



West Virginia University
Office of International Programs

STUDY ABROAD ACCEPTANCE PACKET ISEP – VISITING STUDENTS

Congratulations on your decision to study abroad! The WVU Office of International Programs is pleased that you are taking advantage of this life-changing experience.

Please be aware that you are required to complete the following WVU study abroad requirements in order to receive credit for your experience abroad:

- 1. Attend a Pre-Departure Orientation.** You will be e-mailed the date, time, and location of the Pre-Departure Orientations at a later date.
- 2. Complete a Study Abroad Acceptance Packet.** The following forms are due before the start date of your study abroad program:

- Study Abroad Contract
- Confidential Health Form
- Physician's Statement
- Proof of International Health Insurance
- Copy of your Passport Photo Page

If you have any questions on how to complete any of these requirements, please do not hesitate to contact our office (304) 293-6955 or e-mail us at oiip@mail.wvu.edu. You may also stop by our office, which is located in 336 Stansbury Hall and open Monday through Friday from 8:15 am to 4:45 pm (closed for lunch).

Congratulations again, and we look forward to working with you throughout your study abroad experience.

- WVU Office of International Programs



STUDY ABROAD CONTRACT

Name: _____ WVUID: _____

Sponsor: _____

Host University: _____

Program Location (City & Country): _____

Semester(s): Fall 20____ Spring 20____ Summer 20____

This Study Abroad Contract will guide and inform you of required policies and procedures regarding study abroad at West Virginia University. Initial each item in ink after you read it 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:

Credit Pre-Approval.

Pre-approval for study abroad credit for ***WVU Exchange Programs*** and ***Non-WVU Study Abroad Programs*** will be determined by the student's Academic Advisor, Study Abroad Program Coordinator, and a Representative for the Transient Unit of Admissions and Records via the Transient Form. A Transient Form must be completed and given to the WVU Office of International Programs **BEFORE** a student begins his or her study abroad experience. The Transient Form is a contract between the student and WVU stating how much and which credit will be granted for classes taken at another university. Transfer credit can be classified as required or elective, matching or open (no match at WVU). In cases where course descriptions cannot be determined before a study abroad program begins and where on-site course registration occurs upon arrival (which is often the case with many exchange and other direct enrollment programs), students and advisors should complete the Transient Form to the best of their abilities **BEFORE** the student departs. Students and advisors should correspond via e-mail once the student has arrived overseas and has registered for classes abroad. An attempt should then be made to revise the Transient Form; otherwise, students will have to complete an updated Transient Form upon their return to campus. **All credit for course work in languages other than English must be approved in advance on the Transient Form by the WVU Department of Foreign Languages.**

Initials _____

Course Registration and Prerequisites. Registration for ***WVU Exchange Programs*** will be done by the WVU Office of International Programs. Students will be registered for 12 credit hours per semester at WVU in order to be billed for tuition and room and board (when applicable), yet registration for actual classes must be done by the student upon arrival at the exchange institution. For ***Non-WVU Study Abroad Programs***, the sponsoring institution or organization will assume responsibility for registering the student. Many WVU Exchange Programs and Non-WVU Study Abroad Programs may offer classes that have prerequisites. In most cases this information will be available, but there may be instances where it is not possible to know this until arrival at the host institution. WVU has no power over the registration process at host institutions and students must follow the rules for registration and prerequisites at the host institution.

Initials _____

Grades and Transient Credit. ***WVU Exchange Programs*** and ***Non-WVU Study Abroad Programs*** offer transfer credit. Although grades will be awarded by the host institutions, these grades will not appear on the student's WVU transcript. Instead, the WVU transcript will show the class names and the number of credit hours earned. Transfer credit is given for classes passed with a grade equivalent of a "D" or better, as was pre-approved on the student's Transient Form, or as the student can demonstrate retroactively with a course description and the host institution transcript. Failed classes receive no credit.

