



FACULTY-LED ACCEPTANCE PACKET

Congratulations!!! The WVU Office of International Programs (OIP) is pleased that you have decided to study abroad on a WVU Faculty-Led Program. Studying abroad can be a life-changing experience; however, it also requires careful planning and preparation. This packet has been designed to help ensure that you have a safe and enriching study abroad experience.

All students who study abroad through a WVU Faculty-Led Program must complete the following requirements before the start of their experience abroad:

- 1. Have a Valid Passport.** You can find more information on how to apply for a passport online at: <http://travel.state.gov/passport>
- 2. Attend a Mandatory Pre-Departure Orientation.** You will be notified by e-mail and by the Program Director for the date, time and location for the mandatory Pre-Departure Orientation.
- 3. Complete the Enclosed Faculty-Led Acceptance Packet.** The deadline for the packet can be found online at: www.wvu.edu/~intlprog/facultyled, and includes the following requirements:
 - Faculty-Led Study Abroad Contract
 - Confidential Health Form
 - Physician's Statement
 - Copy of Passport Photo Page
 - Financial Aid Approval Form (required for students who plan to use financial aid, student loans, or scholarships toward the program)

We look forward to working with you as you begin this life changing experience. If you have any questions or concerns, please do not hesitate to contact our office at (304) 293-6955 or e-mail us at oip@mail.wvu.edu.

Once again, congratulations!!!

Sincerely,

Office of International Programs
West Virginia University



FACULTY-LED STUDY ABROAD CONTRACT

Name: _____ WVUID: _____

Program Title: _____

Semester: Thanksgiving Break 20____ Spring Break 20____ Summer 20____

This Study Abroad Contract will guide and inform West Virginia University students of certain required policies and procedures regarding study abroad. Read and Initial each item in ink to accept the conditions stated.

Conditions for Enrollment

The undersigned is a student duly enrolled in a study abroad program for which credit shall be granted upon successful completion of the program. The undersigned understands that he or she must deliver an executed copy of the Study Abroad Contract to the Office of International Programs prior to the start of any study abroad program. Completion and delivery of this form to the Office of International Programs is required to receive credit.

Initials _____

A. Academic Responsibilities: The undersigned agrees to the following policies and procedures relative to academic matters:

Prerequisites: All WVU prerequisites must be successfully completed prior to departure for the foreign study location. Failure to complete all prerequisites successfully will result in the denial of the student's participation in the ***WVU Faculty-Led Program***.

Initials _____

Admission Policy: All persons participating in a ***WVU Faculty-Led Program*** must be admitted to West Virginia University. **NO EXCEPTIONS.**

Initials _____

Course Registration: For ***WVU Faculty-Led Programs***, the Administering Unit of the program will register the student for the appropriate course.

Initials _____

Grades and Credits: ***WVU Faculty-Led Programs*** offer WVU credit and grades. Grades for ***WVU Faculty-Led Programs*** are awarded by the Faculty Leaders on the basis of the Faculty Leader's evaluation of the student's scholastic achievement. Letter grades (A, A-, B+, etc.) will be recorded on the WVU transcript.

Initials _____

B. Financial Responsibility: The undersigned agrees to the following policies and procedures regarding Financial Responsibility:

Federal Financial Aid: All students who receive federal financial aid and who wish to apply this aid to their study abroad program payment must contact the appropriate individual responsible for study abroad in the WVU Financial Aid office. Students from other institutions, who have applied and been accepted to WVU as a visiting student, but who will transfer the study abroad credit to their home institution, and who are participating in **WVU Faculty-Led Programs**, must contact the financial aid office at their home institution as well. There is a process that students must abide by in order to receive their financial aid on time. It is the student's responsibility to complete this process.

Initials _____

WVU Scholarships: Students with WVU Scholarships are responsible for contacting the WVU Scholars Office or other scholarship-granting office to ensure that their award may be used toward the program for which they plan to attend.

Initials _____

Deposit Policy: Upon acceptance to a **WVU Faculty-Led Program**, the student will be required to submit a non-refundable deposit to the administering office. Amounts and due dates will differ among programs.

