

APPLICATION INSTRUCTIONS FOR STUDY ABROAD

All students applying for the Study Abroad Program are required to complete the Case Western Reserve University study abroad application materials by these deadline dates:

Study Abroad in the Fall Semester or full year: February 1
Study Abroad in the Spring Semester: September 15

STEP 1

Please submit the following documents to the Office of Undergraduate Studies, Sears Building, Room 357 by the stated deadline dates:

- CWRU Study Abroad Application
- Two Faculty Recommendation Forms
- Parent/Guardian Notification Form

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Applications will be reviewed once **all** requested materials are received. Those with the earliest program/institution deadlines are reviewed first. Students are generally notified within 2 weeks after the CWRU deadlines. If your program has a deadline prior to the CWRU deadline, please submit your application well in advance.
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STEP 2

- Apply to the program or university abroad after approval is received from the Office of Undergraduate Studies. Order your CWRU transcript from the Registrar's Office in Yost Hall, Room 110 and ask that it be sent directly to the program or institution abroad. If you are close to a deadline, you may wish to consider using FEDEX. Please note: *Application and mailing fees are the responsibility of the student.*
- Submit program/university recommendation forms to Dean Anderson in the Office of Undergraduate Studies. Please allow two weeks for completion.
- Submit copies of your program/university application for your file in Undergraduate Studies.

STEP 3

Upon admission to the program/university abroad:

- Complete all materials requested by the program/institution abroad by the deadline dates. *Tuition deposits are the responsibility of the student* and will be deducted from the cost of housing while abroad. Students do not pay housing costs to CWRU.
- Complete the CWRU *Cost Sheet* and submit to Nancy Issa, Associate Director of Financial Aid, Yost Hall, Room. 417A. Documentation which you receive from the program/university abroad indicating current costs/fees **must** be attached.

Notify the Office of Housing & Residence Life (housing@case.edu) that you will be studying abroad for the semester or year.

- Attend the mandatory Pre-Departure Meeting held in April for students leaving the following fall and in December for students leaving the following spring. Forms from the University Attorney's Office must be signed at that time. Meetings are scheduled for the first Reading Day prior to final exams.

STEP 4

- At your designated appointment time in SIS, register for JRAB 1 or EXCH 1 (if going through an exchange program). These placeholder courses require permits from Dean Anderson. Registering for JRAB 1 or EXCH 1 will allow CWRU to pay tuition to the program/institution abroad.

STEP 5

- Important! Forward all tuition bills immediately to Dean Anderson when received (claudia.anderson@case.edu or fax to 216-368-4718). CWRU will pay only the tuition portion of the bill. The student is responsible for payment of all other charges.

STEP 6

- Submit CWRU *Course Approval Form* to the Office of Undergraduate Studies. Transfer credit cannot be awarded upon your return unless courses have been approved by CWRU departments.