STUDY ABROAD HANDBOOK

Office of International Studies & Programs
Lynch Hall, Room 216
Phone: 860.231.5470
international@sjc.edu
April 2010
Version 6
This handbook is updated as needed. The assistance of Leonor Snow, Ashlee Hamilton, Caitlin Ferraiolo, Katie Slater, Amy Rodriguez, Melissa Hartnett, Faye Rogers and Carolyn Hoffman is gratefully acknowledged. Some of the materials used in this publication have been adapted from information and formats shared by colleagues in the field of International Education.

The Office of International Studies & Programs is located in Lynch Hall, Room 216.

Director of International Studies and Programs: Shyamala Raman, Ph.D., MBA
Resources Coordinator/Receptionist: Leonor Snow, MBA
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April 2010

Dear Student,

We are delighted that you have chosen to include foreign study as part of your undergraduate education and we look forward to assisting you in your study abroad planning, implementation and re-entry processes. For your convenience, the Office of International Studies & Programs has a Resource Library containing information on study abroad, faculty-led Saint Joseph College travel/study seminars, as well as international newsletters and periodicals. The office also maintains an informative web page at www.sjc.edu. Please feel free to stop by and browse through the materials in our Resource Library.

The Office of International Studies & Programs is open as follows:

- Tuesday: 8:30 a.m. – 5:00 p.m.
- Thursday: 8:30 a.m. – 5:00 p.m.
- Friday: 8:30 a.m. – 12:30 p.m.

During these hours, the Resource Library is open. On Mondays and Wednesdays, the Resource Library is open for a limited period or by prior appointment. If you would like to contact us by telephone, you may reach us at (860) 231-5470. You may send a fax to (860) 231-6770. Our e-mail address is international@sjc.edu and our web page is located under Academic Departments/Special Programs at www.sjc.edu.

We look forward to meeting you soon.

Sincerely,

Shyamala Raman

Shyamala Raman, Ph.D., MBA
Director of International Studies and Programs
Professor of Economics and International Studies

Leonor Snow

Leonor Snow, MBA
Resources Coordinator, Receptionist
Frequently Asked Questions about Study Abroad

Why should I consider studying abroad?

Saint Joseph College encourages students to study abroad in preparation for working and living in an interdependent world. Students find that foreign study enhances their education immensely. The "culture shock" of leaving a familiar environment and the "reverse culture shock" of re-entry will teach you new skills and new ways of learning. Furthermore, employers and graduate schools look for people who have the skills that are enhanced by international experience such as independence, flexibility and broad-mindedness.

Who is eligible to study abroad?

Saint Joseph College undergraduate and graduate students, as well as students from other colleges and universities, are eligible to apply. Students accepted for study abroad are expected to:

- Have a minimum cumulative GPA of 2.75.
- Have completed at least three semesters of collegiate study.
- Meet requirements prescribed by Saint Joseph College, the faculty, and their major field(s) of study and implemented by the Office of International Studies & Programs.
- Submit a formal evaluation of their overseas experience after they return.

Note: Academic prerequisites and standards vary for each individual program. Requirements are stated in program brochures available from the Office of International Studies & Programs.

When should I begin my planning?

The key to arranging a successful study abroad experience is careful advance planning. A student interested in study abroad should begin meeting with the Office of International Studies & Programs at least one year in advance of their departure. Although most students who study abroad are juniors, it is not too early to begin planning in the freshman year.

Where do I begin?

The Office of International Studies & Programs, located in Lynch Hall, room 216, oversees the study abroad process. The initial steps are to visit this office, complete an Initial Inquiry form and read this Study Abroad Handbook. The Study Abroad Handbook is available from The Office of International Studies & Programs. This handbook is designed to acquaint you with ways of planning a period of study abroad that is most practical for Saint Joseph College students. After reviewing the handbook, schedule an appointment with the Office of International Studies & Programs for advisement on study abroad programs as well as with faculty advisors. An appointment should also be made with your academic advisor to discuss your intention to study abroad. Since a declaration of major is usually done during the spring semester of the sophomore year, most students have declared their major by the time they leave to study abroad.
Do I need to speak another language?

This depends upon the program that you choose. Study abroad programs are not limited to students specializing in foreign languages, and some programs offer instruction in English. Students may also elect to study abroad in an English speaking country (e.g. Australia, Canada, England, Ireland, New Zealand, Scotland, South Africa, Wales). However, Spanish, French and International Studies majors should plan to enroll in a program that is taught in the host country’s language.

Where can I study?

Students have the opportunity to choose from an approved list of programs sponsored by colleges, universities and agencies throughout the world. Saint Joseph College also has formalized exchange agreements with institutions in:

- The Netherlands
- Wales

The College also sponsors a two-week spring program to Guyana. In addition, Saint Joseph College participates in special international education networks in other countries. A list of approved programs appears on page 12 of this handbook.

Will I get credit for my courses abroad?

Yes, assuming that Saint Joseph College approves the program and that you have obtained formal approval before you leave. To determine the applicability of credits earned abroad toward your major, general education courses or electives, consult with your academic advisor. Please select alternate courses as a back up in the event that you find changes in course offerings after you arrive overseas.

What if I can’t fit a study abroad year or semester into my program?

Some undergraduate programs cannot easily include a year or semester abroad. In such cases, you may wish to consider other options, such as summer study abroad or study/travel abroad during the January mid-semester or spring breaks.

Where will I live abroad?

Most foreign universities in large cities do not have dormitories available to visiting students, although dormitory living may be possible with some programs. Expect a room in an apartment, a furnished room in a "pension," a student hostel, or a room with a host family. Some programs offer students a selection of housing options from which to choose.

What will it cost?

Depending upon the program, the economic conditions of the host country and/or the current international exchange rate, the cost of a semester abroad may be equivalent to a semester at Saint Joseph College. For most programs, the cost can be calculated by the following three components:
Program Costs:

These costs, in addition to covering tuition, may include accommodations, meals, field trips, airfare and administrative fees. Read the materials from each program carefully to attain an accurate cost comparison.

1. **Airfare:**

You must arrange your own flight plans. You may find it helpful to work with a travel agency such as STA Travel, which issues the International Student Identity Card (ISIC). They often have the lowest rates for students. You can also call the airlines directly and ask for student rates. In recent years, the internet has become the place where airlines put out their discounted ticket prices. It is always worth exploring.

NOTE: Be aware of the restrictions placed on student tickets before purchasing them! These tickets usually do not allow you to cancel your flight and often charge a fee to change destinations or departure dates.

2. **Saint Joseph College Processing Fee:**

A processing fee of $500 per semester is required for studying abroad with approved programs. For short-term programs a processing/administrative fee is charged on a sliding scale:

- One to four week study abroad tours as part of an SJC course $100
- Five weeks or more as part of an SJC course or one sponsored by an outside institution $200

See our worksheet in the Appendix B to aid you in determining your financial obligations.

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1 Saint Joseph College does NOT specifically endorse STA Travel. This agency is merely one of several that specialize in student travel.
Application Process

Students interested in studying abroad should begin planning far in advance and begin meeting with the Office of International Studies & Programs at least one year prior to their departure.

Applying to a study abroad program includes the following steps:

1. **Initial Inquiry Form:** A copy of this form is located in Appendix B of this publication. It may also be picked-up from the Office of International Studies & Programs located in Lynch Hall, room 216 or submitted electronically from the Study Abroad page on our web site at www.sjc.edu.

2. **Choosing a Program:** After the Initial Inquiry form is completed, the first of a series of meetings with the Office of International Studies & Programs will be set-up so that the student can be advised in her choice of programs. The program must be approved by Saint Joseph College to ensure that the program adheres to the College's academic and administrative standards. The office maintains a library of reference guides, catalogues, periodicals and brochures from a wide variety of study abroad programs and may be able to provide the student with evaluations from other Saint Joseph College students who have attended the program in the past.

