

Washington University

College of Arts and Sciences



**Overseas
Programs**

Handbook for Study Abroad

UNIVERSITY CONTACTS

Overseas Programs within the office of International and Area Studies is the primary contact. However, some questions or concerns may be more appropriately directed to another office. All WU offices have the same address with the exception of the campus box number. The address format is:

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www.oncallinternational.com

September 1, 2009

To: Students Studying Abroad

The journey you are about to undertake will be one of the most memorable of your life. We want to ensure this time away from the Washington University campus will be academically and personally successful as well as enjoyable for you.

This handbook addresses Washington University (WU) policies, procedures, and services that are applicable to participants in the study abroad programs that are offered by the College of Arts and Sciences (A&S) through Overseas Programs in the office of International and Area Studies. It provides guidance for A&S students, other WU students, and non-WU students who participate in programs sponsored or approved by WU, including alternative programs approved by petition.

This handbook also addresses policies, procedures, and services that are applicable to A&S students who participate in study abroad programs on Leave of Absence without WU academic credit and fees.

Please take time to read this handbook carefully before you leave. It contains information that will be important to you before departure, while you are abroad, and when you return. Please take this handbook with you. Also, it is available at www.artsci.wustl.edu/~overseas. If you have any questions, please do not hesitate to contact Overseas Programs by e-mail, telephone, fax, or mail.

Sincerely,

The Overseas Programs Staff

OVERSEAS PROGRAMS HANDBOOK FOR STUDY ABROAD

TABLE OF CONTENTS

Checklist of Important Dates and Reminders	4
Pre-Departure Information	
Passport Requirements	6
Visa Requirements	6
Photographs	7
Airfare and Travel	7
What to Take With You	9
Academics	
Enrollment, Grades, Transcripts, and Academic Credit	10
Withdrawal Policies, Procedures, and Deadlines	11
Pre-Approval for Human Studies	13
Academic Registration for Returning Students	14
Credit Award and Approval	16
Financial Information	
Program Pricing	16
Financial Assistance	17
External Scholarships for Studying Abroad	18
Money Issues	19
Health and Safety	
Personal Responsibility and Assumption of Risk	20
Medical Needs and Health Insurance	21
Safety	23
Housing	
Housing Registration for Returning Students	24
Off-Campus Housing Resources	25
Career Planning and Post-Graduate Fellowships	
Career Planning	26
Fulbright Program and Other Opportunities	26
Junior Jumpstart Information	27

IMPORTANT DEADLINES AND REMINDERS

For semester-based programs, please meet all applicable deadlines listed below.

PRE-DEPARTURE

- __ PASSPORT AND VISA** You must have a passport, valid for 6 months beyond program end date (allow 6 weeks to obtain or renew). The appropriate visa must be issued beforehand for many programs. Check with the consulate for specific information.
- __ COPIES OF TRAVEL DOCUMENTS** Make copies of credit cards, traveler's check receipts, passport, visa, itineraries, medical documents, insurance plan, and other important documents. Leave one copy at home with family members and keep the other with you in a safe place, separate from the originals.
- __ ATTEND STUDY ABROAD 101** All required pre-departure briefings and relevant seminars and country meetings are outlined in the Study Abroad 101 Schedule/Syllabus. You may view this syllabus on Telesis after you have registered for the class (<https://telesis.wustl.edu/>).
- __ INTENT TO PARTICIPATE FORM** Due at one of the Study Abroad 101 pre-departure sessions.
- __ HEALTH INFORMATION FORM** Due at one of the Study Abroad 101 pre-departure sessions. Make sure to get a comprehensive medical exam. Obtain an adequate supply of prescriptions for your time abroad and pack an original copy of the written prescription. Get any vaccinations or prescription medication recommended or required for your study abroad destination. Include physician's report if applicable.
- __ WU PROGRAM AGREEMENT** Due at one of the Study Abroad 101 pre-departure sessions. Your program agreement will be sent to you as an email attachment prior to the briefing. Retain a copy of the signed agreement for your file.
- __ HUMAN STUDIES REVIEW**
(Required for students conducting research on human subjects) Due May 15 for fall or full-year participants.
Due December 10 for spring semester participants.
See <http://hhsc.wustl.edu> for clarification of approval requirements.
- __ INSURANCE** Review coverage and claims procedures at <http://shs.wustl.edu> and discuss with parents. Note that WU students abroad (except those on a Leave of Absence) are automatically enrolled in the mandatory WU insurance plan. Some study abroad programs also require enrollment in additional insurance plans.
- __ SCHOLARSHIPS** Note deadlines, requirements, and procedures for Fulbright, Rhodes, Marshall and other scholarship applications. Seek external sources for grants or scholarships.
- __ FINANCIAL AID** Speak with Student Financial Services about an award adjustment based upon the cost of study abroad including essential travel and living expenses. Sign Perkins Promissory Note if applicable, and any other relevant documents.

- __ **WU REGISTRATION PREP** Discuss WU course selection and authorization procedures for online registration for when you are abroad with academic advisors.

- __ **CAREER CENTER** Meet with a career counselor to discuss senior year and post-graduate options (note opportunities you may miss while abroad). Make preliminary contact with faculty members whom you may ask for references.

- __ **TRANSCRIPTS** Confirm that your transcript(s) will be mailed to the Overseas Programs office.

- __ **AIRFARE** Check STA Travel (www.statravel.com), Student Universe (www.studentuniverse.com), airlines and other web-based reservation/ticketing systems for low cost airfare. Use frequent flyer miles if applicable.

- __ **STUDENT DISCOUNTS** Check for discounts available through Hostelling International (www.hiayh.org) and other on-line student travel websites. If desired, obtain an ISIC student identity card (www.isic.org).

- __ **EMAIL AND TELEPHONE** Investigate email and telephone options and if desired obtain a low rate international calling card or cell phone. Program your wustl.edu account to forward email messages to an alternative account if desired.

- __ **BUDGET PLANNING** Discuss obtaining a credit card and debit card with your parents. Together, determine how you will use these cards while abroad and who will pay the credit card bill. Check with credit card companies about restrictions abroad for ATM and credit cards. Notify your credit card companies that you will be abroad. Review procedures for reporting and replacing a damaged, lost, or stolen debit or credit card. Carry some traveler's checks and review how to replace lost or stolen traveler's checks. Be realistic about how much money you need for travel and living expenses.

WHILE YOU ARE ABROAD

- __ **HOUSING** Submit an online housing reservation, located in the forms section of The Residential Life website <http://reslife.wustl.edu>, to reserve housing for your return to WU.
Due December 1 for fall participants
Due February 1 for spring and full-year participants

- __ **WU COURSE REGISTRATION** Register for WU classes via WebSTAC.
Early to mid-November for fall participants.
Early to mid-April for spring and full-year participants.
(See pages 12, 13 for details.)

AFTER YOU RETURN

- __ **CREDIT AWARD REQUEST** Complete and return the Credit Award Request form by return email.
Due upon completion of your program abroad.

