before entering.

Specific requirements by destination may be obtained from the Polk County Health Department. This department can also administer the required shots. There is a fee for a consultation plus a charge for each shot. You can also be tested for HIV and STDs during morning walk-in hours or in the afternoon by appointment. You can reach the Polk County Health Department at (515) 286-3798 or at its location at 1907 Carpenter Avenue, Des Moines, IA 50314.

If you take prescription drugs, make sure the containers are carefully marked and that you have the written prescriptions with you. Also take extra eyeglasses and contact lenses. Any over-the-counter medications should be kept in their original containers.

Accepted students will be asked to disclose existing medical conditions so programs can make appropriate accommodations at overseas sites. **You MUST DISCLOSE any special needs to your program EARLY in the acceptance process to receive the necessary accommodation.**

C. Travel Costs

Some programs have pre-arranged travel arrangements for their participants. But in most cases, transportation to and from your study site is your responsibility. Many students feel comfortable using a travel agency with which they are familiar. If you do not have set arrangements and are not sure where to start, there are several international travel agencies that cater to student needs and budgets.

If you need help but do not want to handle the details long distance, there are travel agencies in Des Moines that can assist you. Drake does not endorse any particular travel group.

There are discount travel plans available for travel throughout Europe and Australia. If you plan to do a lot of traveling, you may want to look into special travel passes. There are many options available, but you often have to make

your travel decisions before you leave as they can only be purchased in the United States.

Be sure to know what is included in the program fee and what is your responsibility. If you are not sure, please contact your program provider or study abroad advisor.

D. The International Student Identity Card (ISIC)

The International Student ID Card identifies you as a student world-wide, and often enables you to get special discounts on flights, train and bus fares, phone calls, tours, sleeping accommodations, eating establishments, museums, theaters, historic sites and other cultural attractions. It also includes coverage for medical evacuation, emergency care, and repatriation of remains...usually the areas lacking in policies written for use in the US. The insurance portion of the ISIC is only available when the card is purchased in the U.S.

Many students find that this ID pays for itself many times over. Some study abroad programs provide this card with enrollment in their program. Check with your program before purchasing the ISIC card. The International Center strongly suggests buying it for the extra insurance. It costs approximately \$25 dollars if you bring a passport-sized photo and \$35 dollars without a photo and is available through Drake's Student Life Center (SLC) in Olmsted. Please consult with the SLC office regarding an appointment, pictures and purchasing your ISIC card.

E. Pre-Registration for Classes

Students must work with their advisors regarding classes for the semester of their return before going abroad. The Study Abroad Course Information form (discussed in the section "Assuring Credit Transfer") was developed for this purpose. Academic advisors and students should work together regarding classes required for graduation.

Your college will do your initial registration for your return semester based on the courses you listed on the Drake Study Abroad Course Information Form. Inability of students overseas to gain access to MYDUSIS, time differences and overseas schedules are reasons for registration to be done at Drake. In

addition, the colleges have first access for registration and in many instances staff arrive early to get students registered as soon as possible.

Once your college has registered you, it is advised that you view your schedule and if necessary either make changes as appropriate or contact the college designee to do this for you. Be sure you have academic approval for the changes you make.

Students who fail to complete a course registration form will not be registered for the next term and must make arrangements to register upon their return to the U.S. or campus. If you register for classes through this method, keep in mind you WILL NOT have priority for class selections since your registration will be completed after on-campus students.

Students not on Drake-affiliated programs take a leave of absence from the university. To return to Drake they must apply for re-enrollment. Contact your Dean's office regarding these procedures.

F. Financial Aid Form Filing

If you are receiving or want to receive need-based financial aid and plan to study abroad during the academic year or spring semester, it is important to make plans to file your "Free Application for Federal Student Aid" (FAFSA) before you depart. To be considered on time, the processor must receive the FAFSA no later than **March 1**. To ensure that your FAFSA is not late, the Student Financial Planning Office recommends that students complete and mail the form from within the continental U.S. by **February 1**.

These deadlines should not present a problem if you are going to be abroad during the fall semester only. However, since the form cannot be filed before January 1, the timetable is much tighter if you are going to be abroad during the spring semester. If you submitted a FAFSA the previous year, you will receive a renewal application at the address indicated on it. The FAFSA should be submitted shortly after the first of the year. If you haven't received one prior to winter break, you may pick one up at the Office of Student Financial Planning before leaving campus. Or you can

call the office and they will send a FAFSA to your U.S. permanent address. **Be sure that you meet the March 1 deadline.** You can estimate tax information for the form, if necessary. Ask the Office of Student Financial Planning for assistance.

G. Other Considerations

If you will be studying abroad during the spring semester of your junior year and would like to be considered for senior honor societies, talk with the officers or advisor of the society (Mortar Board, for example) and ask when nominations will take place. Indicate your interest to them before you leave and ask to be contacted at the appropriate time, leaving your overseas fax number, address or e-mail. Often nominations/applications for these societies are due sometime during the spring semester for induction the following fall.

H. Final Notes

While you are responsible for making further arrangements after being accepted to your study abroad program, such as international travel (when not provided by the program), obtaining a passport, etc., please feel free to discuss such arrangements and any other concerns or questions you or your parents may

have about your stay abroad with the study abroad advisor. In addition, also discuss any aspects of your study abroad application or experience with a representative of the program to which you are applying.

Inform yourself as much as you can about your study abroad site through reading, especially the valuable information provided by your program or from travel guides and through conversation with other Drake students who have studied or lived there. It is also a good idea to be knowledgeable about the United States. You may be asked many questions while abroad...be an informed sojourner. For helpful information, the International Center can put you in touch with Study Abroad returnees, as well as Drake international students.

Keep this booklet and refer to it when you have questions throughout your study abroad search and application process. It is also a resource for your parents.