Initials _____

Enrollment Verification. Students participating in ***Non-WVU Programs*** will be registered at WVU for the duration of their study abroad experience. Students participating in such programs are responsible for having the organization, association or institution send written verification that you are attending their program. Failure to do so could affect your enrollment status at WVU as well as your financial aid status. **This does not apply to students participating in summer programs.**

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 all other institutions must contact the Financial Aid Office at their home institution. 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 chosen study abroad program.

Initials _____

Administrative Fee. All ***WVU Study Abroad*** participants who receive academic credit for their study abroad experience are required to pay a Non-Refundable \$100.00 Study Abroad Administrative Fee. This administrative fee will be placed on your WVU student account. Students agree to pay this fee through the WVU Office of Student Accounts. Students must also pay any applicable fees required by ***Non-WVU Study Abroad Program*** sponsoring institutions and organizations.

Initials _____

Program Fees. Students enrolled in a ***WVU Exchange Programs*** are responsible for the applicable program fee, which may include tuition, room and board, and other expenses as outlined in the program information. Students enrolled in ***Non-WVU Study Abroad Programs*** are similarly responsible for all mandatory fees as established by such institutions or organizations.

Initials _____

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

Initials _____

Refund Policy. Each ***Non-WVU Study Abroad Program*** has its own cancellation and refund policy, to which the student must adhere.

Initials _____

Program Withdrawal. Return passage and all other expenses occasioned by a participant's voluntary or involuntary withdrawal from a ***WVU Exchange 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 which 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 which 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 a ***WVU Study Abroad Program***, 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, and return flight and other costs will be the student's sole responsibility.

Initials _____

Illegal Drugs. The use or possession of illegal drugs during a study abroad program is cause for immediate dismissal from WVU Study Abroad Programs without refund. Furthermore, laws in other countries may have severe penalties for those caught with drugs. Neither U.S. Embassies nor WVU can do much more than contact your family if you are arrested and detained abroad.

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 _____

The undersigned, if participating in a **WVU Study Abroad Program** agrees to provide the Office of International Programs with completed and signed *Confidential Health Form and Physician's Statement*.

Initials _____

- E. **Health and Travel Insurance.** The undersigned is aware that, should he/she 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. Rather, the undersigned understands that all study abroad program participants are required to maintain sufficient **medical, travel assistance, evacuation, and repatriation insurance** while participating in this program. West Virginia University shall not assume responsibility for student medical expenses. Participants in **WVU Exchange Programs** are required to purchase insurance through CMI, and the OIP will assist the student in obtaining a policy. Participants in **Non-WVU Study Abroad Programs** may be required to enroll in a specific insurance plan as designated by the institution or school. Before participating in a **Non-WVU Study Abroad Program** must demonstrate proof of adequate insurance to the Office of International Programs using the *Proof of International Health Insurance form*.

Initials _____

- F. **Inoculations and Vaccinations.** I understand that prior to my departure it is recommended that I visit the WVU International Travel Clinic, 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 _____

- 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 WVU 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. **Orientation.** An extensive pre-departure orientation program will be conducted by the WVU Office of International Programs during the semester immediately prior to participation in study abroad for students participating in ***WVU Exchange Programs and Non-WVU Study Abroad Programs.*** The undersigned agrees to attend the required orientation, read the pre-departure orientation handbook, and ask questions if there are misunderstandings or if issues are unclear. Students participating in ***Non-WVU Study Abroad Program*** may also wish to seek specific pre-departure orientation information from the sponsoring institution.

Initials _____

- I. **Living Arrangements.** The undersigned acknowledges that housing accommodations vary from one location to another. Because of the nature of the actual arrangements with the institutions and organizations abroad, students may not be free to make their own private living arrangements, but in other cases may have no other option than to make their own arrangements. Students accepted for enrollment in ***WVU Exchange 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 _____

- J. **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 which will permit them to attend all regularly-scheduled classes and field trips. Students participating in ***WVU Study Abroad Programs*** must notify the contact individual in the host country prior to any travel outside of the host city. 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.

