

Lehigh University Study Abroad

Application and Instructions

To apply to study abroad for the fall/spring semester(s), you must submit a **completed** Lehigh application **and** a **completed** host institution application to Study Abroad: 32 Sayre Drive, Coxe Hall, 1st floor.

A. Lehigh Study Abroad Application

- Student Information sheet with your Advisor's signature
- Student Understanding and Agreement
- Health Information form
- Academic Support Services form, if applicable
- Essay: research an issue or event currently taking place between your host country and another country (not the United States). Give your position on the issue, or your opinion on the event. Be concrete.
- Two official transcripts
- International Student ID Card form
- Two official passport sized photos

B. Host Institution Study Abroad Application

Please check with the program for specific requirements. Requirements vary, but may include the following:

- Application
- Application Fee
- Personal statement/essay(s)
- Official transcript(s)
- Recommendation letter(s)
- Home school nomination form
- Passport photos

When you apply, a \$35.00 fee will be assessed to your bursar account for the Lehigh Study Abroad application. We will process, approve, and send your application to the host institution.

C. Attend Mandatory Pre-Departure Session

All students are required to attend. Dates and times will be listed on the Study Abroad website shortly before the mid-semester break

D. Before you go

After you apply, but before you leave the country, be sure you submit the following to the Study Abroad Office:

- Copy of your acceptance letter (host institution)
- Copy of your passport
- Course approval form (completed)
- Register on Lehigh's International Travel website

Important information regarding tuition, credits and insurance is located on our website. It is your responsibility to know deadlines, policies and prerequisites pertaining to study abroad.

Application Deadlines:

Fall Pacing Break: For students planning to study abroad the following spring semester

Spring Break: For students planning to study abroad the following summer or fall

Regardless of the host institutions deadline, unless earlier, students *must* follow the deadlines listed above.

Study Abroad Student Information Sheet

PERSONAL INFORMATION

Name: _____

First

Middle

Last

Lehigh Identification Number: _____ - _____ - _____ E-mail: _____

Gender: Female Male Citizenship: USA Other: _____

Passport Number: _____ Expiration Date: _____

I am currently applying for a passport

Campus Box Number: _____ Cell Phone Number: _____

PARENT/GUARDIAN INFORMATION:

Father's Name: _____

Mother's Name: _____

Address: _____

Address: _____

Home Phone: (____) _____

Home Phone: (____) _____

Work Phone: (____) _____

Work Phone: (____) _____

E-mail: _____

E-mail: _____

Who should be notified in case of an emergency? Father Mother Other*
* If you have checked "Other" for emergency, please indicate an emergency contact below:

Name _____

Relationship _____

Address _____

Home Phone (____) _____

Work Phone (____) _____

ACADEMIC INFORMATION:

Currently Enrolled: Yes No Number of credits earned (including current semester): _____

College of: A&S CBE CEAS COE Other: _____ Global Citizenship Program Yes No

Major: _____ Minor: _____ Cumulative GPA: _____

Have you ever been found guilty in a conduct or honor offense at any college or university? Yes No

If yes, please attach a separate sheet describing the violation.

STUDY ABROAD PROGRAM CHOICE(S):

TERM: Spring 20____ Summer 20____ Fall 20____ Academic Year 20____-20____

COUNTRY/PROGRAM: 1st Choice: _____ 2nd Choice (if any): _____

FACULTY ADVISOR'S APPROVAL: (Not applicable for summer programs)

I support this student's application for study abroad.

Advisor's Signature: _____ Department: _____ Date: _____

Student Understanding and Agreement Semester and Yearlong Study Abroad Programs

Reference in this document to Lehigh and its agents shall include the legal guardians or other adults responsible for the applicant or participant. Reference to program shall include the host institution abroad and its staff, faculty, or agents responsible for the applicant or participant. The terms student, applicant, participant, and 'you' are used interchangeably.