Initials _____

Program Fees: Students enrolled in a **WVU Faculty-Led Program** are responsible for the applicable program fee, which may include tuition, room and board, and other expenses as outlined in the program information. Each program has its own payment schedule and deadlines. Failure to pay by the deadlines may result in your inability to participate in the program.

Initials _____

Cancellation and Refund Policy: All **WVU Faculty-Led Programs** have a cancellation and refund policy, to which the student must adhere. This policy is included in the program information packet.

Initials _____

Program Withdrawal: Return passage and all other expenses occasioned by a participant's voluntary or involuntary withdrawal from the program shall be the sole and exclusive financial responsibility of the student concerned.

Initials _____

C. Behavioral Responsibilities: The undersigned is aware of the expected behavioral responsibility while participating in any study abroad program. As a guest in a foreign country, there are certain behaviors that are considered unacceptable and could lead to possible disruption of the program. The undersigned hereby assures the University that he/she shall conduct himself/herself in an appropriate manner that does not infringe upon the customs and mores of the country in which the program is being conducted, nor upon the rights and safety of the undersigned and of other participants of the program. Behavioral responsibilities shall be applicable during the course of the program both when in the company of other program participants and when the undersigned is physically separated from other program participants. When participating in **WVU Faculty-Led Programs**, the undersigned must adhere to all policies outlined in the "West Virginia University Code of Student Rights and Responsibilities" [*The Mountie*]. In addition to cultural disruptions, inappropriate behavior may compromise the health and safety of the undersigned. Inappropriate behavior is cause for dismissal from WVU programs without refund. All costs incurred from dismissal from a WVU Faculty-Led program are the sole responsibility of the undersigned. Any outstanding financial obligations to WVU will result in a hold on all student accounts (including class registration and graduation) until all obligations are resolved.

Initials _____

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Illegal Drugs: The use or possession of illegal drugs during a study abroad program is cause for immediate dismissal from WVU programs without refund.

Initials _____

Arrest: Inappropriate behavior in some countries may lead to student arrest. Students must become informed about the legal systems in the host country(ies) in which they are traveling and studying.

Initials _____

D. Medical Responsibility: The undersigned acknowledges that there are certain risks inherent in international travel and that West Virginia University cannot assume responsibility for the provision of medical services to its students or the payments therefore. The undersigned is expected to have consulted with a medical doctor, as he/she may have deemed necessary, with regard to any individual medical issues or needs. Further, the undersigned is aware that the University cannot be responsible for attending to any of the medical needs of the undersigned. The undersigned acknowledges that medical services and treatment in other countries may not meet his or her expectations. The way that medical help is provided and how patients are treated are culturally dependent and can vary considerably.

Initials _____

E. Inoculations and Vaccinations: I understand that prior to my departure I must visit a clinic of my choice, a public health department, or my personal physician who is aware of the International Health Regulations adopted by WHO to ensure that I have received all required vaccinations and inoculations and have official International Health Certificates and that ***I must get all vaccinations and inoculations required by the host country AND receive the proper certificate of verification from the health care provider*** and that I will be checked for appropriate documentation at the immigration desk. I also understand that if I do not have proof of vaccination or inoculation, I may be either refused admittance or given the appropriate shot at the border. In addition, I understand it is recommended that I check with my physician to determine if I am in need of any additional booster inoculations, immunizations or vaccinations including Hepatitis B, MMR or any others that are deemed necessary.

Initials _____

F. Health and Travel Insurance: The undersigned is aware that, should he/she be required to be hospitalized while in a foreign country or in the United States during the program, the University cannot and does not assume legal responsibility for payment of such costs. The undersigned acknowledges that a comprehensive health and accident insurance policy has been provided for coverage of injuries and illnesses sustained or experienced in the location of the study abroad program. I understand that my insurance policy is provided by WVU through CMI Insurance Agency and will cover most medical emergencies. I realize that I am responsible for all expenses in excess of those not covered by CMI and I absolve WVU of all responsibility and liability for any injuries (including death), illnesses, charges, or expenses that I may incur while participating in this program.