3. **Approval to Participate in a Study Abroad Program Form:** At least nine months prior to departure the student must complete a Request for Approval to Participate in a Study Abroad Program (available in the Office of International Studies & Programs). This form must be approved by the following individuals: the major advisor, the Vice President for Academic Affairs/Academic Dean, the Registrar and the Director of International Studies & Programs. A copy of the completed form must also be on file with the Student Financial Services Center.

4. **Apply to Study Abroad Program:** The student submits a completed application to the host institution, generally eight months prior to departure.

5. **Complete all SJC Study Abroad Forms, Worksheets and Related Paperwork:** Copies of all required forms and worksheets are located in Appendix B of this publication or may be picked-up from the Office of International Studies & Programs. Other paperwork to be submitted includes copies of the student's U.S. Passport and related travel documents, the student's travel itinerary, financial aid documents and other paperwork as necessary.

6. **Pre-departure Meetings:** The student should maintain contact with the Office of International Studies & Programs after the application for study abroad is sent. Many questions regarding course selection, insurance, etc. can surface during this period. Our office staff is happy to make any necessary phone calls regarding the student's study abroad application.
# Deadline Calendar

<table>
<thead>
<tr>
<th>Student Action</th>
<th>Fall or Full-year Abroad</th>
<th>Spring Abroad</th>
<th>Summer Abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss your plans with the Office of International Studies &amp; Programs and your Academic Advisor. Begin investigating scholarships and sources of financial aid, as needed.</td>
<td>At least 10-12 months in advance</td>
<td>At least 10-12 months in advance</td>
<td>At least 10-12 months in advance</td>
</tr>
<tr>
<td>Select an SJC-approved program, and receive authorization from all of the following: advisor of major department, department chair, Vice President for Academic Affairs/Academic Dean, Director of International Studies and the Director of the Student Financial Services Center.</td>
<td>9 months in advance</td>
<td>9 months in advance</td>
<td>9 months in advance</td>
</tr>
<tr>
<td>Submit your completed application to your host institution or program no later than:</td>
<td>March 1</td>
<td>October 1</td>
<td>February 1</td>
</tr>
</tbody>
</table>

NOTE: These are Saint Joseph College deadlines. Many program application deadlines may be earlier. Students should remember, however, that the application process is a two-track process: you must contact the host institution to which you plan to apply to determine their deadlines. Abide by Saint Joseph College deadlines if program deadlines are later.
Financial Aid

Students planning to study abroad may apply for federal and state sources of financial aid limited to the Federal Stafford Loan, Federal Pell Grant and the Connecticut Scholastic Achievement Grant. Institutional sources of financial aid administered by Saint Joseph College will be awarded only to students who are required to study abroad because of their major (i.e. Spanish, International Studies or other majors).

Students must be making satisfactory academic progress according to Saint Joseph College policies in order to receive financial aid for study abroad.

Students should develop a realistic financial plan that considers expenses and identifies financial resources that will be used to meet those expenses well in advance of their study. This is very important since financial aid, in many instances, will not meet the total cost of the study abroad program. In addition, students should have savings substantial enough to cover initial expenses until their financial aid is disbursed after the start of the program.

Students studying abroad must make sure that the course work they plan to take will be transferred and accepted for credit at Saint Joseph College. You cannot receive financial aid for any course work that will not be transferred or accepted for credit. In order to receive financial aid your program must be approved by the Office of International Studies & Programs. This is accomplished by completing the Approval to Participate in a Study Abroad Program form available from the Office of International Studies & Programs. Financial aid applications will not be considered without this form on file in the Student Financial Services Center. Upon completion of study, an official academic transcript must be forwarded to the Registrar of Saint Joseph College so that the credit earned through study abroad can be recorded.

Financial aid proceeds will first be credited to your Saint Joseph College account. The college will then forward payment to the study abroad program to cover any outstanding balance owed to the program providing the student gives Saint Joseph College permission to do so. Otherwise, proceeds will be mailed directly to the student. Students are responsible for any charges not covered by financial aid.

Financial Aid Application Procedures

A completed financial aid application must be on file before any award for study abroad will be made. Students are encouraged to submit their applications well in advance of the start of their study abroad program.

1. Complete the Saint Joseph College procedures for applying for financial aid for the academic year in which you plan to study abroad. This includes completing a Saint Joseph College Financial Aid Application and the Free Application for Federal Student Aid (FAFSA).

2. Complete the Saint Joseph College Financial Aid Study Abroad Supplement. Attach a copy of the study abroad program's brochure or outline along with a copy of your acceptance into the program.
3. Complete the Approval to Participate in a Study Abroad Program form available from the Office of International Studies & Programs. This statement certifies that the course work you plan to take while abroad will be approved for credit at Saint Joseph College. You cannot receive financial aid for course work that will not be transferred to Saint Joseph College and/or not applied toward your graduation requirements.

4. A Consortium Agreement or Contractual Agreement must be signed by the program or institution that is offering the study abroad program. If the program or institution refuses to sign this agreement, you cannot receive financial aid to study abroad. This form is available from the Student Financial Services Center.

If you have questions about your financial aid eligibility for study abroad please contact the Student Financial Services Center at 860-231-5223 or by email to financialaid@sjc.edu.

Please see Appendix A for additional information on applying for financial aid and/or scholarship moneys for study abroad and Appendix B for the Financial Aid Checklist and Financing Study Abroad Worksheet.
Credit for Study Abroad:
Procedures

Saint Joseph College allows students to participate in two types of study abroad programs:

1. Programs sponsored and offered by Saint Joseph College:
   - HAN University, Hogeschool van Arnhem en Nijmegen, Netherlands
   - Trinity University College, Carmarthen, Wales
   - Georgetown, Guyana
   - Travel/Study Seminars offered by Saint Joseph College faculty

2. Programs sponsored by other institutions or organizations and approved by the Office of International Studies & Programs at Saint Joseph College:
   These programs are those listed in this handbook in the approved program section or can be another program chosen by the student and submitted for approval. Any program not currently on the approved program list must be approved in advance by the Director of International Studies. **Do not begin the application process without approval.**

Students accepted into a Saint Joseph College sponsored study abroad program or a pre-approved program sponsored by another institution will register for INTD 305 for 12 or more credits for a specific semester(s) or term by completing the Approval to Participate in a Study Abroad Program form. Registration for this course serves as record of active participation in a credit-bearing study abroad program. Students are charged a fee for participation. The fee is determined by the duration of the program and established by the Director of International Studies. Upon completion of the program, students must provide the Saint Joseph College Registrar with an official transcript showing completion of study abroad course work. Upon evaluation, credit for courses successfully completed (C grade or better) will be recorded as transfer credit hours. Specific foreign course titles and credit hours will be recorded on the Saint Joseph College transcript. INTD 305 will remain on the student’s transcript with a grade of “NG” as record of the study abroad participation.
Saint Joseph College encourages students to study abroad for a semester or a year in preparation for working and living in an interdependent world. Students have the opportunity to choose from an approved list of programs sponsored by colleges, universities and agencies in this country as well as in host countries. A list of approved programs appears below.

