

**CHINA B&E
To Do List
2008**

1. **Contact the Faculty Director**, Bill Riley, at William.Riley@mail.wvu.edu for more specific information on course content.
2. **See your advisor**. Take the information on the course content to your advisor and inform him/her of your wish to study abroad and discuss how this course fits into your academic program.
3. Make an appointment to see Paula King in **Financial Aid** (and/or the Scholarship Office) regarding your federal, state, and WVU aid and using it for study abroad.
4. For information on other **scholarship opportunities** for study abroad, come to the Office of International Programs (OIP) and consult the Useful Website Page for sites that lists available scholarships.
5. **Complete the following forms and return them to Office of International Programs, G-13 White Hall, P.O. Box 6214, Morgantown, WV 26506**
 - **Payment Agreement Form — must be returned to G-13 White Hall before making your deposit**
 - **Office of International Programs (OIP) Student Program Application**
6. Pay the **\$1000.00 non-refundable** deposit by **November 30, 2007**. Students can view charges on the STAR Information System by access through their MIX account at www.mix.wvu.edu. You must be admitted to WVU and have a 700 student number to access this information.

Payments can be made by the following methods:

 - STAR Information System (electronic check or credit card -- Discover , Visa , Mastercard)
 - Lockbox service by using the remittance portion of monthly billing statement (check or credit card)
 - Walk-In to any cashier satellite office on campus (cash, check, or credit card).
 - Pay by mail (credit card, money order or check payments)
An envelope is provided with your billing statement for your convenience. Mail your remittance stub and your payment to: TREAS/RPD, Office of Student Accounts
West Virginia University, PO Box 6, Charleston, WV 25321-0006

NOTE: If outstanding charges exist on your account, these charges will be paid first.
7. Pay the final payment of **\$1500.00** by **January 25, 2008**. **SEE PAYMENT INFORMATION AT #6 ABOVE.**

Not Included In The Program Cost:

- B&E tuition and fees
- Passports
- Items of a personal nature
- Trip cancellation/interruption insurance. (available and highly recommended)

Refund Policy

The OIP has developed the following refund policy. **All OIP administered programs will follow this policy.**

A. A student who withdraws, because of a serious illness or death in the family will receive a refund of costs minus program-specific non-refundable costs and airline ticket, if already purchased. A certificate of inability to participate in the program, from a doctor or funeral home, is necessary in making claims for a refund.

B. If program withdrawal is for any other reason, the following applies:

PROGRAM WITHDRAWAL DATE	REFUND POLICY
Between 90 days and 60 days prior to departure	75% of program cost minus airfare and other program specific non-refundable costs
Between 59 days and 30 days prior to departure	50% of program cost minus airfare and other program specific non-refundable costs
Between 29 days and the day of departure	No Refund

PLEASE NOTE THE FOLLOWING:

- **ALL DEPOSITS ARE NON-REFUNDABLE**
- **ALL FINANCIAL AID STUDENTS ARE REQUIRED TO PAY THE DEPOSIT, THEN BE REIMBURSED BY FINANCIAL AID—NO EXCEPTIONS.**

Upon receipt of written notification, cancellations and refunds will be processed according to the above policy. The refund, if applicable, will be paid within 60 days of the cancellation being received.

8. **Get a passport:** Directions on How to Apply for a U.S. Passport are provided in this packet. Passport applications may be downloaded from: http://travel.state.gov/passport_obtain.html. Passports can take over 2 months, so don't delay!
9. **Become familiar with the health insurance policy** that is included in the cost of the program. Insurance information can be found at <http://www.studyabroadinsurance.com>. You may also consider purchasing additional international insurance to cover any additional potential health, emergency, accident & repatriation costs not covered by this policy. Some insurance companies provide short-term health and emergency assistance policies designed for study abroad participants.
10. Contact the Program Director for information about the itinerary, baggage limitations, and meeting arrangements.

11. Complete all required documents in the acceptance packet located at www.wvu.edu/~intlprog
12. Attend a pre-departure orientation for you program. Location, time and date to be announced.
13. Have a safe and exciting study abroad experience.

11/07

**WVU OFFICE OF INTERNATIONAL PROGRAMS
FACULTY-LED STUDY ABROAD
PAYMENT AGREEMENT**

I, _____, 700 will be
YOUR NAME **WVU STUDENT NUMBER**

participating in the following WVU Faculty-Led Study Abroad Program:

China B&E Grad
NAME OF PROGRAM

CHINA
COUNTRY LOCATION

The cost of this program is \$2500.00.

I agree to adhere to the following payment schedule:

\$1000.00 Non-refundable Deposit Due By November 30, 2007++

\$1100.00 Non-refundable Payment Due By January 25, 2008

++ Must be returned to G-13 White Hall before making your deposit

I understand that I will be billed B&E tuition and fees in addition to the above program cost in order to be registered for the course(s) and receive WVU credits.