Initials _____

G. Students with Disabilities: The undersigned acknowledges that the absence of law mandating equal access for individuals with disabilities in some countries may affect their ability to activate accommodations in certain locations. Disclosure of the disability to West Virginia University Office of International Programs will ensure that every effort is made to prepare the undersigned for limitations to access in certain locations and for requesting accommodations for a disclosed disability.

Initials _____

H. **Program Cancellation:** The undersigned understands that West Virginia University reserves the right to cancel any **WVU Faculty-Led Program** without notice, in which event all refundable monies paid toward program costs will be refunded in full.

Initials _____

I. **Orientation:** Students participating in **WVU Faculty-Led Programs** must attend a mandatory pre-departure meeting or an on-site orientation with their faculty director. The undersigned agrees to attend any required orientations, and ask questions if there are misunderstandings or if issues are unclear.

Initials _____

J. **Living Arrangements:** The undersigned acknowledges that housing accommodations vary from one location to another. Because of the nature of the program or because of the actual arrangements with the institutions and organizations abroad, students may not be free to make their own private living arrangements. Students accepted for enrollment in the **WVU Faculty-Led Programs** agree to accept the housing or facilities provided by the host institution or program, whether it is in a university dormitory, apartment or with a private family. Every effort will be made to accommodate the student's preference, but this can be done only within the limits of the available housing.

Initials _____

K. **Travel:** West Virginia University does not view study abroad programs as travel tours. While travel during free time can be quite educational in itself, the University does not grant academic credit for travel. Study abroad is academic in nature, and students must expect to invest at least the same amount of time and effort that would be required at home for the courses of the same academic level being held through a study abroad program. Travel on weekends and holidays must not conflict with the regular class schedule; students are responsible for making travel plans that will permit them to attend all regularly scheduled classes and field trips. Except when free time for travel on one's own is available or unless they have special permission granted through written consent, students participating in **WVU Faculty-Led Programs** must travel with the group at all times. Students are responsible for obtaining their own passports, visas, and other necessary travel documents. WVU is not responsible for students who are unable to participate in a study abroad program because of late application for passports, visas, or other documentation. Unavoidable and unforeseen changes may occur in the travel itinerary and transportation providers. Program directors will make their best efforts to secure the best and safest alternative, but those alternatives may create greater risk than the original plan.

Initials _____

L. Statement of Risk: The undersigned acknowledges that the decision to study in a particular region of the world must be made by each student and his or her family in light of their own interpretation of the events. It is regrettable, but true, that nowhere in the world, including many of our own cities, can one expect a completely safe environment. It is impossible for anyone to predict future events or give guarantees about the course of events in the world. Through the information packets and orientations, WVU offers students as much information and guidance, as is possible, regarding health and safety issues. These issues include, but are not limited to the following:

- Alcohol – consumption, public intoxication, laws and arrest
- Drugs – use, possession, sale of, laws and arrest
- Vehicle and other transportation – driving, travel warnings, laws and arrest
- Legal systems in different countries – laws, rights, arrests
- Assault – avoiding attracting attention, when and where to travel, laws and arrest
- Theft – protecting valuables
- Health – over-all wellness and avoiding illness and injury, carrying adequate insurance, visiting a physician before travel, traveling with appropriate medications, prescriptions, and medical records

Please see the WVU OIP Pre-Departure Guide and OIP web site (www.wvu.edu/~intlprog) for more information on each of the items outlined above.

Initials _____

M. Acceptance of NAFSA Guidelines: The undersigned agrees to read and accept the Responsibilities of Participants section of the Guidelines for Responsible Study Abroad: Health and Safety, created and promoted by NAFSA, that state Participants should:

- Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider their health and other personal circumstances when applying for or accepting a place in a program.
- Make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy program experience.
- Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families, and any others who may need to know, about their participation in the program, provide them with emergency contact information, and keep them informed on an ongoing basis.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Accept responsibility for their decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program policies for keeping program staff informed of their whereabouts and well-being.

Initials _____

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N. Completion of Documentation: The undersigned agrees to read, understand, complete, and sign the following forms before leaving for the study abroad program.