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<tr>
<th>Continent or Country</th>
<th>Program</th>
<th>Major</th>
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<tbody>
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<td>Africa</td>
<td>School for International Training programs in Africa</td>
<td>All Majors</td>
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<td></td>
<td>Augsburg College Center for Global Education: Windhoek, Namibia</td>
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<td></td>
<td>University of Connecticut: Programs in Africa</td>
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<tr>
<td>Argentina</td>
<td>API: Universidad de Belgrano, Buenos Aires</td>
<td>Spanish</td>
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<td></td>
<td>The Center for Cross-Cultural Study: Córdoba</td>
<td>All Majors</td>
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<td></td>
<td>Butler University: Mendoza, Buenos Aires</td>
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<td></td>
<td>Middlebury College: Buenos Aires, Tucumán</td>
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<tr>
<td>Australia</td>
<td>Arcadia University: Programs in Australia</td>
<td>All Majors</td>
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<td>Butler University: Programs in Australia</td>
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<td></td>
<td>Brethren Colleges Abroad: Sydney</td>
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<tr>
<td>Austria</td>
<td>Central College Abroad: Vienna</td>
<td>All Majors</td>
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<tr>
<td></td>
<td>IES: Institute of European Studies</td>
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<tr>
<td>Canada</td>
<td>Université Laval, Quebec</td>
<td>French</td>
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<tr>
<td>Chile</td>
<td>American University: Santiago</td>
<td>Spanish</td>
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<td>University of Michigan/University of Wisconsin: Santiago</td>
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<td>Butler University: Santiago, Valparaíso</td>
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<td>China</td>
<td>Brethren Colleges Abroad: Dalian</td>
<td>All Majors</td>
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<td>Central College Abroad: Hangzhou</td>
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<td></td>
<td>Butler University: Xi’an, Beijing, Shanghai</td>
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<td></td>
<td>NYU Graduate Education: Shanghai</td>
<td>All Majors</td>
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<td></td>
<td>Middlebury College: Hangzhou</td>
<td>All Majors</td>
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<td></td>
<td>Dickinson College: Beijing</td>
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<td></td>
<td>Alliance for Global Education: Beijing, Shanghai</td>
<td>Chinese</td>
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3 The approved list is by no means complete. Programs not on this list will be considered for approval after research on the program has been conducted by the Director of International Studies & Programs, chairpersons and faculty members of the appropriate departments.
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<th>Continent or Country</th>
<th>Program</th>
<th>Major</th>
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<tbody>
<tr>
<td><strong>Costa Rica</strong></td>
<td>Coalition for Christian Colleges and Universities</td>
<td>Spanish</td>
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<td>SUNY Albany</td>
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<td>University of Delaware</td>
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<td>API: San Joaquin de Flores, San Juan</td>
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<td>Butler University: Heredia, San Jose</td>
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<td>La Suerte Biological Field Station</td>
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<td><strong>Ecuador</strong></td>
<td>Brethren Colleges Abroad: Quito</td>
<td>Spanish</td>
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<td>Boston University: Quito</td>
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<td></td>
<td>University of Wisconsin: Quito</td>
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<tr>
<td><strong>England</strong></td>
<td>Central College Abroad: London</td>
<td>All Majors</td>
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<td>Arcadia University: programs throughout England</td>
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<td></td>
<td>Butler University: programs throughout England</td>
<td>All Majors</td>
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<td></td>
<td>Brethren Colleges Abroad: throughout England</td>
<td>All Majors</td>
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<tr>
<td><strong>France</strong></td>
<td>Institute for American Universities: Aix-de-Provence, Avignon</td>
<td>French</td>
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<td>University of Kansas: Besancon</td>
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<td>International Education of Students(IES): Arles, Nantes, Paris</td>
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<td></td>
<td>Boston University: Grenoble</td>
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<td>Central College Abroad: Paris</td>
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<td>New York University: Paris</td>
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<td>University Studies Abroad Consortium: Pau</td>
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<td>Brethren Colleges Abroad: Strasbourg</td>
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<td>Saint Lawrence University: Rouen</td>
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<td>Dickinson College: Toulouse</td>
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<td><strong>Germany</strong></td>
<td>Brethren Colleges Abroad: Marburg</td>
<td>All Majors</td>
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<td></td>
<td>Baden-Württemberg Exchange</td>
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<td></td>
<td>IES: Berlin, Freiburg</td>
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<td><strong>Greece</strong></td>
<td>Arcadia University: Athens</td>
<td>All Majors</td>
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<td></td>
<td>Brethren Colleges Abroad: Athens</td>
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<td></td>
<td>College Year in Athens</td>
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<td></td>
<td>University of Connecticut: Summer programs</td>
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<td><strong>Guatemala</strong></td>
<td>Center for Global Education: Antigua, Quetzaltanango</td>
<td>Spanish, All Majors</td>
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<tr>
<td><strong>Guyana</strong></td>
<td>Immersion Experience (sponsored by SJC)</td>
<td>Nursing, Child and Family Studies, Counseling, Social Work, Education, Nutrition</td>
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<tr>
<td><strong>India</strong></td>
<td>School for International Training’s program</td>
<td>All Majors</td>
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<td></td>
<td>University of Virginia’s program</td>
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<td></td>
<td>Brethren Colleges Abroad: Mangalore and Pondicherry</td>
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<td></td>
<td>Alliance for Global Education: Pune (Summer only)</td>
<td>All Majors</td>
</tr>
<tr>
<td>Continent or Country</td>
<td>Program</td>
<td>Major</td>
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</tr>
</tbody>
</table>
| **Ireland**         | Arcadia University: All programs in Ireland  
Brethren Colleges Abroad: Derry, Galway  
Butler University: All programs in Ireland  
API: Short-term programs  
Fairfield University: Galway | All Majors                    |
| **Italy**           | Trinity College: Rome  
John Cabot University: Rome  
Arcadia University: Florence, Perugia  
Lorenzo de'Medici Institute: Florence  
Fairfield University: Florence  
API: All programs in Italy | All Majors                    |
| **Japan**           | Brethren Colleges Abroad: Sapporo  
IES: Tokyo | All Majors                    |
| **Mexico**          | Brethren Colleges Abroad: Xalapa (Veracruz)  
Butler University: Mérida  
Center for Global Education: Cuernavaca, Morelos  
Central College Abroad: Mérida  
School for International Training: Oaxaca  
Oregon program at University of the Americas, Puebla/Cholula:  
  Juniata College, Lock Haven University,  
  SUNY Potsdam  
Programs at Cemanahuac School, Cuernavaca  
Programs at the Autonomous University of Yucatan, Mérida:  
  Depaul University, Rutgers University  
Programs at the National Autonomous University of Mexico City  
Programs at the National Autonomous University of Taxco | All Majors  
Spanish  
Spanish  
Spanish  
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Spanish  
Spanish  
Spanish  
Spanish |
| **Netherlands**     | Central College Abroad: Leiden  
HAN University, Nijmegen | All Majors  
Nursing, Nutrition |
| **New Zealand**     | Butler University: All Programs in New Zealand | All Majors |
| **Nicaragua**       | Center for Global Education: Managua | Social Work |
| **Peru**            | Butler University: Lima | Spanish |
| **Puerto Rico**     | Rider University at Catholic University: Ponce  
SUNY Albany: San Juan  
InterAmerican University: Guyama | Spanish |
| **Scotland**        | Arcadia University: Aberdeen, Edinburgh, Glasgow, Stirling  
Butler University: Edinburgh, Glasgow, St. Andrews, Stirling | All Majors |

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<thead>
<tr>
<th>Continent or Country</th>
<th>Program</th>
<th>Major</th>
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<tbody>
<tr>
<td>Spain</td>
<td>API: Programs in Spain</td>
<td>Spanish</td>
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<td>SUNY Cortland: Salamanca</td>
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<td>University of Kansas: Santiago de Compostela</td>
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<td>Center for Cross-Cultural Study: Seville</td>
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Power of Attorney, Passport, Visas and Medical Insurance

POWER OF ATTORNEY

If you are planning an extended program abroad, you will need to make arrangements for your affairs in the United States. There are many circumstances that need to be planned for, such as access to any checking or savings accounts, payment of outstanding bills and arrangement for medical care should you need to come back, etc. You should appoint someone, preferably a parent, Power of Attorney over your affairs. Contact a lawyer for this simple document.

PASSPORT

A passport is an official government document proving your citizenship and is required for U.S. citizens who wish to travel to a foreign country. Passports are valid for ten years. If your current passport is due to expire within six months of your projected return to the U.S., you should plan to renew it. Students should apply for a passport as soon as possible since the application process takes approximately eight to ten weeks.

Passport applications can be obtained from designated Post Offices, Clerks of the Court in all county court houses, at the Probate Court office in local Town Halls or online at http://travel.state.gov/passport

When applying for a passport, whether original or renewal, the applicant must present:

1. Proof of citizenship, which must be one of the following:
   a. A previously-issued, undamaged U.S. passport,
   b. A state-certified copy of your birth certificate that carries a raised seal,
   c. A certified copy of a consular report of birth abroad, or
   e. The original certificate of naturalization.

2. Two identical color 2x2 inch high-quality photographs taken within the past six months

3. Identification:
   a. Previously issued, undamaged U.S. passport
   b. Naturalization Certificate
   c. Valid Driver's License
   d. Current Government ID (city, state or federal)
   e. Current Military ID (military and dependents)

4. Cash, check or money order for $100 (for first-time applicants) payable to “U.S. Department of State.” Passport Services accepts personal checks but they must be pre-printed with applicant’s name and address. No other checks will be accepted. Payment may also be made by cash, bank draft, money order, credit card or debit card.

The passport application form will inform you as to where the application should be sent for processing.
As soon as you receive your passport, sign it and fill in the information on the inside cover. Your passport is not valid without your signature. Do not allow anyone else to use your passport or alter it in any way. **Your passport is a valuable document for which you are responsible.** The loss of your passport could cause you considerable delay and expense. Make a photocopy of the first two pages of your passport and travel with them in a safe place apart from your passport and leave a copy with the person to whom you gave Power of Attorney. This will aid in determining identification should you lose your passport. A copy should also be kept on file in the Office of International Studies & Programs. If your passport is lost or stolen, notify the local authorities and the American Embassy at once.

**VISAS**

A visa is a document, usually a stamp, placed inside your passport to allow you to enter another country. Visas are issued by the consulate of the country you intend to visit. Not every country requires an entry visa for U.S. citizens.

There are different types of visas for:
- Tourists
- Business travelers
- Students
- Those wishing to work and live abroad

A visa includes the following information:
- Length of validity period
- Maximum length of stay
- Number of times visitors may enter the country

All visas are issued by the consulate of the country you intend to visit. Some visas may not be obtained in the U.S. All consulates require the following:
- A signed passport valid for the entire period of visa
- A completed application
- Passport-type photographs
- Processing fee

**MEDICAL INSURANCE COVERAGE**

All Saint Joseph College students participating in study abroad programs must show evidence of basic medical and emergency medical insurance coverage. **It is the student's responsibility to obtain insurance and to fully understand her insurance policy.** Check with your insurance carrier to determine if your current coverage will extend overseas. Your program may also provide limited medical coverage on site but you will need to assess your personal medical needs and determine if you are adequately covered. **We strongly suggest that you carefully review all procedures for obtaining and paying for emergency medical care and determine if your policy will cover medical evacuation, travel assistance, and in the event of a fatality, the repatriation of your remains.**

As the cost of medical care has skyrocketed in the U.S., health insurance companies have become more stringent regarding medical services they will cover; therefore it is imperative that overseas travel is covered. A list of covered services is normally provided as part of the health insurance policy. You should be aware that you will most likely be asked to pay for all medical services up front, which may be
reimbursed, in full or in part, at a later date by your insurance carrier. If a student has difficulty securing treatment because she does not have enough money with her, and if she has an ISIC Card, she should contact the 24-hour traveler's assistance service for help, but this is never a good substitute for being financially prepared.

Useful information on medical emergencies abroad, including overseas insurance programs, is provided in the Department of State's Bureau of Consular Affairs brochure, "Medical Information for Americans Traveling Abroad," available via the internet.

While we cannot endorse any particular insurance carrier, the Office of International Studies & Programs also has information on supplemental medical insurance for your consideration. You are required to file the Statement of Medical Coverage form at the same time that you submit the Approval to Participate in Study Abroad form to the Office of International Studies & Programs. Both of these forms can be found in Appendix B.
International Student Identity Card

The Saint Joseph College Office of International Studies & Programs recommends that students studying abroad purchase an International Student Identity Card (ISIC) which serves as a valid proof of student status in most countries around the world. In addition, ISIC holders enjoy discounts on airfares, museum admissions and Federal Express shipping, as well as a modest level of sickness and accident insurance. ISIC holders also enjoy access to a worldwide travelers’ assistance telephone line, which may be called collect from anywhere in the world at 713-267-2525. In addition to financial assistance, the travelers’ assistance line can offer help in translation and interpretation. The ISIC costs approximately $22. Some study abroad programs provide the ISIC card to enrolled students free of charge.

The ISIC application form is available in the Office of International Studies & Programs and should be reviewed and completed in advance.

The ISIC may be purchased in person or by mail. Although it is not currently available at Saint Joseph College, it can be purchased in person at Trinity College in Hartford. Contact Debbie Cook, Switchboard Operator, in Mather Hall, Trinity College, Summit Street, at (860) 297-2099.

When purchasing the ISIC, you will need to bring with you:

- The completed ISIC application form
- $22.00 fee
- Proof of current student status is required; either a student ID for the current semester, or a letter on school stationery from the registrar or dean (with the school seal) stating you are enrolled during the current academic year.
- A recent photograph. You will need to provide a passport-sized picture of your face in black and white or color.
Appendix A

Additional Resources


Recommended Web Sites

NOTE: This list is incomplete due to the explosive growth in web sites. The Office of International Studies & Programs at Saint Joseph College does not endorse any of the web sites listed. These are strictly for use as reference material.

GENERAL INFORMATION

www.iie.org and www.iiepassport.org - Institute of International Education provides information about services and publications offered by IIE including Fulbright and Gilman scholarships.

http://www.cie.uci.edu/prospective/iopother/intern.shtml - University of California-Irvine, International Opportunities Program (IOP). This site is one of the most comprehensive study abroad sites. Provides directories of U.S. and non-U.S. based study abroad programs and extensive guides to working abroad.

www.transabroad.com - Study, travel and work abroad home page.

www.transitionsabroad.com - Study abroad site and webzine.

www.ciee.org/ - Council on International Educational Exchange (CIEE). Information on study, work and volunteer programs offered through CIEE.

www.studyabroad.com/ - A commercial listing of study and work abroad programs. This web site is not comprehensive but provides a good starting point for program searches.

www.xe.com/ict/ - The Interactive Currency Table provides helpful information on currencies of countries around the world.


www.embassy.org/ - The Electronic Embassy’s resources include information from various sources including official foreign embassy statements, official U.S. Government data, and unofficial materials.

www.business.att.com/bt/dial_guide.jsp - This site provides international access codes and country codes for international calls to or from any country in the world.

www.peacecorps.gov/ - Information about Peace Corps opportunities.

www.travlang.com - Provides travel and language related services for study abroad such as currency exchange rates, rail and air reservations, weather, latest news, telephone and mail information, translation assistance, etc.

www.lonelyplanet.com - Lonely Planet provides online information about student and budget travel and study abroad similar to what is provided in their invaluable print guidebook series.

www.cdc.gov/travel - Center for Disease Control Travel Information provides reference material for international travel including disease outbreaks, geographic health recommendations, health precautions regarding food and water, etc.
www.state.gov/travel - Provides a wealth of information for traveling abroad, including how/where to apply for a passport, travel warnings, country entry requirements and Embassy and Consular contact information.


www.cbp.gov – U.S. Customs & Border Protection provides valuable information that all travelers should know before they enter or leave the U.S.

www.cia.gov/library/publications/the-world-factbook/index.html - Find detailed information about all the world’s countries here.

www.who.int/ith/en/ - The World Health Organization provides international travel and health information, including vaccinations requirements and health advice.

www.timeanddate.com/worldclock/ - Provides all time zones and running, up-to-date clocks for all capital cities.