SIGNATURE

DATE

FOR OFFICE USE ONLY

<u>CODE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>EFFECTIVE DATE</u>
<u>IBCG</u>	<u>200805</u>	<u>\$ 900.00</u>	<u>TODAY'S DATE</u>
<u>IP07</u>	<u>200805</u>	<u>\$ 100.00</u>	<u>TODAY'S DATE</u>
<u>IBCG</u>	<u>200805</u>	<u>\$ 1500.00</u>	<u>January 25, 2008</u>



WEST VIRGINIA UNIVERSITY FACULTY-LED STUDY ABROAD PROGRAM APPLICATION

NAME OF PROGRAM _____

Application Instructions: Complete this application and return to the WVU Office of International Programs, G-13 White Hall, PO Box 6214, Morgantown WV 26506. **NOTE: Please use black or blue ink.**

BIOGRAPHICAL INFORMATION

Name (Last, First, Middle Initial): _____

Other names used in the last 10 years: _____

Social Security Number: ____ - ____ - ____ Passport Number: _____

WVU ID Number: ____ - ____ - ____

Country of Citizenship: _____ Date of Issue: _____

Date of Birth: ____ / ____ / ____

Citizenship Status: ____ US Citizen ____ Refugee ____ Non-Immigrant/Other

Visa Type: ____ Permanent Resident with Alien Card (Please attach a copy of both sides of the card)

School Email: _____ Male ____ Female ____

Personal Email: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Cell Phone: (____) _____ Work Phone: (____) _____

Are you applying as a West Virginia Resident? ____ Yes ____ No

If yes, how long have you lived in West Virginia? ____ Years ____ Months (Proof may be required)

Status:

Guest status is available to students wishing to take this program as non-degree students.

Your current status: ____ High School Graduate

____ Currently enrolled in College

____ Completed a BA/BS degree

____ Check here if you previously applied for Guest status
at WVU

Ethnic Group: ___ White, Non-Hispanic (01)
 ___ Black, Non-Hispanic (02)
 ___ Hispanic (03)
 ___ Asian/Pacific Islander (04)
 ___ American Indian or Alaskan Native (05)
 ___ Race/Ethnicity Unknown (06)

Emergency Contact Name #1: _____ Relationship: _____

Daytime Phone: (____) _____ Cell Phone: (____) _____

Evening Phone: (____) _____

Emergency Contact Name #2: _____ Relationship: _____

Daytime Phone: (____) _____ Cell Phone: (____) _____

Evening Phone: (____) _____

EDUCATIONAL INFORMATION

Current Academic Institution: _____

Address: _____

Academic Status : ___ Freshman ___ Sophomore ___ Junior ___ Senior
 ___ Graduate ___ Other

Major(s)/Minor(s):

Dates Attended: _____ Grade Point Average: _____

Please include a copy of your academic transcript(s) with your application (official or unofficial)

PREVIOUS EDUCATIONAL EXPERIENCE

Name of High School or College City and State Dates Attended Degree Obtained

APPLICANT SIGNATURE

My signature below verifies that all information on this application is correct to the best of my knowledge:

Signature: _____ Date: ____/____/____

Directions on How to Apply for a U.S. Passport

- 1) **Read the instructions located on the back of the Passport Application** on how to apply for a U.S. passport. Passport Applications can be found at your local main Post Office or downloaded at http://travel.state.gov/passport_obtain.html
- 2) Complete the white areas on the front of the Passport Application. Answer all questions, but **DO NOT SIGN**. Do not fold, staple, or erase on the form.
- 3) **Passport-size photos.** Consult the yellow pages for photographers and inquire if they take passport-size photos. Prices for photographers can vary significantly, so you should do some comparative shopping. Both color and black & white photos are acceptable, however, black & white photos are normally less expensive. You should also check on the rates for **Duplicate Prints**. Many countries require additional documentation, such as student visas and alien registration cards, which might also require passport-size photos.
- 4) Locate acceptable **Proofs of Identity**. The Passport Application requires an original or certified (NO COPIES!) birth certificate and a valid state or federal photo I.D., such as your driver's license. Consult the instructions on the back of the Passport Application for special instructions regarding Naturalized citizens, U.S. citizens who were born abroad, and citizens who have no birth record.
- 5) Take the Passport Application, two passport-size photos, proof of identity and the **Passport fee** to your local main **Post Office** to complete the application. **YOU MUST DO THIS IN PERSON.**

Other Useful Information:

The Passport Agency normally takes from *six to eight weeks* to process your passport. If you are under a time constraint, there is an available **Expedited Service** that can process your passport in three working days upon receipt at the Passport Agency. This service costs an additional fee plus overnight shipping fees.

You may also be asked to provide additional documentation proving your identity. In case this occurs, you should **locate** other acceptable documents in order to save time. Suggested documents include high school and college transcripts, tax records, marriage certificates, and enlistment papers for the U.S. military service.