- **Confidential Health Information Form**
- **Physician's Statement**
- **Study Abroad Contract**
- **Financial Aid Form (if necessary)**
- **Copy of Passport**

Initials _____

MEMORANDUM OF UNDERSTANDING

This contract must be completed prior to the departure of the student's study abroad program. Only original copies of this document can be accepted by the WVU Office of International Programs; faxed copies will not be accepted.

TO THE STUDENT

I certify that I have read and agree to comply with the policies and procedures outlined in the Study Abroad Contract.

Signature: _____ Date: _____

TO THE PARENT OR GUARDIAN OF STUDENT *

* If student participant is under the age of 21, the signature of a parent or guardian is required below.

I certify that I have read and understand that my child is responsible for the policies and procedures outlined in the Study Abroad Contract.

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____ Date: _____



CONFIDENTIAL HEALTH FORM

Name: _____ WVUID: _____

Program Title: _____

Semester: Thanksgiving Break 20____ Spring Break 20____ Summer 20____

The purpose of this form is to help the Office of International Programs be of maximum assistance to you before and during your studying abroad experience. Mild physical or psychological disorders can become serious under the stresses of life in an unfamiliar environment. With this form, we would like to create an awareness of any health issues that you should take into consideration before going abroad. **Have your physician complete the Physician's Statement attached to this application.** The information provided by you and your physician(s) will be used to best advise you regarding the program which you will attend and the extent to which the host institution can accommodate your needs i.e., the extent to which the nature or degree of a condition may prevent your successful participation in a program, whether or not appropriate medical care for the medical condition is available in the location of the program, and/or the degree to which the living and environmental conditions to which you could be exposed would present a risk to your health or the health of others.

I understand that I am authorizing the WVU Office of International Programs to receive, review and evaluate medical documentation in order to determine my eligibility to participate in a study abroad program.

Signature: _____ Date: _____

1. Are you currently being treated for any physical or psychological/emotional problems?

No Yes If Yes, please explain: _____

2. Have you ever been treated by a psychiatrist, psychoanalyst, or psychologist for any mental, emotional, or nervous disorder?

No Yes If Yes, please explain: _____

3. Have you had any major injuries, diseases, or ailments in the last five years?

No Yes If Yes, please explain: _____

4. Have you recently received treatment in a hospital or mental institution?

No Yes If Yes, please explain: _____

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5. Have you ever received treatment for drug or alcohol addiction?

No Yes If Yes, please explain: _____

6. Are you currently taking any medications, or do you receive any treatments on a regular basis?

No Yes If Yes, please explain: _____

7. Do you have any allergies?

No Yes If Yes, please explain: _____

8. Are you on a restricted diet?

No Yes If Yes, please explain: _____

9. Do you have needs that must be accommodated on site because of a physical or learning disability or other condition?

No Yes If Yes, please describe. We will need to make advance arrangements (if possible) with our overseas colleagues. _____

10. If you answered yes to any of the above questions, how do you intend to deal with your condition if it intensifies while you are overseas? If there is not enough room on this page to explain the above questions, please use the space below or attach additional sheets as necessary.

I certify that all responses made on this health information form are true and accurate, and that I will notify the Office of International Programs hereafter of any relevant changes in my health that occur prior to or during the study abroad program.

Signature: _____ **Date:** _____

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PHYSICIAN'S STATEMENT

Name: _____

Program Title: _____

Program Location: _____

Semester: Thanksgiving Break 20____ Spring Break 20____ Summer 20____

TO THE APPLICANT

I hereby authorize my physician to release any medical information to the WVU Office of International Programs that may be relevant in the opinion of my physician to my participation in a study abroad experience.

Signature: _____ Date: _____

TO THE PHYSICIAN

Please indicate if the student named above has a history of chronic or disabling physical conditions; any allergies which may require either continuing or emergency treatment; any special dietary needs; history of drug or alcohol abuse; or any other physical or emotional condition which might affect his/her well being or that of others while traveling or living outside of the United States for an extended time. Please list the brand and generic names for any prescription medications the student requires. This form may be faxed to (304) 293-6957.