http://www.worldlearning.org/OurWorld_documents/SITStudyAbroadReentryToolkit.pdf - Provides information on returning home after a study abroad experience.

http://www.globaled.us/SAFETI/ - The Safety Abroad First Educational Travel Information Organization provides safety and health information for travelling abroad.

http://blogs.njscis.org/ The Global Students Lounge, A Study Abroad Blog

http://www.globaled.us/ The Center for Global Education, An International Resource Center

TRAVEL SITES

www.orbitz.com - Online airfare provider
www.travelocity.com - Online airfare provider
www.expedia.com - Online airfare provider
www.cheapoair.com - Online airfare provider
www.cheaptickets.com - Online airfare provider
www.raileurope.com - European rail and rail/auto pass vendor.
www.eurail.com - Find discounted rail passes covering travel in 25 different countries.
www.statravel.com - A student travel agency offering discounted air and rail fares, as well as the International Student Identity Card (ISIC).
www.travel-watch.com/airphones.htm - A list of phone numbers for airlines with operations out of the United States. This site also offers general information helpful to travelers.
www.studentuniverse.com
www.lonelyplanet.com - Lonely Planet provides online information about student and budget travel and study abroad similar to what is provided in their invaluable print guidebook series.
Sources of Financial Aid

ORGANIZATIONS

National Security Educational Program (NSEP)

NSEP provides funding for undergraduates and graduates studying in areas outside of Western Europe. The Institute of International Education (IIE) administers the undergraduate study abroad scholarships; contact them at 800-618-6737 or www.iie.org. The Academy for Educational Development (AED) administers graduate fellowships; contact them at 800-498-9360.

Benjamin A. Gilman International Scholarship Program

This program is offered through the Bureau of Educational and Cultural Affairs of the U.S. Department of State and is administered by the Institute of International Education (IIE); contact them at 888-887-5939 x25 or www.iie.org/gilman. This program provides substantial financial assistance to undergraduate American students with demonstrated financial need.

Institute of International Education (IIE)

U.S. Student Programs Division, 809 United Nations Plaza, New York, NY 10017; tel: 212-984-5367 or www.iie.org. IIE’s information center maintains an extensive collection of material on international educational exchange. Information on scholarships and grants are available, including most of the publications listed below. The center is open Tuesday through Friday, 11 a.m. to 4 p.m.

Rotary International

The Rotary Foundation, the world’s largest privately sponsored international scholarship program, provides funding for overseas study for undergraduate, graduate, and vocational students, as well as offering a special award for teachers of the disabled. Rotary Foundation scholarships provide money for travel and living expenses, as well as tuition and academic fees. Contact your local Rotary Club for application information, or write to Rotary International, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201; tel: 847-866-3000

Freeman Awards for Study In Asia

Provided by the Freeman Foundation, these awards are granted to U.S. undergraduates intending to study abroad in any of fifteen Asian countries. Administered by the Institute of International Education (IIE); contact them at 800-618-6737 or www.iie.org/programs/Freeman-ASIA. Awardees are expected to share their experiences with their home campus to encourage study abroad by others through a service requirement and to submit a final report to IIE within six months after their return to the U.S.
GUIDES FOR LOCATING FINANCIAL AID


Fellowships, Scholarships, and Related Opportunities in International Education. University of Tennessee-Knoxville: Center for International Education.


Scholarships; Fellowships & Grants for Programs Abroad. Houston: American Collegiate Service.


WEB DATABASES

These are just a few examples of scholarship databases on the internet.

www.fastweb.com
www.finaid.org
www.collegeboard.com
www.scholaraid.com
www.iie.org
www.iefa.org
www.studyabroad.com/forum/financial_aid.html
www.internationalscholarships.com
www.studyabroad.msu.edu/scholarships
www.allabroad.us/funding1.php
A Parent’s Guide to Study Abroad:
Safety and Security

By: William Hoffa


Overseas study programs recognize their responsibility to do their utmost to provide a secure and unthreatening environment, in which your daughter or son can live and learn. Responsible campuses and programs consult regularly with colleagues around the country who are involved in the administration of study abroad programs; with resident program directors of programs; with responsible officials of foreign host universities; with contacts in the U.S. Department of State, governmental and non-governmental agencies, and with other experts, including faculty who are well-informed on issues and events. It is in no one’s interest to risk student safety and well being.

The ability to communicate almost instantaneously worldwide via fax machines and electronic mail enables campuses (and parents) to obtain and share information quickly and accurately in the event of an overseas emergency that may have repercussions for study abroad programs and students. In short, most campuses and programs have in place an effective system of consultation and consensus building in order to make proactive and reactive decisions concerning the safe operation of their programs.

Few countries have as much street crime and the potential for stranger-upon-stranger violence as the United States, so in this sense, U.S. students may be statistically "safer" in foreign cities and towns than they are at home. Many U.S. students report when they return from a period abroad that they had never felt safer in their lives. This does not mean that there is no crime elsewhere, or that a daughter's or son's personal safety is ever completely assured. Minor street crime (especially pick-pocketing) is a fact of life in many countries, especially in crowded cities that receive regular influxes of foreign visitors.

Further, students living or traveling in counties that are internally unstable or at odds with their neighbors can certainly be put in harm's way. Carrying a passport is no guarantee of safety or absolute security. In certain places and at certain times, it is very possible to get caught in the midst of forms of political strife that may not be directed at foreigners generally or Americans in particular, but nevertheless can be very dangerous. Usually risks are knowable well in advance, so precautions can be taken. On the other hand, there are no documented instances in the history of study abroad when it has been apparent that American students have been the specific targets of political violence. In those few locations where even remote danger might occasionally exist, program directors work with local police, consular personnel, and local university officials in setting up whatever practical security measures are deemed prudent. In such places, students will be briefed during orientation programs and reminded at times of heightened political tension about being security conscious in their daily activities. Terrorism is a twentieth-century reality and is not likely to diminish (or increase) significantly. To succumb to the threat by reacting in fear may well be the objective that terrorists seek to achieve.

Students and parents should develop a family communication plan for regular telephone or e-mail contact, with contingencies for emergency situations. With this in place, in times of heightened political tension,
natural disaster, or other difficulty, interested parties will be able to communicate with each other directly about safety and well being.

The U.S. government monitors daily the political conditions in every country of the world. Parents with concerns about crime and security threats in a given country are urged to take advantage of U.S. State Department Travel Advisories, which are available to the public free of charge. Travel Warnings are issued when the State Department decides based on all relevant information, to recommend that Americans avoid travel to a certain country. Consular Information Sheets are available for every country of the world, and include such information as location of the U.S. Embassy or Consulate, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable situation exists which is not severe enough to warrant a travel warning, this is duly noted. Public announcements contain information about terrorist threats and other relatively short-term and transnational conditions posing significant risks to the security of American travelers.

For current information, advisories, or warnings, parents can contact the State Department in Washington DC (tel.: 202.647.4000), or get access to this same information via the internet at: http://travel.state.gov/travel
Advice for Parents of Overseas-Bound College Students

By: William Hoffa


The idea of traveling to other countries as part of one's higher education is nothing new. Scholars have been enriching their higher education through travel for centuries. What is different today is that study abroad is no longer a luxury for the rich, but instead, a reality for students who want to become prepared for the challenges of the twenty-first century.

As a parent of a college or college-bound student, you may find yourself in the role of helping your child think through the many questions and issues she will face in making this often life-changing decision. Though decisions about when, where, and what to study overseas are usually made by students themselves, there are many supporting roles for parents to play to help their child in deciding whether to go, choosing a program, preparing for departure, ensuring a rewarding experience while abroad, and adjusting to life back at home.

Here are some important considerations about choosing a program, determining when to go, and preparing to get the most out of the experience.