- __ **PROGRAM EVALUATION** Complete the Overseas Programs evaluation that you receive via email.
Due upon completion of your program abroad

PRE-DEPARTURE INFORMATION

PASSPORT REQUIREMENTS

If you do not have a passport now, get one **IMMEDIATELY!**

All study abroad participants must have a passport that is **valid for six months beyond the end date of the study abroad program**. Non-US citizens must have a valid passport from their own country and must comply with the visa requirements applicable to citizens of that country.

All study abroad applicants should obtain a passport as soon as possible, even if they are not sure they will accept an offer of admission. The passport should be physically in your possession, not at home. In some cases the passport must be sent to the consulate of the host country to have a visa issued prior to departure. This process may require several weeks to complete (see next section).

To obtain a U.S. passport, go to a U.S. Post Office for a passport application. Two forms of identification are required, one of which must be an original or certified copy of U.S. birth certificate or a certificate of citizenship or a U.S. passport (current or expired). You can apply in person at the post office or by mail. The fee for a U.S. passport is \$100.00 and \$75.00 for renewal (2009 rate). The passport will be valid for ten years.

Due to high volume, passport processing times have increased. If you have not already applied for a passport, you might need to expedite the process. Additional fees are required for expediting. The current (2009) passport application processing times are 4-6 weeks for routine service and 3 weeks for expedited service.

VISA REQUIREMENTS

This section discusses visas in a general manner; specific information will be provided to you as part of the Study Abroad 101 pre-departure orientation.

A visa is official permission to enter a country for a specific reason and duration. Many countries issue visas, which are typically stamped or glued into your passport. For tourists, the visa (or entry clearance) may be issued at time of entry for little or no cost, although some countries require tourists to obtain visas prior to arrival. For students, the procedures vary depending upon country and length of program. For some countries and programs, you must apply for, pay for, and receive your student visa prior to arrival in the country. For others, it can be issued upon arrival if you have appropriate documentation (e.g. letter of admission from host institution plus letter of financial guarantee and certification of health insurance from Washington University). Sometimes, it may take a different form, such as a Residency Permit. The fee for obtaining a visa varies depending upon the country and type/duration of program.

For visas issued prior to arrival, the process can vary from an on-line application with email confirmation to complex and inconvenient requirements (e.g. fingerprinting, police record check, HIV test, TB radiology test, and/or personal appearance at a specific consulate well ahead of your departure date). With the exception of visas issued upon arrival and those confirmed electronically prior to arrival, you must briefly surrender your passport to the office issuing the visa. Unless you are doing this in person or by proxy (e.g. family member, visa service), you must send the passport with required documentation and payment of fee to the appropriate office (typically within an embassy or consulate) with sufficient time for it to be processed and returned to you before you need it to travel. The recommended procedure for sending passports is via courier with automated tracking system, such as FedEx, or by US Express Mail. Enclosing a prepaid envelope for the passport to be returned to you by courier or express mail is recommended. Be sure to record both tracking numbers. Also, you may be required to drop off and/or pick up your passport in person (not by proxy).

To clarify current visa requirements and procedures, you should consult with your program coordinator in a timely manner and personally review the latest guidance issued by the country. Links to appropriate websites can be found on the homepage for that country's embassy or regional consulate. Note that it may be difficult or impossible to talk with the visa office by telephone. Websites are your best source of information. You should clarify your requirements immediately upon admission and, if necessary, begin the visa application process at

least 60 days prior to departure. If you wait until a week or two prior to departure, you are likely to be unable to depart as planned, leading to a costly change of flight date and other complications. Be aware that requirements and procedures can change without notice, so be flexible and allow sufficient time to adjust to changes.

PHOTOGRAPHS

You need two official passport photographs to apply for a U.S. passport. You may need several more to apply for a student visa. Also, in most cases you will need several similar (but cheaper) passport-style photos (full-face, about two inches square) for your study abroad application and/or housing form. Additionally, it is a good idea to take along extra photographs when you go abroad. You should have at least two official photos and perhaps 10 similar but cheaper photos. Listed below are several places to have photos taken (with 2008 prices).

Walgreens: 6733 Clayton Rd. (corner of Clayton and Big Bend), telephone 314-721-6013. Instant color passport photos: \$7.99 + tax for two photos. Open 24 hours.

Hi/Tec Copy Center: 375 North Big Bend Blvd. (corner of Big Bend and Millbrook), telephone 314-863-4111. 10% discount for Washington University students. Instant color passport photos: \$10 for two photos. Unofficial color copies (ok for housing applications, but not for passport or visa applications) are \$0.35 each. Monday-Thursday 8 A.M. - 8 P.M.; Friday 8 A.M. - 6 P.M.; Saturday 9 A.M. - 6 P.M.; and Sunday Noon - 6 P.M. Pay with check, cash, money order, or credit card.

Blueberry Hill: 6504 Delmar, telephone 314-727-0880. 4 instant color photos from a photo machine for \$2. Not “official” size and quality for passport but good enough for housing applications.

American Passport and Visa Service: 7020 Clayton Road (Big Bend and Clayton), telephone 314-647-3334. \$7 for two color photos 2”x2”, free choice of poses, no charge photo filing for future photo reprints. Monday-Thursday, 9 A.M. - 5:30 P.M.; Friday and Saturday 9 A.M. - 5 P.M.

AAA (American Automobile Association): Two locations: 3917 Lindell Blvd., St. Louis, telephone 314-531-0700; and 8235 Forsyth., Clayton, telephone 314-862-8021. Two color official passport photos cost \$5 for members, \$14 for non-members. Monday-Friday 9 A.M. - 5 P.M.; Saturday 9 A.M. - 1 P.M.

AIRFARE AND INTERNATIONAL TRAVEL

Overseas Programs does not arrange travel for study abroad participants. We have many students leaving from and going to many different places at many different times and have found that students are more satisfied if they make their own travel arrangements. However, some programs do arrange or coordinate the travel of their participants, so you should clarify this when you accept admission to the program.

For airfare from the USA to your foreign destination and return, you can consult any reputable travel agent. STA Travel, which specializes in student travel, can get you almost anywhere you want to go at a good rate. Check out www.expedia.com or www.travelocity.com as well. If going to Europe, look for special rates or student fares on reputable carriers, like Virgin Atlantic Airlines. Of course, you can also check directly with various airlines for discount fares (especially on their websites) or for using frequent flyer miles.

Some student airfares include one change of return flight at little or no charge. This provides flexibility in determining when you actually return home. Be sure you understand the rules regarding changes, cancellations, and refunds at the time you purchase your ticket. If returning more than one year after your departure date, you probably will have to make an unrealistic reservation for the return flight within one year and then change it later. If you have connecting flights (e.g. domestic flight connecting to international flight), try to have the full journey on one ticket to avoid multiple change fees if a change becomes desirable or necessary.

STA Travel (www.statravel.com) is the largest student/teacher travel organization. This is a good source for student discount rates for travel and other services. A valid International Student Identity Card (ISIC) is necessary to use their services (see below).

Student Universe (www.studentuniverse.com) is another good resource for finding discount tickets for students.

