



**Indiana University-Purdue University Fort Wayne
Office of International Education
Study Abroad Policies and Procedures Manual
Updated March 2017**

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STUDY ABROAD POLICIES AND PROCEDURES MANUAL

Introduction

This document lists the policies and procedures that will govern all IPFW students participating in an approved study abroad and/or student exchange program for credit. Please review the following guidelines thoroughly and pay careful attention to each requirement as you begin planning your study abroad or international student exchange experience. The following information is based on university policy - [Office of Academic Affairs Memorandum No. 14-1](#)

Procedures to Study Abroad

The Office of International Education recommends that students interested in studying overseas begin to plan their visit 6-9 months prior to their expected departure date. The amount of time varies from student to student to compile required documents, obtain necessary approvals, and complete the application process.

Deadlines: The on-campus study abroad deadlines are as follows: Fall and Academic Year Applications – April 15, Summer Applications – April 15, and Spring Applications – November 1. Many study abroad programs typically have earlier deadlines. It is the **student's responsibility** to comply with all posted deadlines. Students who apply for a program after the printed deadline will **NOT** be considered for a proposed program.

Carefully read the following procedures to participate in a study abroad or student exchange program. If you bypass any step in the process, Indiana University - Purdue University Fort Wayne will not be held liable for a lack of credit(s) transfer, withholding of funds, and damage to or loss of valuables.

1. Visit the Office of International Education's Study Abroad Advisor in Walb 145 to discuss study abroad options. Please be ready to articulate your academic, personal, and career goals. With your ambitions in mind, the Office of International Education will help you select the program that best meets your interests.
2. While selecting a program, discuss your study abroad plans with your Academic Advisor to discuss which classes you should take and which term may work best in your degree plan.
3. Upon your decision on a program, complete and submit the Study Abroad application to the Office of International Education. The application can be picked up from Walb 145 or downloaded from the Office of International Education's website at www.ipfw.edu/study-abroad. The Office of International Education encourages all students to be aware of all deadlines, thoroughly read all information sent by the program provider/host institution, and remain in constant communication with the program provider/host institution throughout the application and pre-departure process. **The Office of International Education does not guarantee acceptance into any program or institution.**
4. If you do not have a passport, apply for one. Instructions and applications can be found online at www.travel.state.gov or visit Walb 145 for further information.
5. Have your Academic Advisor assist you in completing the [Study Abroad Course Approval Form](#). This is one of the most important documents in the Study Abroad Packet for it lists

the courses you plan to take while overseas and ensures appropriate credit transfer. The *Study Abroad Course Approval Form* must be signed by your Academic Advisor.

6. Submit the *Study Abroad Course Approval Form* to the Office of International Education, Walb 145.
7. Meet with a Financial Aid Advisor (Kettler 103) to discuss financial aid options and complete the *Consortium Agreement, if necessary* with guidance from your academic advisor and the study abroad advisor. In addition, contact the Office of International Education and your program provider for external scholarships.
8. If you plan to reside in student housing when you return, schedule an appointment with Student Housing to discuss housing arrangements for the proposed semester overseas and the semester you return.
9. Acquire a visa if one is required for your host country and length of stay. Your program should provide information on applying for a student visa, and OIE will assist you as capable. You can also refer to the consulate web site of the country you are planning to pursue your studies (<http://travel.state.gov>).
10. All students participating in an IPFW study abroad and/or student exchange program are required to enroll in the Purdue University student travel insurance. For any other program, please work with program provider to obtain health & safety insurance or you will be required to obtain insurance on your own.
11. After you have completely registered for all courses overseas, send the Office of International Education and your Academic Advisor a copy of your course schedule. If you enroll in a course that was **NOT** listed on your *Study Abroad Course Approval Form* you must go through the credit-transfer process again with help from the study abroad advisor.
12. Make travel arrangements to the host country if your program does not provide it.
13. Attend all pre-departure orientations coordinated by the Office of International Education and your program provider. The OIE will advise of the date, time, and location of the pre-departure the orientation.
14. Register your trip with the US Department of State at <https://step.state.gov/step/>
15. Study the culture, history, and literature of your host country prior to your departure.
16. Before you leave the United States, submit the following items to the Office of International Education a minimum of **TWO WEEKS PRIOR TO YOUR DEPARTURE**:
 - a. Copy of your acceptance letter.
 - b. Copy of your passport and visa, if one is required for the host country.
 - c. Copy of your flight itinerary.
 - d. Copy of your Financial Aid Consortium Agreement.
 - e. Copy of the Study Abroad Course Approval Form.
17. Prior to returning from your study abroad program, ensure an official sealed transcript from the host institution is mailed to:

Study Abroad Advisor
Office of International Education
Indiana University – Purdue University Fort Wayne
Walb 145
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805
U.S.A.