**Timing: When to Study Abroad?**

Study abroad used to mean a commitment to a full year of living and learning abroad, usually during the junior year. But now short-term options abound, some as short as three weeks, so students can find excellent programs that match the amount of time they can afford to be away from their home campus.

There is plenty to be said for thinking about participating earlier rather than later. Although the "junior year abroad" model is still the most popular, students who study abroad in their freshman or sophomore years often get a head start on some of the soul searching and career planning that comes with overseas travel. On the other hand, the curricular strengths of study abroad programs suggest that the experience is ideally suited to juniors and seniors who have chosen an academic concentration and are seeking ways to deepen and diversify it in ways not possible on campus.

**The Importance of Fit**

Students who need structure, guidance, discipline, and encouragement should opt for a classroom-centered program with strong on-site support staff and planned enrichment activities. Students who are already adventurous, independent, resourceful, and prepared intellectually and linguistically may choose a direct-enrollment, full-immersion program or an independent internship. Most students fall somewhere between

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1 NAFSA news Vol. 3, no. 25, July 10, 1998
NAFSA FOCUS
Editor's note: The following text is provided for study abroad program administrators to use in conjunction with other program materials. The text may be reprinted with proper credit to the author.
these extremes and will be best served by programs that offer support as well as opportunities for independence.

**Duration: How Long to Study Abroad?**
A truism of campus advisers, one affirmed by returning students, is that the longer the program, the greater the intellectual and personal impact, in terms of academic benefit, cross-cultural understanding, career preparation, and maturation. Long-term, fully-integrated programs are much more likely to provide students with the cross-cultural skills employers seek. Alternatively, the availability of shorter programs makes study abroad a possibility for students who previously could not have considered it for time or financial reasons. Long or short, the most important thing is that the program's goals be commensurate with the time allotted for their accomplishment. Parents are right to be suspicious of programs that seem to claim or promise too much, and they can play an important role in assisting their son or daughter to question such claims.

**Location**
Europe continues to be the most popular destination for American students heading overseas, but more and more students are choosing to study all over the world. There are many reasons for your daughter or son to choose to live and learn in a European location—especially if she or he has made linguistic or other academic preparations for such study. But good grounds exist for choosing programs in non-Western regions. Study in a culture that is dramatically different from that of the West can be especially eye opening and rewarding for students. Obviously, somewhat different considerations of cost, transportation, communications, ethnicity, language, safety, and health can come into play for students and parents considering programs in such locations.

**Study, Work, or Both?**
While most students going overseas participate in programs designed to fulfill their academic goals and obligations, a smaller proportion travel overseas primarily to gain practical experience, learn new skills, and increase their career prospects. About 10,000 U.S. students annually participate in noncredit work overseas programs with a strong experiential emphasis.

**Financial Aid**
The amount of financial assistance available to families of students wishing to study abroad is likely to depend on one or more of the following considerations:

- The financial aid package currently being received for home campus study,
- The commitment of the student's home institution to fostering study abroad opportunities and extending financial aid to such preparation,
- The economic ability of the home institution to support such a commitment,
- The amount of additional aid for which students might be qualified for overseas study,
- Full-time enrollment and participation in an approved program that can be defended as part of degree studies, and
- Additional scholarship aid that may be available from private or public sources.

Parents and students will usually benefit from working as closely as possible with the campus Financial Aid office. At the very least, your son or daughter should make an appointment with the individual responsible for processing aid for study abroad as soon as he or she becomes serious about studying abroad. The study abroad adviser on campus can provide encouragement, guidance, and possibly information on scholarship help.
Scholarships
Most study abroad offices have on their shelves at least some resources that describe scholarships available for undergraduate study abroad. Unless you can get to the campus, however, your son or daughter, with the assistance of the study abroad adviser, will have to do the basic research to identify possibilities. A World Wide Web resource that parents can access directly is The Financial Aid Information Page (www.finaid.org). This site provides a good overview of aid sources and is a good starting point for more specialized searches.

Safety
Study abroad programs cannot guarantee the absolute safety of participants or ensure that risk will not at times be greater than at home. Nor can they monitor the daily personal decisions, choices, and activities of individual participants any more than is the case on the home campus. However, most overseas study programs recognize their responsibility to do their utmost to provide a secure and safe environment in which your son or daughter can live and learn. Responsible campuses and programs consult regularly with colleagues around the country who are involved in the administration of study abroad programs; with resident program directors; with responsible officials of foreign host universities; with contacts in the U.S. Department of State and other agencies; and with other experts who are well informed on issues and events. For information on what parents can do to optimize safety during study abroad, visit the NAFSA web site at www.nafsa.org.

With a little care and effort and a good deal of advance planning, it is almost always possible to identify study abroad programs that match a student's learning style and academic goals at an affordable price.
Appendix B

Forms and Worksheets
Saint Joseph College  
Office of International Studies & Programs

INITIAL INQUIRY FORM

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<td>FRESHMAN</td>
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<td>JUNIOR</td>
</tr>
<tr>
<td>SENIOR</td>
<td>GRADUATE</td>
<td></td>
</tr>
</tbody>
</table>

1. How did you become interested in study abroad?

2. Which subject areas would you study, while abroad? (Circle as many as apply.)

   General Education Requirements  Science  Social Science  Foreign Language  Other:
   Inter- or Cross-Cultural Topics  Humanities  Fine Arts  Social Work

3. Which countries interest you?

   Choice 1:  Choice 2:  Choice 3:  MULTI-COUNTRY PROGRAM

4. Have you studied any language(s) other than English? If yes, which language(s)?

   High School
   Language 1:  # of Years:  High School
   Language 2:  # of Years:  
   College
   Language 1:  # of Years:  College
   Language 2:  # of Years:  

5. Do you speak a language at home that is NOT English? Home language:  

32
6. If you have not studied another language, would you like to while abroad? If yes, which languages(s) interest you?

Choice 1: ___________________________  Choice 2: ___________________________

7. Have you ever traveled to another country? If yes, tell us about it.

8. What sources of income will cover your study abroad expenses? (Circle all that apply.)

PERSONAL  PARENTS  LOANS  SCHOLARSHIPS  OTHER

9. Which academic year do you want to study abroad?  20_________ – 20_________

10. For how long would you like to study abroad (circle all that apply):

ACADEMIC YEAR  FALL SEMESTER  SPRING SEMESTER  SUMMER  OTHER

11. How did you learn about study abroad? (Circle all that apply.)

ADMISSIONS MATERIALS  POSTERS  BROCHURE  PROFESSORS  FRIENDS  UNDERGRADUATE CATALOG  WEB SITE  OTHER: __________________________________________________________________________________________

**For office use only:**

<table>
<thead>
<tr>
<th>SERVICES PROVIDED</th>
<th>DATE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gave basic information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided Study Abroad Handbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided brochures, flyers, videotapes, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided with returnee addresses/evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided customized program report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application pending?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff Notes:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

33
## Approval to Participate in a Study Abroad Program

**Office of International Studies and Programs**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID No.</th>
<th>Social Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Address</td>
<td></td>
<td>City/State/Zip</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Alternate Phone</td>
<td></td>
</tr>
<tr>
<td>Primary Email</td>
<td>Alternate Email</td>
<td></td>
</tr>
<tr>
<td>Current Major at Saint Joseph College</td>
<td>Current GPA</td>
<td>Will you be receiving Financial Aid? (circle one) Yes / No</td>
</tr>
<tr>
<td>Sponsoring University</td>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Complete Address (include city and country)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Person (Name / Title / Phone Number / Fax Number / Email Address)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of Study (City &amp; Country)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Students Receiving Financial Aid
- Must be Matriculated
- Must maintain full-time status for the semester (12 or more credits)

### Proposed courses to be completed abroad

<table>
<thead>
<tr>
<th>Course Code / Number &amp; Name</th>
<th>Credits</th>
<th>SJC Course Equivalent / Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Course Code / Number &amp; Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Credits</td>
</tr>
</tbody>
</table>