Hostelling International (www.hiusa.org) is a good source of information for international travelers. The St Louis office is located at 7012 Clayton Rd., tel. 314-644-4660 (Monday – Friday, 9 A.M. to 5 P.M.). Membership provides access to 5,000 hostels in 70 countries (including USA); especially useful in Europe. You can stay in some hostels without the membership card, but members can make reservations and stay in hostels restricted to members only. The membership card costs \$28 (2008 rate). It is available from STA Travel too. Similarly, HI issues the ISIC and offers some travel agency services (rail passes, etc.).

The **International Student Identity Card (ISIC)** (www.isic.org) provides discounts for travel, accommodation, museums, etc. as well as minimum medical and accident insurance coverage. The cost is \$22 (2009 rate). It is available from STA Travel, Hostelling International, and other sources. If the ISIC is purchased before September 1, it must be renewed on or before January 1. Otherwise, it is valid for up to 16 months.

You will need your current student ID card and a passport size photo for each ID card when you apply for your ISIC and/or HI cards. They may charge a small fee (\$5) to make a photo if you do not have one. Passport quality photos are not necessary.

It is no longer possible to purchase an ISIC card online. To find the location nearest to you, consult <http://www.isic.org/sisp/index.htm?fx=isic.offices>. It is also possible to obtain an ISIC card over the phone by calling STA Travel, 1-800-781-4040, and selecting the insurance option. You will need to fax or pdf them confirmation of full-time student status, which they will explain when you call (tuition bill, registration print-out, etc).

WHAT TO TAKE WITH YOU

Students going abroad consistently take too much. Try to minimize. Take no more than half of what you think you need. Be able to walk with luggage without assistance (e.g. one backpack plus one rolling suitcase). Remember to pack important documents in your carry-on baggage. You will be denied boarding if you cannot produce your passport at the airport upon departure, and you will have difficulty entering the host country without your program documentation and/or student visa. Below are suggested items to take when you go abroad. Some may not be applicable to you.

Official documents and other necessities

- Letter of Admission (from program sponsor or host institution)
- Letter of Financial Guarantee from Washington University (if required)
- Valid passport and photocopy of passport (packed separately) with visa(s) as required
- Airline ticket and photocopy of ticket (packed separately)
- International Student Identity Card (if desired or required; see page 7)
- International Hostelling Card (if desired; see page 7)
- Traveler's checks (packed separately from check use record)
- List of used and unused traveler's check numbers (packed separately from the traveler's checks)
- Travel passes relevant to your destination country
- Extra ID photographs (need not be official size)
- Credit card and ATM debit card (some cards perform both functions)
- Emergency phone numbers for credit cards and credit card numbers (packed separately from cards)
- Discount international phone card or account number (e.g. www.ekit.com)

Health needs

- Health insurance card and/or policy number with contact information
- Sufficient medication marked with generic name and dosage
- Photocopied prescriptions for medications, eyeglasses, contacts
- Health kit containing vitamins, aspirin, antacid, band-aids, etc.
- Contraceptives, latex condoms
- Anti-diarrhea medication

School Supplies

- Backpack/book bag
- Language dictionary (if applicable)
- Laptop computer (if you are comfortable taking it; beware of damage and/or theft)

Miscellaneous

- Important phone numbers, addresses, and e-mail addresses (including your academic advisor)
- Neck pouch or money belt (**Don't carry passport, money, or valuables in a purse or backpack. Keep them on your person, deep in a front pocket or in a neck pouch or money belt under your clothes.**)
- Small towel
- Maps and guidebooks
- Camera, film or charger with adapter
- Travel alarm clock
- Journal or diary
- Electrical plug adapters (don't take anything that does not have internal power conversion)
- Toiletries
- Feminine hygiene products
- Umbrella, rain jacket, and waterproof shoes
- Small travel bag for weekend trips (e.g. backpack)
- Photographs of home, family, and friends
- Some favorite music (costs more outside USA)
- Small articles that will make you feel at home
- Comfortable walking shoes (preferably waterproof or water resistant)

ACADEMICS

ENROLLMENT, GRADES, TRANSCRIPTS, AND ACADEMIC CREDIT

Study Plan: As part of the application process you met with your departmental study abroad advisor (SAA) and/or academic advisor to discuss course selection and to ensure that the courses you may take while abroad are likely to satisfy your degree requirements. You submitted an approved study plan to Overseas Programs with the application for admission to the program, which will remain on file until the program transcript arrives. **You should amend this plan if you end up enrolling in significantly different courses.** This can be done by e-mail in consultation with your departmental SAA. Save the e-mail exchange. Upon completion of your program, the original plan of study with any amendments will be forwarded to the appropriate SAA with your program transcript, plus your summary of course taken and credit preferences for evaluation of coursework and then final approval of WU credit. Please refer to <http://www.artsci.wustl.edu/~overseas/advisors/saadirectory.html> for a list of departmental SAAs.

Distribution requirements: Up to 3 WU units of credit per semester abroad may be used to satisfy an area distribution requirement outside of a cluster if the course involves the appropriate subject matter. **Credit may only count towards LA, NS, TH, and SS, and will NOT be accepted for WI, QA, SD, or CD.** Preliminary guidance is available from your academic advisor or a college dean, but final approval depends upon a review of the coursework upon return to WU.

Major and minor requirements: Courses taken abroad may count towards satisfying the requirements of a WU major or minor. However, the appropriate department (or school) has the discretion to decide which courses will count and for which requirements and the minimum performance necessary.

Please make sure to keep track of deadlines within your majors and minors, as well as for leadership positions throughout campus because students abroad are not exempt from these deadlines.

WU Credits: Satisfactory academic performance in appropriate courses normally results in an award of 12-16 WU units of credit per semester. You are expected to maintain enrollment in the number and type of courses recommended by WU even if local requirements are lower. Typically, no more than 6 or 9 units per semester abroad may be used to satisfy the minimum requirements of a given major or minor, but each department sets its own limits and performance standards. The summer maximum is 10 units.

Grades: An equivalent grade of C- or better on the program transcript or grade report is required to be awarded WU credit for foreign coursework. However, except for any WU courses taught or supervised abroad by WU faculty members, study abroad grades will not be recorded by WU, so your WU grade point average will not be affected. The awarded WU credits will appear on the WU student record under the semester in which you studied abroad. These will be posted as transfer credit and the institution issuing the credit will be noted. Grades will be recorded and posted under the appropriate semester for those courses taught abroad by WU professors or other faculty hired by WU to teach specific courses. (For example, this is the case for the Chilean Culture and View from the Southern Cone course on the WU program in Chile.) Also, bear in mind even though the study abroad grades may not affect the WU GPA, the grades on program transcripts will affect the “composite GPA” for all college level work that graduate and professional schools often calculate for their applicants.