18. Notify the Study Abroad Advisor upon your return from your program to conduct the re-entry session. In addition, integrate your experience into the campus community by serving as a Global Mastodon peer advisor, assisting with study abroad pre-departure orientations and study abroad fair, and/or contributing articles to the study abroad newsletter, *Mastodon Travels*.
 - a. If you received the IPFW Study Abroad Scholarship, you will be expected to participate in the Global Mastodons program.
19. Complete a program review and check on credit transfer

Student Academic Requirements (Before Departure)

1. Minimum 2.5 GPA is required, some programs may be higher.
2. All majors are eligible.
3. Students are not eligible to apply or participate in any program while on academic or disciplinary probation.
4. Students must be currently enrolled as full-time degree-seeking students at IPFW and have completed at least two full-time semesters on a college campus. Graduate students are eligible to apply.
5. F-1 students must meet with Assistant Director for International Student Services (Walb 145) to discuss study abroad options.
6. Transfer students must have completed at least one semester at Indiana University – Purdue University Fort Wayne prior to participating in an overseas program.
7. Students must obtain the approval of their Academic Advisor and each department chair on the *Study Abroad Course Approval Form* prior to registering for any Study Abroad program.
8. All students must turn in a signed copy of their finalized course schedule with their Academic Advisor once registration at the overseas institution is complete. This will ensure appropriate transfer of credit.
9. Upon completion of the pre-departure orientation(s), all students must submit their overseas contact information including email/ mailing address, phone number(s), and course schedule to the Office of International Education.

Program Requirements

1. For programs not found on the IPFW pre-approved program list, students must seek approval and complete an exception appeal form.
2. The overseas program provider must be an accredited academic institution of higher education.
3. The program must provide instruction at an accredited non-U.S. university
4. Housing must be provided through the program or prior arrangements must be made.
5. **Semester only:** Full-time study is required. It can be achieved through either of the following:
 - a. Enrollment in a minimum of the equivalent of 12 U.S. credit hours. See program provider and study abroad advisor to determine equivalency
 - b. Participation in a full-time internship plus 9 credit hours.

Student Requirements for Grade Transfer

1. Your transcript will display the credits completed overseas. A minimum grade of “C” must be earned in order for the credit to transfer. If you do not transfer a minimum of 12 credit hours with a grade of C or better, you may be required to re-pay all financial aid utilized that semester or may be at risk of not receiving financial aid in the next semesters
2. Students are required to enroll in a minimum of the equivalent of 12 credits per semester.
3. Students must list the courses they plan to take on the *Study Abroad Course Approval Form* and make updates upon arrival
4. Prior to returning from your study abroad program, ensure an official sealed transcript from the host institution is mailed to:

Study Abroad Advisor
Office of International Education
Indiana University – Purdue University Fort Wayne
Walb 145
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805

Financial Information

1. To receive financial aid while abroad, it is the student’s responsibility to fill out a *Financial Aid Consortium Agreement* by working with the Office of Financial Aid and the study abroad advisor.
2. It is the **student’s responsibility** to pay all tuition and fees to his/her program provider or host university. These fees may include (but are not limited to) room, board, telecommunication, and orientation fees. Any cancellation or penalty fees are the **student’s sole responsibility**.
3. For a semester or year abroad, eligible students may apply for all state, federal, and institutional financial aid. Scholarships may be available through the Office of Financial Aid, Office of International Education, and/or your program provider.
4. It is not possible for IPFW to release any aid until the IPFW term starts. It is the student’s responsibility to arrange for direct deposit of refunds and work with program provider to arrange for aid to be transferred.

Students interested in participating in an IPFW study abroad or international student exchange program should contact the Office of International Education for application requirements and procedures. For those interested in participating in a faculty led program, contact the Division of Continuing Studies at (260)481-6619. For those interested in participating in one of the international opportunities with the National Student Exchange program, contact Alison Rynearson at (260)481-6595.

STUDY ABROAD CHECKLIST

Please complete each step listed below in the order it is written. If you by-pass any step, you will not be permitted to continue the process to study abroad. A more detailed check-list of other steps is [available here](#).

- _____ Complete and submit the IPFW study abroad application to the Office of International Education
- _____ Complete and submit the application for your proposed study abroad program
- _____ Apply for a passport
- _____ Complete and submit the *Study Abroad Course Approval Form* to the Office of International Education
- _____ If applicable, submit the *Consortium Agreement* to the Office of Financial Aid and the Office of International Education
- _____ Acquire a visa if one is required for your host country
- _____ Submit a copy of your acceptance letter to the Office of International Education
- _____ Submit a copy of your course schedule to the Office of International Education and your Academic Advisor
- _____ Make travel arrangements to your host country, if not provided
- _____ Submit a copy of your travel itinerary to the Office of International Education
- _____ Submit a copy of your passport and visa to the Office of International Education
- _____ Attend ALL [pre-departure orientations](#)
- _____ Study the culture, history, and language of your host country and review the [IPFW Study Abroad Handbook](#)



OFFICE OF INTERNATIONAL EDUCATION

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE