

# CASE WESTERN RESERVE UNIVERSITY

## STUDY ABROAD GENERAL INFORMATION

STUDY ABROAD provides a unique opportunity for students to experience another country and culture from the inside. There are no restrictions as to a major for study abroad; students in engineering, management, sciences, humanities, arts, and social sciences are eligible (the nursing program offers their own study abroad experiences). Each year, a number of Case Western Reserve University students spend a semester or a year at universities throughout the world. Some of the countries in which CWRU students have studied are in the UK, Europe, Scandinavia, the Middle East, Asia, Australia, New Zealand, Africa, Latin America, and the Caribbean. Study abroad can be done either as a direct application to the international student office at the school abroad, through an *approved* provider like IFSA-Butler, Center for Education Abroad-Arcadia University, IES or CIEE, or through an established exchange program. (**Note: Pre-med students must apply through a provider.**) At present, Case has an exchange agreement with the University of Lancaster in England, where up to twenty of our students are assured of a place each year; Carlos III University (Spain), the University of Manchester (England), University of Sydney (Australia), Bilkent University (Turkey), ESC de Montpellier (France), National University of Singapore and the University of Frankfurt (Germany). Engineering majors may participate in an exclusive exchange through the Global Engineering Education Exchange program ([www.iie.org/programs/global-e3/](http://www.iie.org/programs/global-e3/)) or enroll at Chulalongkorn University in Thailand. Students may meet with the Study Abroad Student Assistants and with Dean Anderson in Undergraduate Studies to select a CWRU approved university/program.

### POLICIES

1. Study abroad requires students to complete a *Case Study Abroad Application* which is available on-line at ([www.case.edu/provost/ugstudies/studyabroad/studyabroad.htm](http://www.case.edu/provost/ugstudies/studyabroad/studyabroad.htm)) The deadline date for fall semester is **February 1<sup>st</sup>** and for spring semester, **September 15<sup>th</sup>**. Late applications beyond the deadline will not be considered.
2. Students are eligible for study abroad provided that they have completed at least 24 credit hours at CWRU, have declared a major, and are in good academic and disciplinary standing, with no pending judicial actions, and are otherwise eligible to register on campus at CWRU for the proposed semester(s) (no financial holds, e.g.). It is important to note that specific study abroad programs have their own admissions guidelines and students will need to meet those for participation in that approved program.
3. Each application must bear the endorsing signature of the student's major advisor(s) with whom the student has discussed the proposed course of study, as outlined on the application.
4. Unless the student is entirely independent of parental support, each application must bear the endorsing signature of a parent or guardian.
5. With a few exceptions, CWRU approves only those programs which give the student full access both to the courses in the curriculum of the host institution for which he or she is qualified, and to the entire range of extra-curricular opportunities available to local students. Study abroad for a full year is strongly encouraged, however, students may participate in semester programs.
6. Acceptance to participate in study abroad is official when formal approval has been granted by Dean Anderson. It generally takes two weeks before the review of an application is completed. Applications are reviewed on a time sensitive basis. Those with the most pressing deadlines are reviewed first.

7. You are required to attend the mandatory Pre-Departure Meeting scheduled on the first Reading Day each semester. You will also need to register through SIS for the study abroad placeholder “course”, JRAB 1 or EXCH 1 (if participating in an exchange program). If studying abroad for the year, you will need to register for the second semester while abroad. Doing so will ensure that your financial aid will be processed and your tuition to the school/program abroad will be paid.
8. All CWRU students participating in study abroad will pay CWRU tuition in full. A bill from your program/school abroad will either be mailed directly to you or sent to Dean Anderson. If you receive the billing statement, you must forward it immediately to Dean Anderson for payment of tuition costs. You will be responsible for paying all other charges i.e. housing, insurance, transportation, books etc. If you receive non-scholarship financial aid in *excess* of CWRU tuition, you may use those funds to defray these costs.
9. When returning to the CWRU for the senior year, students should be able to complete the requirements for graduation without any extension or delay. **The undergraduate colleges require a student to have completed at least thirty (30) hours at CWRU once senior status is attained.**

### **PLANNING FOR STUDY ABROAD**

1. **Gather Information:** The Study Abroad Office is located in Undergraduate Studies, Sears Building, Room 357. The resource area is staffed by student assistants who have just returned from study abroad. On your initial visit, talk with them about your interests and they will help you find relevant information. A list of approved programs can be found on our website. You should consider those programs which offer opportunities to attend regular university courses with host country nationals and live among international students. You are not limited to programs with U.S. sponsors/providers, and may apply directly to institutions abroad. Pre-med majors must use a U.S. sponsor/provider. **The presence of literature about a program does not mean that the program is necessarily one approved for study abroad. A listing of approved programs can be found on the study abroad website.**
2. **Decide Where to Apply:** After considering the information you've gathered and if you have additional questions, please contact Dean Anderson in Sears 357 (216-368-2928) to discuss the program(s) and/or institution(s) of interest to you.
3. **Complete Applications:** Complete a CWRU *Study Abroad Application*, the application for the program/institution to which you are applying overseas, and, in consultation with your adviser, the CWRU *Course Approval Form*. This will require that you consult in some detail with your major advisor(s) to map out the courses you may need to complete for your major/minor and to be certain that you will meet graduation requirements. Pay particular attention to application deadlines, and be sure that you solicit any necessary faculty recommendations well in advance of the deadline. Be aware of institution/program application deadlines: for fall or full year programs they are usually between **January 15 and April 1**; for spring programs they are usually between **September 15 and November 1**. Please allow ample time for mailing of applications, transcripts and supporting documentation (10 days minimum for sending applications within the U.S.). You have the option of sending materials via FEDEX, however, that is an expensive option that could be avoided if there has been careful planning. Please make a copy of all documents for your file in Undergraduate Studies and submit them to Dean Anderson. **As part of the application, you will need to obtain an official transcript from the Registrar's Office for inclusion with the program or foreign institution application. Please have it mailed directly to the school/program abroad.** Any application fees are your responsibility. Unless you are applying to Oxford University, Cambridge or a country in an area that has experienced political upheaval in the past, it is not necessary to apply to more than one institution/program.