Enrollment status while abroad: During the fall and/or spring semester, as a participant in one of the programs offered by the College of Arts and Sciences (A&S), including alternative programs approved by petition, you will be registered as a full time student at Washington University. Additionally, you may be simultaneously enrolled as a visiting student at another U.S. institution (serving as the program sponsor) and/or at a foreign institution. While abroad, the WU registration usually will appear in WebSTAC as 12-16 units of L99 for each semester. Note that this is placeholder credit only and does not guarantee or limit the amount of credit to be awarded. Enrollment in any WU courses taught or supervised abroad by WU faculty members will be reflected on the WU record too. Meanwhile, you are expected to be enrolled in appropriate courses at the program site for a total enrollment equivalent to 12-16 units of WU credit and no less than 12.

Participants may request to take a Leave of Absence (except in summer) to study abroad. You will not be enrolled at WU while studying abroad. You will be enrolled as a visiting student at another U.S. institution (the program sponsor) and/or at a foreign institution. You will receive no WU credit and will pay fees directly to the foreign institution or program provider.

Processing of study abroad transcripts for WU students: Your program transcript should be sent directly to the Overseas Programs office when you complete the program. It should not be sent to the “WU Registrar” (also known as Student Records) or to you directly. Overseas Programs will notify you by e-mail when the transcript is received. Prior to this email notice, you will receive an email message (Credit Award Request) clarifying the evaluation process and requesting that you reply with a summary of the coursework and your preferences for how the courses will appear on your WU record. For A&S students, the transcript and coursework will be evaluated by the appropriate A&S faculty member(s) to determine the amount and type of WU credit to be awarded. If the department from which you plan to receive credit requires a portfolio or research paper, this project must be submitted before you can receive credit for study abroad. The evaluation from the A&S faculty member will be forwarded to the College Office for recording of units of credit on your academic record. Once the credit has been awarded, it will appear on the academic record or transcript under the semester in which you studied abroad. The awarded credits may be used to satisfy major or minor requirements at departmental discretion.

Special note for Leave of Absence students: Transcripts for programs taken while on leave of absence will not be processed by A&S for transfer credit towards satisfying WU degree requirements. The credit will be recorded on the program transcript only. Exception: The Director of Overseas Programs has the authority, in consultation with WU faculty, to approve the award of up to 3 units per semester for appropriate semester coursework that is successfully completed abroad without prior approval as a participant in an alternative program. A request for this exception can be submitted to Overseas Programs.

Obtaining copies of program transcripts: When you need an original transcript with credits and grades for courses completed while abroad to be sent to graduate or professional schools, etc., you can request them from the program sponsor or foreign institution. Alternatively, authenticated copies can be requested at no charge from the Overseas Programs office (if the original remains on file). For study abroad coursework, authenticated copies usually are acceptable in lieu of original program transcripts or grade reports.

WITHDRAWAL POLICIES, PROCEDURES, AND DEADLINES

Withdrawal: Requests to withdraw from a study abroad program must be made in writing to A&S Overseas Programs as soon as the decision is made. The date of the request may affect your enrollment status at WU and the amount of your refund, if any. See the refund policy below for clarification. Notification to your academic advisor, undergraduate school, or any other administrative office does not constitute withdrawal from study abroad status. Any request to withdraw must come directly from you and include your name, WU student ID number, program sponsor, program location, and date.

You must notify the program provider or sponsor of the decision to withdraw following the guidelines set forth by the program. You should also contact your academic advisor about the decision to return to WU for the semester and ensure that all holds are removed from your account to register for WU classes. If you receive any type of financial assistance, you must also notify Student Financial Services of the decision to return to WU. You should be aware that the courses available to you for the semester may be limited due to the late date of your subsequent registration.

Students who must withdraw from a study abroad program due to emergency or illness should contact Overseas Programs for assistance and instructions as soon as this is possible.

Dismissal: Students dismissed from a program abroad for academic, disciplinary, or any other reason will forfeit WU tuition charges as well as fees charged by the program abroad, and are not entitled to a refund.

Refunds: Students who withdraw from study abroad programs are not eligible to receive a refund of any non-refundable program deposit. Students who withdraw prior to departure may be responsible for program costs

incurred on their behalf by the university or their program sponsor. WU has no obligation to make a refund if you voluntarily or involuntarily withdraw on or after the program commencement date or if you leave the program before the concluding date.

Unpaid program fees will remain payable to WU as posted to your WU account. As required, program fees will be paid by A&S to the program sponsor, host institution, and/or housing authority on your behalf and charged to your WU account. A portion of the program fees may be recoverable for you from the program sponsor or foreign institution, depending on its refund policies, specific contractual requirements, and individual circumstances; however a refund should not be expected. The refund, if any, will be authorized and calculated on a case-by-case basis. Refunds are first applied as credit to any unpaid program fees posted to the WU student account. Any remaining credit will be refunded by check according to policies and procedures set forth by WU Student Financial Services.

Withdrawal Deadlines

For Fall and AY Programs

- June 1

For Spring Programs

- November 1

Withdrawal from a study abroad program prior to these dates will result in limited financial or academic consequences. Financial consequences would be limited to non-refundable application fees and deposits related to participation in a given program abroad. Withdrawal after these dates will result in the loss of any non-refundable deposits or program fees paid by WU on your behalf as per WU contract with individual program sponsors or institutions. Each program's withdrawal policy differs. Consult the program sponsor and their website for detailed program specific withdrawal guidelines and consequences. Withdrawals after the WU registration dates for the following semester may lead to difficulty registering for classes.

Note: WU has no obligation to refund any portion of the program price and associated fees for withdrawals after the above-listed dates.

Example: If you withdraw from an A&S program after your place has been reserved but before the program start date, you will be responsible for non-refundable deposits and other unrecoverable costs, if any, that have been or must be paid by A&S on your behalf. Withdrawal from a study abroad program after the WU add/drop date for the current term will preclude joining classes in progress at WU.

PRE-APPROVAL FOR HUMAN STUDIES

(For independent research data collection involving human subjects while abroad)

Education: All students planning to do research during their semester abroad must complete an on-line tutorial in the ethical conduct of research involving human participants called “CITI.” Completion of the CITI course is required for a passing grade in SA101 for all students in the SIT sub-section. Students must obtain a special Research User ID (called an “N” number) to access research-related University systems.

IMPORTANT: Do not try to access CITI with the WUSTL-key you created for your Student ID or Employee ID. They will not work. You must use an “N” number, which will be assigned to you for research-related activities.

See [CITI Instructions for Undergraduate Students](http://hrpohome.wustl.edu/study_team/CITI/CITI%20sign%20on%20for%20UG%20students.pdf) (http://hrpohome.wustl.edu/study_team/CITI/CITI%20sign%20on%20for%20UG%20students.pdf), which describes how to obtain an “N” number and how to log into CITI.

Prior Review and Approval: Research involving human participants is monitored by the Washington University Human Resource Protection Office (“HRPO”). HRPO requirements are dependent on the purpose of the research activity. Only activities which meet the federal definitions of [research](#) and [human participants](#) (http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.102) must be reviewed and approved by HRPO.

Study abroad programs that provide students with the opportunity of a research experience as part of the curriculum typically do not need review and approval by HRPO. Independent research conducted outside of an academic environment may or may not require HRPO approval. Review the list below to determine if prior review and approval by HRPO applies to your research.