**Course Credit will only transfer if a satisfactory grade is achieved**

**TOTAL CREDITS**

### Final Signatures
- Student has obtained academic approval to participate in the proposed study abroad program and has been informed of the importance and necessity of adequate insurance coverage
- All other forms and paperwork must be completed prior to final approval

<table>
<thead>
<tr>
<th>Final Signatures</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of International Studies</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td></td>
</tr>
</tbody>
</table>

**REGISTRAR**
## FINANCING STUDY ABROAD WORKSHEET

<table>
<thead>
<tr>
<th>Funds Needed</th>
<th>COLUMN A</th>
<th>Available Funds</th>
<th>COLUMN B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (in U.S. Dollars)</td>
<td>$</td>
<td>Your Savings</td>
<td>$</td>
</tr>
<tr>
<td>SJC Processing Fee</td>
<td>$</td>
<td>Federal Loans/Grants</td>
<td>$</td>
</tr>
<tr>
<td>Other Fees</td>
<td>$</td>
<td>State Loans/Grants</td>
<td>$</td>
</tr>
<tr>
<td>Accommodations</td>
<td>$</td>
<td>SJC Financial Aid</td>
<td>$</td>
</tr>
<tr>
<td>Meals</td>
<td>$</td>
<td>Outside Scholarships/Grants</td>
<td>$</td>
</tr>
<tr>
<td>Airfare</td>
<td>$</td>
<td>Parents</td>
<td>$</td>
</tr>
<tr>
<td>Other Transportation*</td>
<td>$</td>
<td>Total</td>
<td>$</td>
</tr>
<tr>
<td>Insurance</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISIC card</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell phone</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toiletries</td>
<td>$</td>
<td></td>
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<tr>
<td>Laundry</td>
<td>$</td>
<td></td>
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<tr>
<td>Entertainment</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail - postcards &amp; postage</td>
<td>$</td>
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<td></td>
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<tr>
<td>Books</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Supplies</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FROM COLUMN B $ 
TOTAL FROM COLUMN A - $ 
TOTAL = $ 

At the very least, your total should be $0.00, but a positive value is preferable to help offset unforeseen expenses. If the total is a negative value, you should go to the Student Financial Services Center to discuss other possibilities.

* Includes bus or subway fare, airport transfers, and other miscellaneous transportation expenses. If you are planning on doing any independent travel before or after your program of study, you should estimate accordingly.
Saint Joseph College
Office of International Studies & Programs

FINANCIAL AID APPLICATION CHECKLIST

- Complete the Saint Joseph College Financial Aid Application (available in the Student Financial Services Center).
- Submit Federal Stafford Loan to the Student Financial Services Center at Saint Joseph College.
- Complete the Free Application for Federal Student Aid and Financial Aid form (available in the Student Financial Services Center).
- Complete the Saint Joseph College Financial Aid Study Abroad Supplement (available from the Student Financial Services Center).
- Submit a copy of the Approval to Participate in a Study Abroad Program form to the Student Financial Services Center.
- Have Consortium or Contractual Agreement signed by the study abroad program provider and Saint Joseph College.

If you have questions about your financial aid eligibility for study abroad, please make an appointment with the Director of Financial Aid. The Student Financial Services Center is located on the second floor of Mercy Hall.
Please read and indicate you have either completed the task or understand the statement by placing a check in the box and signing and dating the bottom of this form.

- I have been advised of Saint Joseph College’s deadline dates for applying to a study abroad program.
- I have discussed curriculum with my academic advisor and know how the program will relate to my SJC academic requirements.
- I have completed a Request for Approval to Participate in a Study Abroad Program, and have obtained signatures from everyone on the list before returning it to the Office of International Studies & Programs for final approval and submission to the Saint Joseph College Registrar.
- I am responsible for talking with the Student Financial Services Center about what, if any, financial aid transfers for my study abroad program and completing all necessary forms.
- I will process all paperwork through the Office of International Studies & Programs.
- I am responsible for completing my passport application or renewal and/or visa applications, when necessary.
- I am responsible for providing all copies, faxing and mailing.
- I will provide the Office of International Studies & Programs with the signed Statement of Medical Coverage and copies of my medical insurance policy numbers and policy information.
- I am responsible obtaining a notary signature and submitting the Release and Indemnification Form.
- I will send copies of letters of recommendation from advisors and professors to the Office of International Studies & Programs so that the copies may be kept on file.
- I will notify the Office of International Studies & Programs when I have received my letter of acceptance from the program to which I have applied.
- I will alert the Office of International Studies & Programs of my foreign address as soon as possible.

Student Signature __________________________ Date ______________

Director of International Studies and Programs Signature __________________________ Date ______________

Last Updated: January 12, 2010
Please call your insurance carrier to validate your coverage dates (especially if you are approaching age 23), and to obtain an insurance identity card, if possible. You must be covered for the entire duration of the study abroad program.

I hereby certify that I will be covered by a sickness/accident policy for the entire duration of my study abroad program.

My policy is carried by:

(Name of Insurance Company)  (Policy Number)

(Address)  (Dates Effective)

(Applicant’s Signature)

(Signature of Parent or Guardian, if applicant is under 21)

Last Updated: January 21, 2010
Saint Joseph College  
Office of International Studies & Programs  
CODE OF ACADEMIC INTEGRITY

Article I  Preamble
Absolute integrity is expected of every student in all academic undertakings. An atmosphere of academic integrity is inherent in the philosophy of Saint Joseph College and shall be upheld by all members of this community.

Article II  Definition
Academic integrity is the responsibility a student assumes for honestly representing all academic work. This responsibility implies that the student will in no way misrepresent her work or unfairly advance her academic status and will neither encourage nor assist another student in so doing.

Article III  Scope
Academic work includes quizzes, tests, mid-term examinations, final examinations, research projects, take-home assignments, laboratory work, and all other forms of oral and written academic endeavor.

Article IV  Referrals
An individual with questions concerning the Code of Academic Integrity should consult either the Student Government Association Office or the Vice President of Academic Affairs/Dean. It is the responsibility of each member of the College community to refer any perceived threat to this Code to the Vice President for Academic Affairs/Dean.

Academic Fraud
Students are expected to conduct themselves at all times in such a way as to reflect credit on themselves and the College.

Students found to have intentionally misrepresented themselves or other persons by altering a Saint Joseph College academic record or producing a fraudulent document will be subject to disciplinary sanctions at Saint Joseph College, as well as criminal action.

I have read and understand the Saint Joseph College Code of Academic Integrity. I understand that I am expected to follow and comply with the Code in all of my academic endeavors, both on campus and abroad, while I am enrolled at Saint Joseph College. I further understand that I am responsible for maintaining a full-time course of study while abroad and that I am responsible for attending classes, taking examinations, and completing all assigned work in a timely fashion. I am responsible for maintaining and presenting sufficient information on each course taken while I am abroad (syllabus, class notes, exams, and assignments) to permit an evaluation for credit by Saint Joseph College.

Print Name  
Student ID Number

Signature  
Date

Last Updated: January 22, 2010
Participants in the Saint Joseph College Study Abroad program are expected to:

- Exhibit sensitivity to the host culture
- Maintain good behavior, and
- Observe all local laws and rules.

Saint Joseph College or its agents reserve the right to dismiss any participant for reasons of unacceptable personal behavior and/or academic participation. Such dismissal will be without refund and return transportation will be at the student's expense.

There are some basic inviolable rules of behavior necessary for all those who participate in study abroad. Therefore, as a participant in a Saint Joseph College study abroad program I agree to:

1. Maintain an adequate standard of academic work in the courses listed on my Approval to Participate in Study Abroad form. In the event that I am unable to enroll in any of my pre-approved courses, I will enroll in alternative courses with the approval of my Academic Advisor. I will notify the Office of International Studies & Programs of any and all changes to my course schedule while abroad.

