

LEHIGH UNIVERSITY STUDY ABROAD

Summer Application Instructions

To apply to study abroad for the summer session and receive credit, you must submit a completed Lehigh application to Study Abroad, 32 Sayre Drive, Coxe Hall, 1st Floor.

A. Select a Program

- Programs on the Summer Approved List**
 - Variety of destinations offered through quality institutions with which Lehigh has lasting relationships
- Programs NOT on the Summer Approved List- MUST BE PETITIONED**
 - Petition instructions are available in the Study Abroad Office

B. Make appointment with Study Abroad Office

Whether or not you are going on an approved program, you should meet with a Study Abroad Advisor to make sure the program is a good fit for you and your academic/personal goals.

C. Apply

- Submit your **completed** Lehigh Study Abroad Application to the Study Abroad Office
- Submit your host institution application directly to the program/institution
- When you apply a \$50.00 application fee will be assessed to your bursar account

D. 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.

E. Before you go

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

- Course approval form (completed)
- Register on Lehigh's International Travel website

F. Important Reminders for Non Faculty-Led Programs

- All courses must be taken for a letter grade (pass/fail classes will not transfer)
- Students must earn a C (2.0) or higher to receive credit; however, credits are not calculated into the Lehigh GPA
- Students must pay all tuition and program fees to sponsoring institution
- Students must request an official transcript to be sent to Lehigh upon completion of the program
- All Lehigh credit transfer policies apply (please see **Approval of Transfer Credit** sheet)



STUDY ABROAD

32 Sayre Drive, Coxe Hall
Bethlehem, PA 18015

Phone: 610-758-3351
Fax: 610-758-5156
Email: studyabroad@lehigh.edu

STUDENT INFORMATION SHEET

PART A - STUDENT INFORMATION

NAME: _____

(First)	(MI)	(Last)	GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
- -	/ /		

LU ID / BANNER NO. _____ BIRTH DATE (mm/dd/yyyy) _____

CELL PHONE NO. _____ HOME PHONE NO. _____ EMAIL ADDRESS _____

CITIZENSHIP: USA OTHER (Please list): _____

PASSPORT NUMBER: _____ EXPIRATION DATE: / /

CHECK HERE IF YOU ARE CURRENTLY APPLYING FOR A PASSPORT

Note: If you do not have a current passport, you should apply or renew your passport immediately

Note: Check with your program provider and/or the study broad office concerning visa requirements

PART B - PARENT/GUARDIAN INFORMATION

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Emergency Contact: YES NO

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Emergency Contact: YES NO

PART C - ACADEMIC INFORMATION

Currently attending Lehigh: YES NO If no, please indicate institution: _____

I am currently a college: Freshman Sophomore Junior Senior

Cumulative GPA: _____ Enrolled in Global Citizen Program: YES NO

College of: Arts & Sciences Business & Economics Education Engineering & Applied Science

Major: _____ Minor: _____

PART D - PROGRAM INFORMATION

SELECT TERM:

ACADEMIC YEAR 20_____-20_____

FALL 20_____

WINTER 20_____

WINTER (Faculty Led) 20_____

SPRING 20_____

SUMMER 20_____

SUMMER (Faculty Led) 20_____

PROGRAM CHOICE:

1ST Choice:

2nd Choice:

PART E - ACADEMIC ADVISOR APPROVAL (Signature Required – for semester only)

I approve this student’s study abroad plan, and we have discussed how it fits into their academic requirements and goals.

ADVISOR SIGNATURE

TODAY’S DATE

ADVISOR NAME (PLEASE PRINT)

DEPARTMENT

PART F - STUDENT (Signature Required)

I certify that the information I have provided on this application form is correct. I understand I must keep the Study Abroad Office updated on any changes to my study abroad plans and/or my status at Lehigh University.

STUDENT SIGNATURE

TODAY’S DATE

STUDENT NAME (PLEASE PRINT)

Please be sure you’ve completed all components of the application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

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
Study Abroad Country/Program:	_____	<input type="checkbox"/> Medical
Study Abroad Enrollment:		<input type="checkbox"/> Psychological
Fall: Winter: Spring: Summer:		<input type="checkbox"/> ADHD
		<input type="checkbox"/> Learning Disability
		<input type="checkbox"/> Other_____

Send Form to:

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

Lehigh University Summer Study Abroad

32 Sayre Drive, Coxe Hall

Bethlehem, PA 18015

Phone: 610-758-3351 - Fax: 610-758-5156

Email: studyabroad@lehigh.edu

APPROVAL OF TRANSFER CREDIT

Student's Name: _____ I.D. # _____ / _____ / _____

Class: _____ College: _____ Major: _____ Advisor: _____

I wish to attend (college): _____

During the _____ (eg. Summer 2008) semester and take the following courses in place of the approved Lehigh University courses.

Host College
Course Number and Title: _____ Host Credit: _____

Lehigh Equivalent: _____ Lehigh Credit: _____*

Department Approval Signature: _____ Date: _____

* The number of Lehigh credit hours awarded is the responsibility of the registrar. Final determination will be made upon receipt of an official transcript.

Host College
Course Number and Title: _____ Host Credit: _____

Lehigh Equivalent: _____ Lehigh Credit: _____*

Department Approval Signature: _____ Date: _____

* The number of Lehigh credit hours awarded is the responsibility of the registrar. Final determination will be made upon receipt of an official transcript.

I have read the instructions and understand the policies on the reverse side. Questions should be directed to the Registrar's Office.

Student Signature: _____ **Date:** _____

PROCEDURES

This form is to be used for advanced approval of courses to be taken. If it is used for courses previously taken, please note the year/semester on the front of this form.

This form should only be used for ***SUMMER STUDY ABROAD*** credit. Consult the Study Abroad Office for the proper procedures.

Secure the recommendation of the appropriate department chairperson at Lehigh for each course listed and return this form, with your application to the Study Abroad Office, who will then forward it to the Registrar. Approval of the department is a recommendation and the final authority is the registrar.

After the course is completed, you must have an OFFICIAL transcript sent to: Office of the Registrar, Lehigh University, 27 Memorial Drive West, Bethlehem, PA 18015.

SPECIAL REMINDERS

- Pass/Fail courses are not acceptable for transfer.
- Courses taken at a two year or four year institution where a grade lower than a “C” has been earned will not transfer. (C- or below will not transfer).
- Transfer courses may not be used to delete a prior “D” or “F” grade from your cumulative grade point average at Lehigh University. Transfer grades are NOT calculated in the Lehigh GPA.
- Only those courses listed and approved on this form will transfer. Any student taking courses different from those listed may risk having the course not be eligible for transfer credit.
- No student may receive more credit at Lehigh than was granted on the other institution’s transcript. Courses taken on the quarter system will have credit granted on a 3-2 ratio, no partial credit will be awarded. The student will receive credit equivalent to the number of credits indicated on the transcript, up to the number of credits for the equivalent course at Lehigh. The registrar has the final authority for the amount of credit awarded toward a Lehigh degree.
- No credit will be granted for a course in which the student has already received credit for its equivalent at Lehigh.
- No credit will be granted for continuing education unit courses, courses taken on-line, January or intersession courses, correspondence, independent study, or any course less than 5 weeks and/or 15 contact hours per credit without approval of a petition to the Standing of Students Committee.
- Courses taken while in high school may require additional documentation. All questions should be directed to the registrar.
- Courses must be taken at an institution that is accredited by one of the six regional associations.