Research Activity	Policy
Research part of educational curriculum Examples: <ul style="list-style-type: none"> • School for International Training/World Learning (“SIT”) • Other study abroad programs which include an independent study project in the curriculum 	<i>Prior HRPO review and approval <u>not</u> required.</i> <ul style="list-style-type: none"> • Course-related activities designed specifically for educational or teaching purposes where information is collected from human participants as part of a class exercise not intended for use outside of the classroom does not meet the federal definition of <i>research</i>; therefore, HRPO review and approval is not required.
<i>Study abroad programs which require directed research as part of the curriculum or offered as an elective (e.g., Psychology major)</i>	<i>Prior HRPO review and approval <u>not</u> required.</i> <ul style="list-style-type: none"> • Directed research that is conducted with program faculty who have undergone their own ethics review and approval process does not require additional review and approval by HRPO.
<i>Student-initiated independent research conducted outside of the study abroad program with the intention of:</i> <ul style="list-style-type: none"> • <i>using the information collected in an honors thesis; or</i> • <i>presenting or publishing results outside of the classroom.</i> 	<i>Prior HRPO review and approval <u>required</u>.</i> <ul style="list-style-type: none"> • Information collected about living individuals for use in an honors thesis or presentation/publication outside of the classroom is considered research and must be reviewed and approved by HRPO. • Students who conduct independent ethnographic research while abroad (e.g., interviews, surveys, behavioral observation) must contact HRPO <i>before</i> collecting any information from research participants.

Procedure to Obtain HRPO Review and Approval: Student-initiated independent research conducted outside of the study abroad program with the intention of using the information in an honors thesis or presenting/ publishing results outside of the classroom.

- Before leaving for your semester abroad, complete and submit the following forms:
 - [New Study Application](http://hrpohome.wustl.edu/study_team/forms/behavioral/HRPO_Beh_Forms/AppNewExempt.doc) (http://hrpohome.wustl.edu/study_team/forms/behavioral/HRPO_Beh_Forms/AppNewExempt.doc)
 - [Protocol](http://hrpohome.wustl.edu/study_team/forms/behavioral/HRPO_Beh_Forms/BehavExemptProtocolTemplate.doc) (http://hrpohome.wustl.edu/study_team/forms/behavioral/HRPO_Beh_Forms/BehavExemptProtocolTemplate.doc)
- To complete the application you will need:
 - to describe the specific objective(s) of your research and be able to describe the types of questions you will ask or observations you will make in order to meet those objectives;
 - the name and contact information of an individual who has expertise in the local research context in the location you've chosen. This individual may be a faculty member at WU or someone outside of the University;
 - a WU faculty member to serve as your research advisor. Ideally, this individual should be someone whose own research is in the same area as yours.
- Allow a minimum of three (3) weeks for HRPO review and approval.
- You must have HRPO approval in writing before you begin your research. **You may not begin to collect data that you intend to use in your senior honors thesis or presentation outside of the classroom, unless you have prior approval from HRPO. To do so may jeopardize your ability to use the data for a research purpose.**

For questions about HRPO policies related to undergraduate student research or the HRPO review process, please contact:

Deanna Johnson, IRB Behavioral Coordinator
Phone: 314-633-7479 johnsonde@wusm.wustl.edu

or

Gerri Fisher, Manager of Behavioral Expedited Review
Phone: 314-633-7477 fisherg@wusm.wustl.edu.

ACADEMIC CONSIDERATIONS WHILE ABROAD

Students should be aware that academic expectations can be very different if they will be taking classes at an overseas institution. You may be expected to be more independent with your course work abroad with less oversight from your instructors, for example. Classes may be lecture only and asking questions in class may be considered rude or inappropriate. It is possible that your only form of assessment in classes will be the final exam and it may not be possible to reschedule final exams. In some cultures, restating the professor's words may be more appropriate than giving your own opinion on papers or exams. Grading systems can also be very different from the U.S. If possible, talk to former students who have been on your program for details relevant to your program/institution.

ACADEMIC REGISTRATION FOR RETURNING STUDENTS

Course Listings

Washington University course listings are available on-line six to nine weeks before registration begins and at least four weeks before the printed version is available. Students who are abroad can access course information through the WU homepage (www.wustl.edu) or directly at <https://acadinfo.wustl.edu>. Note: your web browser must support JavaScript in order to read the course listings on WebSTAC.

Printed course listings are issued in October for spring classes and March for fall classes. Overseas Programs sends a copy to each location where we have a WU site-director (e.g. Chile, Spain, and London). We encourage you to use the on-line course listings to make your course selections; however, you can request a copy be sent to

you if unable to readily gain access to the on-line listings. Email your request to Ms. Kathy Daniel in International and Area Studies at kdaniel@artsci.wustl.edu. Your request must contain the following information:

- Your complete name
- Complete street address abroad (PO Box numbers are NOT acceptable!)
- Postal code, city and country
- Your telephone number (ESSENTIAL!)

The course listings are sent via FedEx to the address you provide. The courier company requires a contact name, telephone number and full street address. **Delivery cannot be made to a PO Box.** Please bear in mind that timely delivery to some locations may be unreliable. Also, the on-line listings are updated on a regular basis and contain the most accurate, up-to-date course information. The printed version will not contain updates made after the file was sent to the printer.

Registration Procedures

You must contact your Four Year Advisor and Major advisor(s) by e-mail, or other means, to obtain authorization to register. WU students who are studying abroad are permitted to register via WebSTAC on the WU website (<https://acadinfo.wustl.edu>) typically on the same day that registration opens for seniors, starting at 9 A.M. St. Louis time. You will need your password and advisor authorization before you will be allowed to register on-line. **Failure to contact and receive advisor authorization will result in your not being able to register.** It is unacceptable to wait until the day before registration to contact your advisors; contact them at least two weeks prior to your assigned registration date and time.

Students studying abroad are typically given a priority date and time for registration from abroad, but the number of units on record may affect this assignment. If you are currently enrolled in L99 (12-16 units) and have 90+ units including the L99 units, you should be automatically assigned the study abroad priority date and time. It is your responsibility to verify that your assigned registration time is correct for your level.

Students who may need a manual upgrade to the priority date and time include those who are on leave of absence to study abroad and those with 77 or less completed units prior to enrollment in study abroad. If you have not been assigned the study abroad priority date and time, please contact Ms. Kathy Daniel at kdaniel@artsci.wustl.edu for assistance at least two weeks prior to registration.

If your internet access is limited or prohibits you from using the on-line system, you can send a registration request to Ms. Kathy Daniel at kdaniel@artsci.wustl.edu in the office of International and Area Studies two weeks prior to the first day of registration. It is your responsibility to clear all holds from your account prior to submitting your registration request. Ms. Daniel will be unable to complete your registration if any holds remain on your account on your assigned registration date. The e-mail registration request must include:

- Your complete name
- WU School (A&S, Olin, etc.)
- Six-digit WU ID number
- Each complete course number AND section number (e.g. L97 150 01)
- Full Course Title (e.g. Global Cities)
- Indicate whether this is for Credit or Pass/Fail (this is ESSENTIAL!)

Your registration request must be complete and accurate. Incomplete or confusing requests will not be processed or will be processed using assumptions that may not be suitable for you. Subsequent changes can be made on-line once you obtain dependable internet access. **Due to the high volume of students studying abroad, we cannot acknowledge receipt of your registration information.** It is your responsibility to verify your own registration via WebSTAC after 5 P.M. St. Louis time on your assigned registration date.

Students belonging to WU schools other than A&S should contact their advisors and submit their registration requests directly to their own school or use the on-line registration system. Registration requests received by OSP from non-A&S students will be forwarded to the appropriate WU School.

CREDIT AWARD AND APPROVAL

Unclustered distribution credit is possible for NS/SS/LA/TH, but you must request this in writing to Overseas Programs and the course must be deemed appropriate for the requested designation. Your official transcript must be received by the Overseas Programs office in order to award you credit for courses completed abroad.

You must complete the following steps:

- Make sure your transcript is sent directly to the Overseas Programs office
- Pass all courses with a grade of C- or better (some departments require a higher score)
- Complete the “Credit Award Request Form,” distributed by email, after completion of the program abroad
- Submit portfolios of work abroad as required by the department

FINANCIAL INFORMATION

PROGRAM PRICING

For fall and/or spring semester programs, including programs approved by petition, Washington University (WU) charges tuition equivalent to the on-campus tuition fee. WU tuition covers only the academic portion of any study abroad program, therefore, WU student health insurance and any housing, food, airfare or other costs paid by WU on your behalf are billed as additional and separate items on your WU account. Once accepted into an A&S fall and/or spring semester study abroad program or program approved by petition, you will be issued a WU Program Agreement. The WU Program Agreement will provide clarification of which items, in addition to WU tuition and health insurance, will be billed to your WU student account and the amount of each charge.

For approximately half of the A&S programs, WU pays housing fees on your behalf and posts an equivalent amount (adjusted for exchange rate when paid in foreign currency) to your WU account. For the rest of A&S programs, you are responsible for payment of housing directly to the accommodations office at the program location. In many cases meals and/or meal plans are not included in the cost of the program. Your WU Program Agreement will specify the payment method for your housing fee payment.

Normally, airfare, local travel, food (unless otherwise stated), incidental housing fees, athletic facilities, internet access, and miscellaneous personal expenses are not included in the program price. Any such fee paid by WU on your behalf will be billed to your WU account as a study abroad miscellaneous fee.

NOTE: A&S students may choose to take a leave of absence to participate in a study abroad program for one or two semesters without WU academic credit and fees. You will pay program tuition and fees directly to the program sponsor or foreign institution and receive no WU academic credit or financial assistance. Therefore, the decision to take a LOA should be done after careful consideration has been given to your academic requirements and goals.

Billing: The WU tuition fee, WU health insurance and other appropriate charges, if any, will be posted to your WU student account. Financial assistance and other credits will be applied to this account in the usual manner. A WU account will be established for each non-WU participant in an A&S program. For some programs, especially summer programs, deposits and/or full payments may be collected in advance by the program coordinator.

Participants in the programs offered by A&S can be billed by the program sponsor, host institution, and/or housing authority for additional legitimate charges. If so, such charges should be directly paid by you in a timely manner, clearing the account before departure from the program site. Normally, a program transcript will not be issued by the program sponsor or host institution until the account has been cleared.

For summer programs, you pay the direct cost of the program to the program provider.

Withdrawal/Dismissal: Please see pages 10, 11.

Programs Approved by Petition: If your petition to participate in an alternative program as part of a WU degree plan is approved by the Study Abroad Advisory Board, A&S will assume financial responsibility for the basic tuition and fees charged by the program sponsor or foreign institution. A&S will charge tuition equivalent to the WU on-campus tuition fee in the same manner as for regularly offered programs. Additionally, any other appropriate charges will be posted to your WU student account, so that financial assistance and other credits can be applied.

Non-Payment of tuition and fees: As with all Washington University bills, failure to pay the charges for study abroad that have been correctly posted to a WU student account will result in a hold being placed on the account. This prevents future registration and precludes the issuance of transcripts until the account has been cleared. Late fees and other penalties may be applied. Similarly, a hold existing prior to departure will prevent registration for the study abroad program. Also, the program sponsor or host institution may refuse to issue a program transcript or grade report until either you or WU has paid all applicable tuition, fees, and other charges.

Additional expenses: In addition to the program price, you should budget for foreign travel expenses, additional housing costs (if any), and normal academic and living expenses, such as books, public transportation, laundry, and purchase or rental of a cell phone. Details will be covered in Study Abroad 101 sessions.

FINANCIAL ASSISTANCE

College of Arts and Sciences (A&S) students who receive financial assistance at Washington University in St. Louis may use their financial assistance award to participate in a fall, spring or academic year A&S study abroad program or an alternative program approved by petition.

Tuition for semester programs will be equal to the WU on-campus tuition price and will be billed through your WU account. For some programs, you will also be billed through your WU account for housing, meals and other costs. If these expenses are not billed through your WU account, you must handle them directly. Details are available in the office of International and Area Studies.

Washington University financial assistance cannot be used to study abroad if:

- the study abroad program is an unapproved alternative study abroad program, and/or
- you have taken a Leave of Absence to study abroad

Estimated expenses for a specific program will not include shopping, telephone calls, gifts, and other optional expenses. Additional funds should be included in the personal budget for these expenses. The adverse effect of potentially unfavorable exchange rates and/or of high sales taxes, like the VAT in Europe, should also be considered.

Summer study abroad participants may request loans from the University to help cover the cost of a summer study abroad program. The Summer Financial Assistance Application is available at sfs.wustl.edu in mid-February each year. You and your Study Abroad Program Provider must notify Overseas Programs if you plan to apply for summer assistance in order for your loan disbursement to be applied to your program invoice. Charges for your summer program will be posted to your WU student account, and the loan amount will be applied towards this amount. You will be billed for the resulting difference on the regular billing cycle.

Direct deposit of any resulting refunds into your United States checking or savings account is also available. If you enroll in Direct Deposit, you can save time and will not have to go to Student Financial Services to pick up a check or complete a Power of Attorney form. To learn more about this option, please contact Student Accounting online at studentaccounting.wustl.edu or by phone at (800) 758-0050.

Non-A&S students should consult with their College or School regarding financial assistance for study abroad. Some restrictions may apply that do not apply to A&S students.

For more information regarding WU's financial assistance policies and procedures, contact the office of Student Financial Services in North Brookings Hall, Room 75, or by phone at (888) 547-6670 or (314) 935-5900.

Important Information Regarding your Student Account and Financial Assistance Award

Washington University Student Account Refunds: Depending on your financial assistance award and other student account credits, a refund may be due to you while you are studying abroad. The office of Student Financial Services is obligated to mail the refund (in the form of a check) directly to you. Because checks may be lost or delayed when mailed abroad, you may prefer to enroll in Direct Deposit or complete a Specific Power of Attorney to empower a parent or other suitable person to endorse/deposit your check in your absence. Contact Student Financial Services to obtain the correct Power of Attorney form. Please note that a Notary Public is available in Student Financial Services.

Scholarships and Grants: Any Washington University-provided scholarship, federal grant, or state grant will be applied to your account provided that document requirements requested by Student Financial Services have been completed for fall, spring, and academic year programs.

Outside Scholarships: You should contact any outside scholarship organizations from which you receive scholarship to verify that the scholarship awarded to you is eligible for use for participation in a study abroad program. For example, students receiving a scholarship from the National Merit Scholarship Corporation (NMSC) are required to contact NMSC at (847) 566-5100 to notify the organization of their intention to study abroad. If you expect to receive a check from an outside organization while studying abroad, you should complete a Specific Power of Attorney form to allow Washington University to apply the scholarship check to your student account. Contact Student Financial Services to obtain the correct Power of Attorney form.

Federal Student Loans: If the financial assistance award contains a Federal Perkins Loan or Federal Stafford Loan and you are a first-time borrower in the semester you plan to study abroad, you must complete all document requirements (e.g. Master Promissory Note, Entrance Counseling) prior to traveling abroad. To learn more about how to complete the necessary requirements, visit sfs.wustl.edu.

Federal Work-Study (FWS): FWS is not available to students studying abroad.

Partners in Education with Parents (PEP): Students whose parents participate in the PEP program may use these funds to study abroad. For questions about an existing PEP arrangement, contact a PEP representative toll-free at (800) 468-0569. To learn more about the PEP program, visit sfs.wustl.edu.

TuitionPay Monthly Plan: The TuitionPay monthly payment program may be used to study abroad. The WU program price (which may exclude housing and/or food) must be taken into consideration when calculating the payments. To learn more about the TuitionPay Monthly Plan, visit sfs.wustl.edu.

Employee Child Scholarships: The employee benefit covering tuition for dependents of eligible WU employees can be applied to the tuition charged by WU for study abroad programs. However, housing, food, airfare, and other expenses associated with the program are not covered by this benefit.

EXTERNAL SCHOLARSHIPS FOR STUDYING ABROAD

As a study abroad participant, you have the opportunity to apply for additional scholarships through program providers, independent organizations and governmental aid. Each scholarship has unique requirements that may focus on financial need, academic excellence, non-traditional destinations and underrepresented groups. Here are a few examples of scholarships WU students have received in the past. For a more complete list of scholarship opportunities, please refer to <http://www.artsci.wustl.edu/~overseas/students/scholarships.html>

Gilman: Provides awards of up to \$5,000 to undergraduates demonstrating financial need. The deadline for fall semester study abroad is the beginning of April. The deadline for spring semester study abroad is late September. Website: <http://www.iie.org//programs/gilman/index.html>

NSEP: Merit-based awards of up to \$8,000 for summer, \$10,000 for semester, and \$20,000 for academic year programs. In order to apply, you must be a U.S. citizen and be studying abroad outside of Western Europe, Canada, Australia and New Zealand. If you receive an NSEP scholarship, you will have a service requirement of working in one of the government departments related to Homeland Security after graduation. The deadline is late January.

Website: <http://www.iie.org/programs/nsep/default.htm>

Bridging Scholarships for Study in Japan: Provides a \$2,500 stipend for students on semester-long programs, and \$4,000 for students on academic year programs. You must be a U.S. citizen or permanent resident. The deadline for fall is the beginning of April.

Website: <http://www.colorado.edu/ealld/atj/Bridging/scholarships.html>

MONEY ISSUES

Participants in study abroad programs will have a variety of expenses associated with living and traveling abroad and, thus, will need access to a sufficient amount of money. Those who are directly responsible for housing and/or food costs will need more funds than those who are not. Participants must become competent in managing and safeguarding their money and in dealing with foreign currencies and exchange rates. It is difficult to know how much spending money is needed. To estimate, talk to previous participants, but keep in mind that the amount you will need will depend on both on local costs and your lifestyle. Do not rely on one form of money only. Always have a back up plan and keep some cash on you for emergency situations.

Pre-Departure Preparations: Traveling with large amounts of cash is not recommended. Traveler's checks, credit cards, ATM (debit or check) cards and cash can all be used effectively depending on the country. Before leaving the United States, you should consult your bank and credit card companies for advice on foreign money transactions. Be sure to ask them about exchange rates, fees, Personal Identification Numbers (PIN) and interest rates on credit card and debit card transactions. Some credit and bankcards charge a fee per use or an additional percentage for using your card internationally. Be sure you understand what fees you might be charged and at what conversion rate.

Be sure that you designate a reliable individual (e.g. family member) to act as your U.S. liaison for financial matters. You may need to arrange power of attorney for this individual or work out other arrangements.

Types of Money

ATM/Debit Cards: ATMs are a convenient means of obtaining cash in the local currency while you are abroad and machines are readily found in most study and travel locations. Check the back of your card for the appropriate network symbol. Be sure you understand the fees involved and check with your bank to make sure your card and PIN number will work overseas. Check with your bank if they have an affiliate bank in your study abroad destination because you can avoid ATM fees by using the ATMs of the affiliate bank.

Credit Cards: Most students rely upon a U.S. credit card and debit card to meet their financial needs while abroad and avoid opening a foreign bank account. U.S. Visa, MasterCard, and American Express cards are widely accepted abroad. They are practical for larger transactions and purchases, but you need to either arrange to pay your monthly bills online or have someone at home pay them. Credit cards can also be used for cash advances, but there is usually a higher interest charge for cash advances and both the credit card company and the foreign bank often charge transaction fees. **Notify your credit card and debit card providers that you will be using these cards overseas.**

You should be prepared to quickly report and request replacement of any lost or stolen credit or debit cards. A photocopy of the card with a 24 hour customer service telephone number should be retained in a safe place. It is wise to carry a second (different) credit card in case your primary one malfunctions (e.g. due to damaged magnetic strip) or is lost or stolen. This spare card must be equally safeguarded. You need no more than two credit cards and one debit card.

Traveler's Checks: It is a good idea to have a few traveler's checks as a backup to a credit or debit card. Traveler's checks can be exchanged at most banks, although daily exchange rates and processing fees can vary. They are insured, but be sure to maintain a record of all traveler's check numbers in a secure location, and keep a record of used checks. Leave one record in the U.S. with family/friends and take another one with you. Be sure you understand where and how you can get lost or stolen traveler's checks replaced. You can obtain traveler's checks in U.S. dollars or sometimes in the currency of the country you are going to. Foreign banks will charge smaller fees for cashing traveler's checks in their own currency.

American Express (AmEx) can readily transfer funds to you via their offices worldwide. Also, AmEx green card holders can cash personal checks (drawn on a U.S. bank account) up to \$1,000 every 21 days, and AmEx gold card holders can cash personal checks up to \$2,500 every 21 days. This privilege does not apply to AmEx Optima cardholders.