2. Avoid illegal drugs in any form. Laws state that possession and/or use of illicit drugs is punishable by fine, imprisonment, and/or deportation. Students in a program found to be using or possessing illegal drugs in any form are subject to immediate dismissal and expulsion.

3. Avoid excessive consumption of alcohol. I understand that I put myself at considerable risk every time I allow my judgment to be impaired by the over-consumption of alcoholic beverages.

4. Behave responsibly at all times in regard to local laws, customs, my own personal safety, and the safety of those around me.

I understand that as a Saint Joseph College student, I will be viewed as a representative of my country, my study abroad program, and my college. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner.

I have read these rules and I agree to abide by them. I understand that violation of this agreement will lead to probation or dismissal.

Signature

Date

Print Name

Student ID Number

Last Updated: January 22, 2010
Applicant Name: _____________________________________________________________________

Program Country: ________________________ Dates of Overseas Program: _____________________

I. I (We), understand that in any international travel there are risks that I (we) must normally and reasonably assume. I (We), hereby assume those risks knowingly and willingly.

II. I (We), the undersigned, (each of us), for myself (ourselves), my (our) heirs, executors, administrators, successors, and assigns, covenant and agree that I (We) will never sue, or bring, or in any way aid, any legal action, or proceeding against Saint Joseph College, its legal representative, or any and all others persons for whose acts or to whom it might be liable or Saint Joseph College, for any and all claims, demands, damages, costs, expenses and compensations, incurred by reason of failure and refusal of the undersigned to conform to the requirements of said Saint Joseph College for participants in the Study Abroad Program sponsored by Saint Joseph College.

III. Further, I (We), the undersigned, (each of us) for myself (ourselves), my (our), heirs, executors, administrators, successors, and assigns (jointly and severally) do hereby acknowledge complete responsibility for all doctor, hospital, dental, first aid, and other medical expenses, and for transportation, room and board, and personal expenses which ______________________________________________________________________________________

(Full Name of Student) (Program and Year)

may incur while participating in the Study Abroad Program sponsored by Saint Joseph College and further covenant and agree that I (we), will at all times hereafter keep and save harmless and indemnify Saint Joseph College, its legal representatives and any and all other persons for whose acts or to whom it might by liable, and that Saint Joseph College against any and all actions or causes of action, claims, demands, liabilities, losses, damages or expenses which Saint Joseph College, its legal representatives, and any and all other persons for whose acts or to whom it might be liable, and Saint Joseph College, may incur by reason of the failure and refusal of the undersigned to conform to requirements of said Saint Joseph College for participants in the Study Abroad Program sponsored by Saint Joseph College of West Hartford, Connecticut.

IV. It is to be understood that this indemnification is not an undertaking on the part of Saint Joseph College of the responsibility for the above mentioned expenses; nor is the release an admission of liability on the part of Saint Joseph College.
V. The undersigned expressly reserves all rights of actions, claims, and demands against any and all other persons whoever not named herein.

VI. In Witness whereof I (we) have set my (our) hand(s) this____ day of __________, 20____.

<table>
<thead>
<tr>
<th>NOTARY ACKNOWLEDGEMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>County:</td>
</tr>
<tr>
<td>City:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>signature</th>
</tr>
</thead>
</table>

Parent or Guardian Signature

Participant Signature

Permanent Home Address
STUDY ABROAD EVALUATION

NAME: _____________________________________________________________________________

SEMESTER/TERM OF PARTICIPATION: _______________________ YEAR: _______________

SPONSORING INSTITUTION: ___________________________________________________________

HOSTING INSTITUTION: ___________________________________________________________

1. GENERAL IMPRESSIONS OF YOUR PROGRAM

1. Was there a pre-program orientation offered? Was it helpful? Is there anything students need to know before leaving, which wasn't covered in orientation?

2. Describe and evaluate the program in which you participated, in general. Did classes held on-site meet your expectations, were there group excursions offered, etc.?

3. Was there an on-site director for your program? If so, how was this person helpful during your stay?

4. If you were responsible for planning and implementing the program in which you participated, what things would you like to see changed or different?

5. Living abroad isn’t always fun and adventure, there can be difficult times, as well. What was the most difficult part for you?
6. Did you experience "culture shock" in your host country? If so, when did you begin to feel it? How did you cope with these feelings?

7. Of course, study abroad isn't just about studying. What did you do during your leisure time?

8. Did you travel on your own while abroad? Where did you go? What was the best place you visited? What recommendations do you have for others?

II. ACADEMIC PROGRAM

1. What was your classroom experience like? How did teaching styles differ from those in the United States? Was the classroom environment more or less demanding?

2. Describe your fellow students. Approximately how large were your classes? Were most of your fellow students Americans? Other foreign students? Local nationals?

3. Has study abroad influenced your educational plans, career plans and/or interests in any way?

III. HOUSING

1. Students studying abroad experience a variety of housing arrangements from family homestays to private off-campus apartments. Please describe your housing. Include a description of the neighborhood, your room, eating arrangements and anything else you believe to be important.
2. Did your housing arrangement help or hinder your ability to adjust to the host country and culture?

3. Would you recommend this housing facility/arrangement to future students? Why or why not?

IV. EXPENSES

1. What was the cost of your program? What did the cost include (tuition, room, board, insurance, airfare, etc.)?

2. Please provide an approximate breakdown of other costs not included in your program:
   NOTE: All expenses should be estimated in U.S. Dollars.

<table>
<thead>
<tr>
<th>One-time Expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round-trip Airfare</td>
</tr>
<tr>
<td>Transportation to and from airports</td>
</tr>
<tr>
<td>ISIC Card</td>
</tr>
<tr>
<td>Orientation Costs</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>One-time Total:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>Toiletries</td>
</tr>
<tr>
<td>Clothing</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Laundry</td>
</tr>
<tr>
<td>Postage</td>
</tr>
<tr>
<td>Local Transportation</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
</tr>
<tr>
<td>Independent Travel</td>
</tr>
<tr>
<td>Entertainment</td>
</tr>
<tr>
<td>Gifts</td>
</tr>
<tr>
<td>Insurance</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Monthly Total:</td>
</tr>
</tbody>
</table>

| Multiply by # of Months:               |
| Subtotal:                              |
| Plus One-time Total:                   |
| Total for trip:                        |
3. If you filled in 'other' in either the one-time or monthly expense fields, please explain.

4. Did you have enough money for what you needed and what you wanted to do? If not, how much more do you recommend and why?

V. THE OFFICE OF INTERNATIONAL STUDIES & PROGRAMS

1. Please evaluate the pre-program information offered to you from Saint Joseph College. Was it helpful? Is there anything students need to know before leaving, which wasn't covered in your information packets?

2. Many students who study abroad experience "reverse culture shock" when they return to the United States and their home college campus. Did you experience reverse culture shock? If so, how have you dealt with it?

VI. MISCELLANEOUS

1. How has studying abroad affected or changed you; affected your understanding of the world? What are the primary benefits you feel you derived from participation in study abroad?

2. Do you have any advice for future study abroad students?
3. What would you like to see done on campus as follow-up to your experience?

4. Would you be willing to serve as a resource person to students interested in study abroad?  
   _____Yes _____No

5. Would you have any hesitation in recommending your program to someone else?  
   _____Yes _____No

6. Would you have any hesitation in recommending study abroad to someone else?  
   _____Yes _____No

7. How would you summarize your general response to the program?

We are often asked to describe students' reactions to the study programs in which they participated. Please sign here, if we may take quotes from this evaluation.

______________________________________________  ________________________
(Signature)                                          (Date)

Please return this evaluation to:

The Office of International Studies & Programs  
Saint Joseph College  
1678 Asylum Avenue  
West Hartford, CT 06117-2791  
e-mail: international@sjc.edu

Last Updated: January 7, 2010