**EDUCATION ABROAD 101: GETTING STARTED**

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Education abroad is one of the most exciting and rewarding opportunities you will have in college, but you should remember that it is a privilege and not a right. Education abroad is fundamentally an academic experience, so you will earn academic credit, but first the program and your participation must be pre-approved by CU*Abroad*. The acceptance of credit is not automatic; each course must be pre-approved and fit into your tracking sheet. With a little advanced planning, students of all majors are able to study abroad without hindering their academic progress.

[**Program Types**](http://cuabroad.cua.edu/programs/indexTD.cfm)

**Catholic University Programs**: Enroll in Catholic University courses taught by our own faculty abroad.

**Exchange Programs**: Enroll in a broad selection of partner university courses and benefit from immersion opportunities.

**Partner Programs**: Participate in a program specifically designed for American students abroad

Students may also use our [program search engine](https://goabroad.cua.edu/index.cfm?FuseAction=Programs.AdvancedSearch) to look for programs according to term, location, discipline, or other criteria.

Unless an exception has specifically been approved, students must attend one of these affiliated programs in order to receive credit.

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[**Eligibility Requirements**](http://cuabroad.cua.edu/guidelines/eligibility.cfm)

**Semester and Academic Year Programs**

Full-time enrollment at the time of application

Completion of 45 credits by the program start date

Minimum 2.3 (Business) or 2.5 GPA (other Schools)

Many programs may have higher GPA requirements

Good academic and disciplinary standing

Check with your School for information regarding a language requirement

**Short-Term and Summer Programs**

Minimum 2.3 (Business) or 2.5 GPA (other Schools)

Many programs may have higher GPA requirements

Good academic and disciplinary standing

Open to freshmen and above

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[**Program Costs**](http://cuabroad.cua.edu/planningguide/costs.cfm)

**Semester**  
$130 Application fee

CUA Full-time tuition

$5,125 Program fee (varies)

**Summer**

$130 Application fee

CUA Tuition

$2,500 Program fee (varies)

**Spring Break**

$45 Application fee

Program fee (varies)**Payment**

Deposit: $300, depending on the program, due upon acceptance.

Balance of the program fee is charged to the student's Cardinal account, and is due at the same time as tuition.

**What’s Included:** Tuition, housing & meals (certain programs), and insurance.

[**Financial Aid**](http://cuabroad.cua.edu/planningguide/finaid.cfm)**:** All grants, loans, and scholarships will continue to apply as usual for students attending an affiliated study abroad program. Additional [scholarships](http://cuabroad.cua.edu/planningguide/scholarships.cfm) are listed on the CU*Abroad* website.

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**Program-Specific Information Sessions**

Students intending to participate in the CUA in Rome or Oxford programs are required to attend an additional program-specific information session before applying. These are held in McMahon 110 continually throughout the academic year. Information sessions are periodically available for other programs as well. Please see the CUAbroad homepage for details.

[**Oxford**](http://cuabroad.cua.edu/infosessions/oxfordinfo.cfm): Fridays 2:00-2:30 [**Rome**](http://cuabroad.cua.edu/news/events/romeinfo.cfm): Thursdays 4:00-4:30

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**Steps for Education Abroad**

1. Attend an Education Abroad 101 session as early as freshman year.

2. Research programs and countries, talk to past participants up to a year ahead of time.

3. Explore funding options and apply for scholarships up to a year ahead of time.

4. Discuss possible courses with an academic advisor up to a year ahead of time.

5. Apply through CU*Abroad* early during the semester prior to going abroad.

6. Get accepted! within two weeks of the application deadline.

7. Meet with Financial Aid shortly after acceptance.

8. Attend pre-departure orientation about one month after acceptance (usually November & April)

**Application Deadlines\***

Spring semester:  October 1

Fall semester & academic year:       March 1

Summer March 1

Short term faculty-led:     Deadlines vary. See individual program page.

*\*Some programs may have different deadlines so applicants should always check the program webpage for deadlines and other important details. Applications received after the published deadlines will be processed on a space available basis.*

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#### ****How to Apply****

All applicants must complete an [**online application**](http://goabroad.cua.edu/) for their chosen program through CU*Abroad*. From there, they will see an exact list of materials required. These will generally include:

**Application Materials Required (for All Programs)**Please submit all materials in a timely fashion but no later than the published application deadline.  Always check the program web page for a list of program-specific application materials required, in addition to those listed below.

1. **Education Abroad Credit Approval Form**. List the courses you intend to take abroad, including several back-ups. Each course requires a signature: the Departmental Advising Coordinator signs for major and minor courses, and the Transfer Coordinator signs for distribution and free electives.  Both people must also sign the bottom of the form.
2. [**Academic Transcript**](http://enrollmentservices.cua.edu/Registration-and-Records/Transcripts.cfm)**.** The official copy is required for most programs.
3. **Scan of the Information Page of Your Passport.**  Students are responsible for obtaining their passports well ahead of the application deadline. If you fail to obtain a passport before the application deadline, you risk not being able to participate in the program due to the time required for visa processing.
4. **Program-Specific Application Materials.** Additional forms and documents specific to an individual program. These may include additional essays, a letter of recommendation, resume, police letter of clearance, etc.
5. **Application Fee.** A $130 non-refundable application fee must accompany your online application.

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**Education Abroad Cancellation & Withdrawal Policy**

CU*Abroad* and Catholic U Schools sponsoring education abroad programs reserve space on the program for the participant upon receipt of the non-refundable program deposit. At this point, the program sponsor incurs or commits to pay on behalf of the participant certain non-recoverable costs (such as housing payments and deposits, field trip pre-payments, fixed program costs, etc.). Therefore, any participant who cancels at any time after the application fee and program deposit has been received will be responsible for the following upon withdrawal from the program:

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| --- | --- |
| **Cancellation Period** | **Cancellation Fee Amount Due** |
| 60 days or more | Up to the full program cost   (based on non-recoverable expenses) |
| 31-59 days | Minimum of $2,500 - up to the full program cost  (based on non-recoverable expenses) |
| 30 days or less before  program start date | Full program cost (no refund) |