INTERNATIONAL TRAVEL

1. AIRLINE RESERVATIONS are the responsibility of participants. Some programs offer group flights, but Lehigh has no responsibility for coordinating these.
2. IDENTIFICATION DOCUMENTS: Each student must have his/her own PASSPORT which is valid for at least six months beyond the last day of the program. Participants are responsible for obtaining this document; forms may be obtained at www.travel.state.gov. Please note that it may take up to 8 weeks to process an application for a U.S. passport. **Indicate whether you have a passport, or are currently in the process of applying for a passport:**
Have: _____ Applying: _____ Today's date: _____

3. VISAS: Obtaining proper study/travel visas is the responsibility of the participant, unless the program brochure states otherwise. Students must be aware that obtaining visas may be a lengthy process involving persistence and attention to detail. Costs associated with visas are the participant's responsibility.
4. WEB REGISTRATION: Participants agree to register their international travel prior to departure on Banner (under "Personal Information"). Directions will be sent to participants, and students must register by the deadline stated in the directions.

COST AND PAYMENTS

1. APPLICATION FEE: \$35. This fee is assessed regardless of eventual participation status.
2. DEPOSIT AND PAYMENT: Many programs require deposits, and students are responsible for paying deposits. Students are responsible for ensuring that deposits are applied toward room and board or program fees, not tuition.
3. TUITION: Students must register for a full-time equivalent course load, for which they pay Lehigh tuition, regardless of the hosting institution's tuition cost. Lehigh pays tuition to the program directly.
4. BALANCE DUE: Billing will occur as usual, with tuition bills coming from the Lehigh University Bursar's Office. All tuition payment policies apply as usual.
5. WITHDRAWAL: Once a student is accepted into a study abroad program, the student is deemed to agree to enroll in the program for the term for which the student applied. To withdraw from the program, the student must notify the Study Abroad Office and the hosting institution in writing; failure to supply written notification may result in the student being charged for unrecoverable funds Lehigh has committed on the student's behalf. Students are responsible for purchasing their own trip interruption/cancellation insurance.
6. DISMISSAL PRIOR TO DEPARTURE: If a student applicant's conduct leads to disciplinary probation after application to the program, the student will be dropped from the program and will forfeit application fees and the deposit paid to the program as well as any money Lehigh has committed on behalf of the student up to the date of dismissal. If a student is dropped from the program for any reason prior to the departure date, the student may still be responsible for airline and housing cancellation fees.

PROGRAM CANCELLATION: See the Lehigh Study Abroad office website for full details on Lehigh's cancellation policy.

REQUIREMENTS AND COMPETENCIES

1. ELIGIBILITY: Participants must be registered as full-time students at Lehigh the semester prior to studying abroad. Students must have a GPA of 3.0 or above, or an average GPA of 3.0 in the two regular semesters prior to applying (for semester and yearlong programs). Students may not be on disciplinary probation the semester prior to

participation, or during the term abroad. Students' behavior reflects on Lehigh University. All students' disciplinary histories are reviewed prior to approval to study abroad, and those whose records indicate a history of inappropriate conduct should expect to have their cases reviewed in depth by the Dean of Students office and the Study Abroad office. Such records will be considered in the final decision about whether a student may study abroad.

If you have been on disciplinary probation at Lehigh in the past, please check here _____. If you are currently on disciplinary probation, check here _____. In either case, please attach an explanation. In rare cases, some eligibility standards may be petitioned.

2. **COMPETENCIES:** In order to be able to participate in credit-bearing activities conducted off-campus, a student must demonstrate the competencies outlined below. Inability to demonstrate these competencies at any point may result in a review of student participation by the appropriate faculty/staff at Lehigh. Questions concerning this may be directed to the Director of the Study Abroad office, Erica Caloiero, or the Associate Dean of Students, Susan Lantz.

- a. Ability to be flexible and adapt to the new circumstances presented. Navigate independently and/or appropriately in a new and /or unfamiliar environment. (Ex: live with a host family; use urban/rural public transportation systems.)
- b. Ability to be responsible for all known medical and psychological needs prior to participation in credit-bearing off-campus activity, as well as the ability to be functionally stable for at least six months prior to participation.
- c. Capacity to respect the host culture and its different language(s), values, customs, belief systems.
- d. Knowledge of, and willingness to uphold, reasonable and appropriate standards for living and learning environments.

My signature here indicates that I meet the competencies listed above, and I understand that if at any point evidence arises demonstrating that I cannot fulfill or meet these basic competencies, my case will be subject to review by the appropriate faculty/staff at Lehigh University.

Student Signature: _____

Date: _____

CONDITIONS OF PARTICIPATION TO WHICH THE PARTICIPANT AGREES:

1. In consideration of the use of premises or facilities owned or operated by Lehigh University and/or in consideration of permitting me to participate in this activity, on behalf of myself, my heirs, executors, administrators, successors or assigns, I hereby release and forever discharge Lehigh University, its agents, servants, and employees of and from any and all manner of actions, causes of action, suits, damages, claims, and demands, on account of personal injury, including death, or any other cause whatsoever, which I may have against them by reason of or arising out of my participation in this activity.

2. Lehigh is not responsible for my welfare during periods of independent travel or during any absences from the program.

3. Lehigh reserves the right to take whatever action is warranted under circumstances relating to my health and safety, and I shall not hold Lehigh responsible for such decisions or actions. I understand that I am required to take out an insurance policy to cover medical services and treatment during the period abroad, if I am not sufficiently covered by my existing health insurance plan (other than the International Student Identity Card). I take full responsibility for knowledge of any limitations in my insurance policy that apply to travel abroad.

4. I hereby authorize Lehigh and its agents, at their discretion and without obtaining any further consent, to arrange medical services and treatment as may be deemed necessary for me at my/my parents' and/or guardians' sole risk and expense. If deemed necessary or desirable by Lehigh, I may be returned to the United States by commercial airline or other means at my expense for medical treatment.

5. I understand and agree to be bound by the rules and policies in the Lehigh University Student Handbook, specifically, the code of conduct. Initial here: _____

6. I will at all times comply with the rules, standards, and instructions for student conduct and behavior of Lehigh and the hosting institution(s). Lehigh reserves the right to enforce appropriate standards of conduct and specifically reserves the right to terminate my participation for failure to maintain these standards or for any actions of conduct which Lehigh considers to be incompatible with the interest, harmony, comfort or welfare of participants. **In particular**, either possession/consumption of controlled substances (by U.S. definition, or that of any other country

visited) or alcohol impairment/abuse may result in immediate termination from the program. I understand that I am expected to act responsibly at all times and I agree to do so.

7. During periods of free time Lehigh does not accept liability for the consequences of my decisions which may negatively or adversely impact me. Free time is determined to mean unscheduled time when students are not under the direction or supervision of the hosting program or its agents.

8. Alcohol and drug abuse and/or excess will not be tolerated. If I am found impaired from participating in expected classroom attendance, group activities, excursions, and/or conduct disruptive of or incompatible with the program purpose and objectives, Lehigh and/or the host program may exercise the authority to facilitate my immediate expulsion from the program and I will return to the U.S. Unacceptable conduct (including, but not limited to): unauthorized absence from the program when attendance/participation is expected, harassment and/or abuse, assault, vandalism, public disturbance, gambling, solicitation, and any illegal activity.

9. If I should have my participation terminated in accordance with the conditions above, then Lehigh shall have the right to require me to leave the program without refund of tuition and fees paid to Lehigh, and, if I return to the U.S. prior to the established end date of the program, without academic credit. If directed to return to the United States by Lehigh University, I agree to abide by all such directions.

10. I agree to indemnify Lehigh and its agents against any consequences of my actions when I am not observing and complying with the hosting institution's rules, standards and instructions. Lehigh will not accept liability for any act I commit, willful or negligent, which results in damages or injury to persons or property, and I agree to undertake full reimbursement to the injured party should such occasion rise.

11. Lehigh will endeavor to adhere to all arrangements made but nevertheless reserves the right to change or alter any arrangement concerning the location and/or content of the program should this be necessary.

12. I will pay all charges due according to the regularly scheduled billing by Lehigh University and I am responsible for the timely payment of all other charges incurred by me or on my behalf while on the program. I agree to pay all tuition and fees associated with participation in the program and assume responsibility for any damages, losses, or charges for extra services in my accommodations or the common areas and grounds of the host institutions which may result from my actions or omissions.

13. I agree to attend the program at its established location according to its established schedule, including all regularly scheduled orientations, classes, excursions, and exams.

14. I am liable for any additional unforeseen costs (housing, board, travel fees, etc.) associated with my participation in the program in the event of an emergency that detains me outside of the program and/or planned program dates. I am responsible for the purchase of trip interruption/cancellation insurance.

15. I accept responsibility for any damage/theft done to my room or any other part of my housing/residence and its equipment, including telephones, vending machines, washers and dryers and so forth. Public area damage/theft that cannot be attributed to specific individuals will be billed on a pro-rated basis to residence of that section, floor, or building in accordance with the Lehigh damage Billing Policies and Procedures. I agree to be held responsible for the actions of guests I allow to enter housing/residences. Willful destruction of property is cause for disciplinary action. All damage billing incurs a 15% service charge.

16. I consent to the distribution of information relevant to my participation in a study abroad program to the parent/guardian contact that I have specified as my emergency contact. I consent to let the study abroad office discuss academic and disciplinary records for the purpose of ensuring my continued health, safety, and student status, as it pertains to my study abroad experience.

17. I consent to the use of my photographs, and also my comments and likeness, by Lehigh for publicity purposes.

By signing here, I confirm that I have read and understand these conditions and agree to be bound by them.

Student Signature: _____

Date: _____

Study Abroad Health Information Form

Every Lehigh University study abroad participant must **read, sign, and return** this form, indicating that health issues relating to participation in study abroad programs are understood.

1. Medical Conditions

Lehigh University recommends that all students get a thorough physical examination before participating in study abroad activities. Discuss with your physician your intent to study abroad and get advice for managing your physical and emotional health while in another country. Discuss your health condition (allergies, medications, disabilities, psychological treatment, dietary requirements, and medical needs) with your physician, and seriously consider the appropriateness of your participation in study in your chosen host country.

→Actions:

- a. If you have any medical or psychological condition that may require attention while you are abroad, discuss this with your physician before going abroad.
- b. Ask your physician if your medication will be readily accessible in your host country.
- c. Take necessary medications in original, labeled containers **and** written prescriptions with you.
- d. It is advisable that you carry a letter from your doctor explaining the use of your medication so it is not suspected as contraband.
- e. Get necessary immunizations well in advance of your departure. See the CDC web page for relevant immunizations. www.cdc.gov/travel

2. Medical Facilities/Services

Medical facilities and services will **not** be the same in every country. It is important to understand as much as possible about the facilities and services in your host country in the event you should need them.

→Actions:

- a. Be sure you get information in your program-specific on-site orientation about medical facilities and services in your host country/city.
- b. You will need to understand where to go for common health needs (i.e., cold, stomachache, flu) and where to go for emergencies or major medical needs.
- c. You will need to know how medical services are paid for (i.e., out-of-pocket by the student, host country or institution, insurance, etc.).
- d. Understand your insurance coverage before going abroad. (Does your insurance policy cover you in another country? What is covered? What is not? How do you make claims?)
- e. You will need to know who to contact in case of medical emergency.

3. Disabilities

Students interested in disability services during a study abroad program should be in contact with Cheryl Ashcroft, Office of Academic Support Services. Please note that the ADA regulation for “reasonable accommodations” provided on the Lehigh campus may differ and/or not be available in the host country.

→Actions:

- a. If you have not already registered with Lehigh’s Office of Academic Support Services, contact them at 610-758-4152.
- b. Make an appointment with the Director of Academic Support Services to discuss services available in the host country.

4. Mental Health

Mental health support services vary worldwide. Thus, students may not have access to mental health services in some countries. Whether students have utilized mental health services in the past or not, it is important for students to know if, what, and where those services are available in their host country.

- a. All students should be prepared for cultural adjustment before studying abroad. Although preparation will not prevent students from experiencing cultural adjustment problems, it will prepare them for the symptoms, the expected cycle, and some helpful advice for a successful adjustment.
- b. Students who are currently using, or who in the past have used, mental health services, should contact the Lehigh University Counseling Center before going abroad. The Counseling Center should be advised as to your needs in case a telephone consultation is required while abroad.
- c. Students who are currently involved with mental health services should discuss the advisability of participating in a study abroad program, and issues related to cultural adjustment, with their mental health practitioner.

5. Emergency Protocol

The majority of students participating in study abroad never experience an emergency while abroad. However any emergency is less traumatic when you are prepared to cope with it. It will make you feel more comfortable if you take the time to prepare an emergency protocol when you arrive at your host location.

→Actions:

- a. Carry some form of identification with you at all times (name, host country address, host country phone number, passport and visa number).
- b. Carry emergency numbers and contact with you (local police, study abroad/residential coordinator in host country, parent/guardian/emergency contact at home, Lehigh Study Abroad contact information, embassy in host country, physician and mental health practitioner at home, insurance contact information).
- c. Know where the local hospitals are located and how to get there.
- d. By preparing yourself to respond to different types of emergencies you will feel more confident that you know what to do in the rare event that an emergency should occur (natural disaster, civil unrest/terrorism, medical/mental health injury or trauma, criminal violence or trauma).

I have received and read and understand the information provided in this document and will abide by the recommendations in preparing for my study abroad experience.

Printed Name

Signature

Date

Lehigh University Academic Support Services

Office of the Dean of Students (DOS)

212 University Center

REQUEST FOR DISABILITY SUPPORT SERVICES

It is the policy of Lehigh University to ensure that all University goods, services, facilities, privileges, advantages, and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with the American with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability anti-discrimination laws.

Reasonable accommodations will be made on an individual basis, if available in the host country and/or host institution, and may differ from Lehigh University. It is the responsibility of persons with disabilities, however, to seek available assistance and to make his/her needs known to the university.

If you are an individual with a disability who may require assistance or academic accommodations from Lehigh University, please complete this form and send it to the address indicated below. The Office of Academic Support Services may need to consult with the Study Abroad Office to ensure appropriate accommodations.

After submitting this form, make an appointment with Cheryl Ashcroft, 212 University Center, phone 610-758-4152.

Please cut along this line and retain the top portion of this form for your reference.

Name: _____	Nature of Disability:
Address: _____	<input type="checkbox"/> Visual
City/State/Zip: _____	<input type="checkbox"/> Hearing
Telephone: _____	<input type="checkbox"/> Mobility
Lehigh Identification No.: _____	<input type="checkbox"/> Speech
	<input type="checkbox"/> Medical
Study Abroad Country/Program: _____	<input type="checkbox"/> Psychological
	<input type="checkbox"/> ADHD
Study Abroad Enrollment:	<input type="checkbox"/> Learning Disability
Fall: Winter: Spring: Summer: _____	<input type="checkbox"/> Other _____

Send Form to:

Academic Support Services, 212 University Center, 29 Trembley Drive,
Lehigh University, Bethlehem, PA 18015

Lehigh ISIC Card Application

Please indicate which card you are applying for:
Student (ISIC) Teacher (ITIC)

Terms & Conditions

I hereby certify that this information is true and understand that any false statements on my part, may result in forfeiture of all card benefits.

_____/_____/_____
Applicant's Signature *Date* *Study Abroad Program* *Term*

Personal Information:

Name (First, Last)

Institution/School Name

Expected Graduation (MM/YY)

Date of Birth (i.e., 09/Jun/82)

School ID#

Campus Address:

Street/Box #

City State Zip

Telephone E-mail Address

Permanent Address:

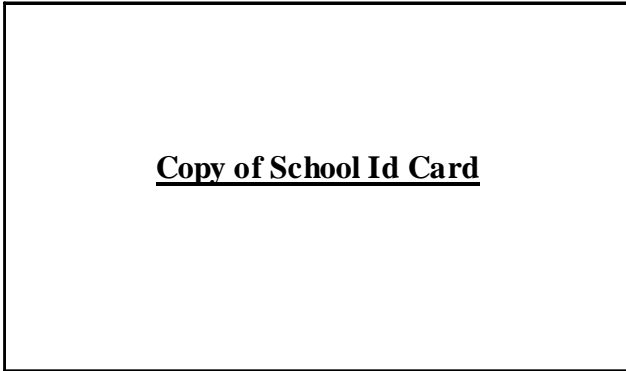
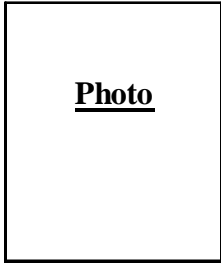
Street/Box #

City State Zip

Telephone

Applications must be submitted with:

- One passport sized photo (name on back)
- Copy of student/faculty ID card
- Payment (if applicable)



OFFICE USE ONLY

Int'l ID Card # Year

Paid \$22 on Date: ____/____/____

Picked up on Date: ____/____/____

Costs:

Approved Lehigh Program: No charge
Non-Lehigh Program or Independent Travel: \$22.00
(cash or check, payable to Lehigh University)

LEHIGH STUDY ABROAD
Application for Course Approval
Degree Program Substitution Petition

_____	_____
(Print student's name)	(Lehigh Identification Number)
_____	_____
(University / Program)	(Term Abroad)

To the Student: take this form along with course syllabi for the courses you expect to take abroad to the Department Chair of the relevant academic departments.

To the Department Chair: please review the course syllabi provided by the student to determine if the course the student expects to take abroad is appropriate for credit at Lehigh University. If the course syllabi does not reflect appropriate academic rigor expected for Lehigh University, you should not approve such a course. If the course is not sufficiently equivalent to the content of a specific Lehigh course, you may choose to use a "special topics" or "independent study" course approval. A student may receive credit for a given course only once in a term. The department may recommend the number of credits the abroad course is equivalent to, however, the final evaluation of credit will be determined by the Lehigh University Registrar.

1. Course Title & # _____ Credit listed _____
Lehigh Equivalent _____ Credit _____
Department Approval _____ Approved for major requirement? Yes No

2. Course Title & # _____ Credit listed _____
Lehigh Equivalent _____ Credit _____
Department Approval _____ Approved for major requirement? Yes No

3. Course Title & _____ Credit listed _____
Lehigh Equivalent _____ Credit _____
Department Approval _____ Approved for major requirement? Yes No

4. Course Title & _____ Credit listed _____
Lehigh Equivalent _____ Credit _____
Department Approval _____ Approved for major requirement? Yes No

5. Course Title & _____ Credit listed _____
Lehigh Equivalent _____ Credit _____
Department Approval _____ Approved for major requirement? Yes No

6. Course Title & _____ Credit listed _____

Lehigh Equivalent _____ Credit _____

Department Approval _____ Approved for major requirement? Yes No

7. Course Title & _____ Credit listed _____

Lehigh Equivalent _____ Credit _____

Department Approval _____ Approved for major requirement? Yes No

Student Agreement:

I agree to the following conditions specified below by the Lehigh Abroad office and the University Registrar:

- All courses must be taken at an accredited institution of higher education.
- I must enroll in at least 12 credits (and fulltime status as prescribed by host institution) while abroad.
- I must take all courses abroad for a letter grade. Pass/fail courses will NOT be accepted for Lehigh credit.
- I must earn a "C" (2.0) or better to receive credit for a course at Lehigh.
- The Lehigh equivalent course title and the credit hours will appear on my Lehigh transcript.
- Grades will not be posted on my Lehigh transcript, nor be figured into my cumulative GPA.
- Study abroad courses may not be used to delete a prior "D" or "F" from a student's cumulative GPA at Lehigh.
- Final approval of course credit hours is made by the Lehigh University Registrar after receipt of an official transcript.
- I will receive a maximum of 16 credits for a semester of study abroad, unless advanced approval is obtained from the SOS committee and the Lehigh Abroad Faculty Policy Committee.
- It is my responsibility to request an official transcript of my completed study abroad coursework be sent to the Director of Study Abroad, 32 Sayre Drive, Coxe Hall, Room 110, Bethlehem, PA 18015-3198

I HAVE READ THE INSTRUCTIONS AND UNDERSTAND THE POLICIES FOR OBTAINING CREDIT FOR STUDY ABROAD.

Student Signature

Date

Approval from Student's Major Advisor

I have looked over the courses listed above (number of courses listed _____) and I approve the student's choice of courses and participation in this study abroad program.

Signature of Faculty Advisor

Date

Study Abroad Office Approval

The above named student is attending a study abroad program reviewed and approved by the Lehigh Abroad office.

Signature of Director, Study Abroad Office

Date