Initials _____

- K. **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 pre-departure information packets and orientations, WVU offers students as much information and guidance, as is possible, regarding health and safety issues within the contexts of different cultures. 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 – rights, laws and 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 WVU OIP Pre-Departure Guide and WVU Office of International Programs web site (www.wvu.edu/~intlprog) for more information on each of the items outlined above.

Initials _____

Participation in a total immersion program such as a **WVU Exchange Program** or any **Non-WVU Study Abroad Program** carries significantly different responsibilities than participation in a Faculty-Led Program, where American faculty and staff are present. During a total immersion/exchange experience, there may be limited or NO American or program faculty or staff present at the host institution. Therefore, awareness about health and safety issues must be increased for total immersion participants.

Initials _____

- L. **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 are below.

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 own 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 _____

- M. **Completion of WVU Acceptance Packet.** The undersigned agrees to read, complete, and sign the following forms before leaving for the study abroad program:

- Study Abroad Contract
- Transient Form
- Confidential Health Form
- Physician's Statement
- Proof of International Health Insurance
- Copy of Passport

Initials _____

N. **Overseas Contact Information.** The undersigned agrees to contact the WVU Office of International Programs upon arrival at their host institution with notification of safe arrival, current phone number, e-mail address, and physical address.

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: Fall 20____ Spring 20____ Summer 20____

The purpose of this form is to help the WVU 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. **In addition, have your physician complete the Physician’s Statement included in the Study Abroad Acceptance Packet.** 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: _____

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 explain: _____

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 WVU Office of International Programs hereafter of any relevant changes in my health that occur prior to or during the study abroad program.

Signature: _____ **Date:** _____



PHYSICIAN'S STATEMENT

Name: _____

Program Title: _____

Program Location (City & Country): _____

Semester: Fall 20____ Spring 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 not be completed by an immediate family member.** When completed, this form may be faxed to the WVU Office of International Programs at: (304) 293-6957.

Physician's Name: _____

Phone Number: _____

Address: _____

Signature: _____ Date: _____



PROOF OF INTERNATIONAL HEALTH INSURANCE

Name: _____ WVUID: _____

Program Title: _____

Semester: Fall 20____ Spring 20____ Summer 20____

WVU INTERNATIONAL HEALTH INSURANCE POLICY

West Virginia University requires all students who participate on any program abroad must have adequate international health insurance. The minimum insurance coverage and amounts that you are required to have while studying abroad include:

- Medical: Full coverage
- Emergency: Full coverage
- Accidental Death/Dismemberment: up to \$15,000
- Repatriation: up to \$25,000
- Evacuation: up to \$100,000

WVU EXCHANGE PROGRAMS PARTICIPANTS

All students studying abroad through the WVU Exchange Program **must** purchase international health insurance through CMI Insurance Specialists. You can purchase this insurance over the telephone at (410) 583-2595 or online at: www.studyabroadinsurance.com. Once you have purchased your insurance policy, you need to list the information about your insurance policy below.

NON-WVU STUDY ABROAD PROGRAMS PARTICIPANTS

All students participating on any Non-WVU Study Abroad Program must provide documentation that they have adequate international health insurance, which fulfills the above requirements. If your study abroad program includes international health insurance as part of the program fee, you simply need to list the information about your insurance policy below.

However, if your program does not include international health insurance as part of the overall program fee, you must purchase insurance through CMI Insurance Specialists. You may purchase this insurance over the telephone at (410) 583-2595 or online at: www.studyabroadinsurance.com. Once you have purchased your insurance policy, you need to list the information about your insurance policy below.

INTERNATIONAL HEALTH INSURANCE POLICY INFORMATION

Name of Company: _____

Policy #: _____ Policy holder's name: _____

Signature: _____ Date: _____