4. **Apply for Financial Aid:** If you are receiving or eligible for need-based financial aid at CWRU, file your F.A.F. as early as possible after January 1; indicate CWRU as your college of attendance for the next year, even though you may be studying abroad.
5. **Provide Program Cost List to Financial Aid Office:** As soon as you are admitted to a program or institution abroad, it will be your responsibility to let the Office of Financial Aid know the costs of study abroad (the school/program should send a breakdown of charges.) Tuition should be listed as an item separate from room, board, transportation, etc. Please attach the list of costs to a CWRU *Cost Sheet* which can be found on the study abroad website. Financial Aid cannot be awarded without submission of this information.
6. **Get Ready for Departure:** Apply for a passport and any necessary visas. If participation in study abroad has been confirmed, register for JRAB 1 or EXCH 1 after attending the mandatory Pre-Departure Meeting. This will take place on the first Reading Day at the end of the each semester. Carefully read all information you receive from the program in which you're participating and *be aware of and meet deadlines* (housing application deadlines can be early, so watch out for them!). Make travel arrangements. Check to be sure your medical insurance coverage will be adequate. Have medical and dental checkups. Study the culture and history of the country to which you're going; if it's a non-English speaking country, brush up on your language skills!
7. **Bon Voyage!** Keep in touch and as soon as you know your overseas address and send it to Dean Anderson ([claudia.anderson@case.edu](mailto:claudia.anderson@case.edu)) as soon as possible.

## **FINANCIAL ASPECTS OF STUDY ABROAD**

### **NEED-BASED AID**

**All students pay CWRU tuition.** *Financial aid which you receive to attend CWRU will be applied until tuition is paid in full.* Awards are based on the cost of attendance minus the expected family contribution. Because College Work-Study awards and some state grants cannot be used outside the U.S. or the state, the makeup of your package may differ; for example, the amount of expected Stafford Loan may be increased to make up for a loss of College Work-Study.

### **SCHOLARSIPS FOR STUDY ABROAD**

You may wish to apply for outside scholarships to help defray the cost of study abroad. Study abroad providers may offer scholarships to participants; organizations may provide scholarships to students who study in specific areas of the world such as Asia, Africa, the Middle East or Japan. Other organizations offer funding to encourage members of groups which have not traditionally participated in study abroad, such as minorities, engineers, business students, to do so. There is information about these awards in the STUDY ABROAD Resource Room in Sears Bldg., Room 357.

### **FACULTY/STAFF TUITION WAIVERS**

Students whose parents are employed by CWRU may receive tuition waivers as part of their parent's benefit package. Please contact the Office of Human Resources and file the required paperwork.

## **STUDY ABROAD CHECKLIST**

- \_\_\_\_\_ Visit the Office of Undergraduate Studies in Sears Bldg., Rm. 357, for information.
- \_\_\_\_\_ Identify programs/schools/countries of interest.  
Prepare list of CWRU courses which must be taken during year abroad; of these, identify those which could be deferred to senior year. Meet with advisors to determine which courses to take while abroad.
- \_\_\_\_\_ Submit *CWRU Study Abroad Application*, two *Faculty Recommendation Forms* and *Parent/Guardian Form*. Deadlines are Feb. 1 for Fall Semester and Sept. 15 for Spring Semester. Late applications will not be accepted.
- \_\_\_\_\_ Once approval is given to study abroad, complete application for desired program, obtain all supporting documentation (recommendations, etc.), order an official transcript in sealed envelope from the Registrar's Office in Yost Hall, Room 110 and mail application materials to the program/school abroad. Submit copies to the Office of Undergraduate Studies for your file.
- \_\_\_\_\_ Upon receipt of cost information from overseas institution or program, complete the *Cost Sheet* and submit to Nancy Issa, Associate Director of Financial Aid, Yost Hall, Room 417A. The Cost Sheet is available on the study abroad website.
- \_\_\_\_\_ Attend the mandatory Pre-Departure Meeting scheduled for the first Reading Day each semester. Sign and return *Statement of Responsibility* to the Office of Undergraduate Studies. This document will be distributed at the meeting.
- \_\_\_\_\_ Register for JRAB 1 or EXCH 1 (if participating in an exchange program). These are placeholder courses which require permits from Dean Anderson.
- \_\_\_\_\_ Immediately forward billing statements received from the program/institution abroad to Dean Anderson in the Office of Undergraduate Studies ([claudia.anderson@case.edu](mailto:claudia.anderson@case.edu) or fax to 216-368-4718). CWRU will issue payment for tuition only. All remaining charges are the responsibility of the student.
- \_\_\_\_\_ Notify Housing & Residence Life that you will be studying abroad ([housing@case.edu](mailto:housing@case.edu)).
- \_\_\_\_\_ Submit, *Statement of Responsibility and Course Approval Form* to the Office of Undergraduate Studies. Please note that transfer credit cannot be awarded unless courses have been approved by CWRU departments.