Physician's Name: _____

Phone Number: _____

Address: _____

Signature: _____ Date: _____

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FINANCIAL AID APPROVAL FORM

This form is required if you plan to use any type of financial aid, scholarship, or student loan toward your study abroad experience.

Name: _____ WVUID: _____

MIX E-Mail: _____ Phone #: _____

Sponsor: _____

Program: _____

Semester: Thanksgiving Break 20____ Spring Break 20____ Summer 20____

STEP 1: PREPARE A STUDY ABROAD BUDGET

Careful financial planning is an essential step for a successful study abroad experience. The purpose of this budget is to help you estimate the costs associated with your program and the resources that are available to you. You can usually find cost estimations in the program information materials or in your acceptance letter. When completing this worksheet, please make sure costs are converted from the local currency into U.S. dollars. For airfare estimations, you may contact National Travel at (304) 598-0160 or Travel Network at (304) 598-7777. If you need assistance completing this budget, please make an advising appointment with the Office of International Programs.

Estimated Financial Budget	Estimated Resources
\$ _____ Tuition or program fee	\$ _____ Family contribution
\$ _____ Housing *	\$ _____ Personal savings & earnings
\$ _____ Meals *	\$ _____ WVU Scholarships
\$ _____ Books and school supplies	\$ _____ Federal and state grants
\$ _____ Application fees	\$ _____ Federal and state grants
\$ _____ Program deposit	\$ _____ Scholarship: _____
\$ _____ Study abroad insurance *	\$ _____ Scholarship: _____
\$ 100.00 OIP Administrative Fee	\$ _____ Student loan: _____
\$ _____ Airfare *	\$ _____ Alternative loan: _____
\$ _____ Local transportation	\$ _____ Parent loan: _____
\$ _____ Passport & photos	\$ _____ Other: _____
\$ _____ Immunizations	\$ _____ Other: _____
\$ _____ Visa & residency permits	\$ _____ Other: _____
\$ _____ Personal expenses	\$ _____ Other: _____
* If not included in the program fee	
\$ Total Estimated Expenses	\$ Total Estimated Resources

STEP 2: APPROVAL FROM THE WVU UNDERGRADUATE SCHOLARSHIP OFFICE

If you have any WVU Scholarships you must receive the approval of the WVU Undergraduate Scholarships Office to use them toward your study abroad experience. The WVU Undergraduate Scholarships Office is office is located on the 2nd floor in the Mountainlair

To the WVU Undergraduate Scholarship Office
I certify that I have met with the student and they were made aware of the requirements they must complete for their study abroad experience.
Signature: _____ Date: _____
Notes to OIP: _____

STEP 3: APPROVAL FROM THE WVU FINANCIAL AID OFFICE

If you have any type of federal or state financial aid, including student loans, you must receive the approval of the WVU Financial Aid Office to use these funds toward your study abroad experience. When you meet with the Financial Aid Counselor, you must also bring documentation that will support the costs you have included in the Study Abroad Budget, such as program brochures and airline estimates. The WVU Financial Aid Office is located on the 2nd floor in the Mountainlair.

To the WVU Financial Aid Office
I certify that I have met with the student studying abroad and they were made aware of the requirements they must complete for their study abroad experience.
Signature: _____ Date: _____
Notes to OIP: _____

STEP 4: SIGN MEMORANDUM OF UNDERSTANDING

Consequences of Withdraw. I understand that if I withdraw from this study abroad program it can impact my satisfactory academic progress for future financial aid. I also understand that I may be asked to repay all or part of any unearned loan, grant, or scholarship that I receive. Additionally, I understand that I will be responsible for meeting the terms of any contract that I signed with a sponsor, including WVU and affiliated programs.

Complete the WVU Study Abroad Pre-Departure Process. I understand that I must complete the WVU Study Abroad Pre-Departure Process in order to receive any type of financial aid, scholarship, or loan for my study abroad experience. This requirement includes attending a mandatory Pre-Departure Orientation and completing the Faculty-Led Acceptance Packet.

Signature: _____ Date: _____

STEP 5: RETURN FORM TO THE OFFICE OF INTERNATIONAL PROGRAMS