“To travel is to discover that everyone is wrong about other countries.” – Aldous Huxley

**Directions for Study Abroad Application Packet**

***Please note: Students participating in a program that is NOT a short-term faculty-led program must complete the ‘Additional Forms’ as well.***

1. **USF Study Abroad Application**: Complete the entire application.

2. **Disciplinary Verification Form**: By completing this form, you are giving the IPO access to any disciplinary action that you have received while at USF.

3. **Study Abroad Academic and Business Approval Form**: This form must be signed and completed by your faculty advisor, financial aid advisor and the business office. This will ensure that you have enough funds to cover your study abroad program and are eligible to go abroad.

4. **Waiver and release agreement**: Read and sign this form. If you are under 21, you must have your parents and guardians sign this form as well.

**Additional Forms: Must be completed by all students who are not participating in a short-term faculty-led program**

5. **Faculty Reference**: Give this form to a faculty member who has instructed a 3-credit course for which you have completed and received a grade at USF. Have this person return the form to the International Programs Office in Motherhouse Room 164.

6. **Off-Campus Course Approval Form**: Use this form to seek approval for the courses you wish to take overseas. This is EXTREMELY important to ensure you receive credit for the classes you take.

7. **Application for Study Abroad Program Provider**: Programs that are not run through USF require another application. The IPO will tell you exactly which application to complete and submit.

8. **Personal Essay (EXCHANGE STUDENTS ONLY)**: A brief essay of two pages is required of all exchange student applicants. Please answer two of the three questions listed below in your essay:
   - Why did you choose this specific program/country and how does it align with your career and academic goals?
   - How will you integrate yourself in the university and city where you study? Please give specific examples.
   - Provide examples of what you will do to prepare yourself to be successful during your exchange program abroad?
Additional Information

**Passport**
You must have a valid passport to study abroad. The IPO will provide you with an application or you can go online at [www.travel.state.gov](http://www.travel.state.gov) to download and application. You can get passport photos taken at a local CVS or Walgreens store. Start this process early. It can take up to eight weeks to get a passport. If you already have a passport, be sure that it will not expire while you are studying abroad. **Once you have your passport, please submit a photocopy to the IPO.**

**Visa Application**
Some countries require that you obtain a visa to study in that country. In some cases applying for a visa is very involved. Before you can apply for a visa, you MUST have your passport. Check with the IPO to determine whether you will need to apply for a visa.

**Vaccinations**
Some countries require that you have certain vaccines before you can enter their country. Please visit [www.vaccines.gov/travel](http://www.vaccines.gov/travel) to find out what vaccines you may need prior to your trip.

**Deposit**
Once you submit your entire study abroad packet, you will need to pay your deposit in the Cashier’s Office, Tower Hall S207. Your space will NOT be held until you submit your deposit.

**WHEN YOU HAVE COMPLETED ALL OF THE ABOVE FORMS, RETURN THE ENTIRE PACKET TO THE INTERNATIONAL PROGRAMS OFFICE FOR FINAL PROCESSING.**