Carrying at least one American Express traveler's check is recommended for anyone who does not have an AmEx card, because it is proof of client status. AmEx clients can use any AmEx office to request assistance, such as to be referred to an English speaking doctor, to contact an American embassy or consulate, to receive mail on the road, to cash personal checks (card holders only), to receive wired funds, etc. Similarly, Visa and MasterCard clients can call a specific telephone number to get assistance while traveling. Also, the services of **On Call International** (800-407-7307 or 603-898-9159 collect, e-mail mail@oncallinternational.com, www.oncallinternational.com) are available to students covered by the WU student health insurance plan (see pp. 19, 20 for details).

Wiring Money: Another method of transferring money abroad is to send it "bank to bank" through a commercial bank. To do this, however, you need a bank account at the foreign location. If you are studying abroad for an academic year, you may want to consider opening a bank account at a local bank. Students going abroad for shorter periods of time may not find it worthwhile to open an overseas account. The transfer can be done electronically from any U.S. bank account to any foreign bank account. The foreign bank will be able to identify the commercial bank with which it is affiliated. Alternatively, clients of a brokerage house will be able to do this via the broker. The bank or broker will charge a wire service fee. The receiving bank will charge a reasonable fee for exchanging U.S. dollars into local currency (or you may want to keep the funds in a U.S. dollars account at the foreign bank if exchange rates are fluctuating dramatically). Western Union is an alternative means of wiring money abroad, but the fees can be high. Wiring money is very safe, but expensive and time-consuming.

HEALTH AND SAFETY

PERSONAL RESPONSIBILITY AND ASSUMPTION OF RISK

When applying to a Washington University (WU) sponsored or approved program or alternative program approved by petition and when signing the program agreement, you acknowledge the following:

Behavioral and academic standards: Admission to study abroad may be denied or rescinded due to behavioral or academic concerns. Your WU judicial and academic records will be subject to review. As a participant, you will be expected to behave in a manner that is consistent with the behavioral standards of the WU Judicial Code. Disruptive behavior, academic dishonesty, and other improprieties will not be tolerated. Also, you must comply with the rules and regulations of any host institution and with the local laws and regulations in the foreign country or countries where you reside or travel during the program, including times when you are engaged in independent activities. Your participation in the program may be terminated by WU for violation of these standards, along with forfeiture of all program fees and loss of academic credit for the program. You may have to return to WU at your own expense to appeal a disciplinary decision.

Drug use and other illegal activities: The possession or use of any quantity of marijuana, cocaine, or other illegal substance is strictly prohibited for the duration of the program. This prohibition applies not only while you are in the company of fellow participants, but also while you are alone or with people not associated with the program. The consequences of substance abuse or other illegal activity at any time during the program include immediate

expulsion from the program, forfeiture of all program fees, and loss of academic credit for the program. Furthermore, U.S. citizens in a foreign country are subject to the laws of that country. Neither the U.S. Embassy nor Washington University can obtain your release from jail; they can only aid in obtaining legal assistance for you.

Inherent conditions, hazards, and risks: Washington University acts only to provide the opportunity for foreign study and does not guarantee your satisfaction with the program or your well being. You will not be closely supervised while you are abroad. You are responsible for using good judgment to ensure your own health, safety, and welfare. There are certain inherent conditions, hazards, and risks associated with international travel and living abroad for which the University cannot and will not assume responsibility. These include, but are not limited to, inclement weather, natural disasters, labor disputes, riots, terrorism, delays or disruption of travel or accommodations, accidents, and disease. During the period of your participation in the program, and while you are en route to or returning from the program, WU will not be responsible for any injury or damage to you or your property or for any personal liability sustained or incurred by you.

MEDICAL NEEDS AND HEALTH INSURANCE

All WU fall and spring semester programs include mandatory WU student health insurance, which provides worldwide coverage for partial reimbursement of medical expenses through the services of On Call International, including medical evacuation and repatriation of remains. **Students who are enrolled at WU during the spring semester are covered during the summer through August 14.**

Dual Coverage: Please note that many study abroad programs require that you enroll in that program's international health insurance in addition to the WU health insurance. WU will not waive the required WU student health insurance in such cases, resulting in dual coverage. While we recognize the added financial burden this may cause, exceptions to the policy are not possible, and in times of urgent medical needs the extra coverage has proven beneficial. If you or your parents have questions about this policy, please contact Student Health Services at 314-935-6666.

For 2009-2010, the cost of WU student health insurance is \$550 per year, billed at \$275 per semester. Coverage is effective 15 August 2009 through 14 August 2010. For summer participants, coverage automatically continues through 14 August provided you are not on a leave of absence the previous spring. If you are not enrolled at WU during the preceding semester, early coverage is not available if your program begins prior to 15 August or mid-January in the spring. The WU plan is administered by Aetna Student Health (www.aetnastudenthealth.com/stu_conn/student_connection.aspx?GroupID=474928). **The group policy number is 474928.**

Details are available from the WU Student Health and Counseling Service (tel. 314-935-6666; <http://shs.wustl.edu/>). Inquiries regarding coverage and claims should be directed to the WU Student Health and Counseling Service or to the program administrator. The administrator's telephone number is 866-525-1956. The address is: Aetna Student Health, P.O. Box 15708, Boston, MA 02215-0014.

Coverage: The WU student health insurance plan provides 50-80% reimbursement of approved amounts for covered medical services and fees related to emergencies, outpatient care, or hospitalization. It does not cover prescription medication. However, the plan provides an option to purchase prescription drug coverage. Deductible amounts, if any, must be satisfied prior to reimbursement. The plan is effective worldwide and includes coverage for medical evacuation and repatriation of remains. Within the U.S., some restrictions apply to choice of provider of medical services, and you have a financial incentive to use WU facilities or the Aetna's provider network.

Additionally, the WU plan includes traveler's assistance through **On Call International** (800-407-7307 or 603-898-9159 collect, e-mail mail@oncallinternational.com, www.oncallinternational.com). If the situation is not immediately life-threatening and communication is feasible, you or your parent should consult with On Call International and/or the Director of the WU Student Health and Counseling Service while selecting the means and type of medical treatment. Some services, such as medical evacuation, must be approved by the Director of SHCS in order to be covered. The access number for On Call International, listed above, is also on your identity card. Contact Aetna Student Insurance if this card has been lost or never received.

You are responsible for assessing your own medical needs. Physical or emotional problems may be exacerbated by stresses associated with study abroad. You must be medically able and prepared to participate in the program, and must arrange for appropriate immunizations. Some foreign institutions and/or national health systems provide limited health care for visiting students, but access to free or low cost medical care is not assured and may not be readily available. You are responsible for verifying that the required WU health insurance is adequate for your medical needs. Also, you are responsible for complying with the appropriate claims procedures and deadlines.

Submitting Claims: Claims for reimbursement of medical expenses must be filed in a timely manner (e.g. within 90 days), including medical documentation and copies of paid receipts. Since claims for services received abroad are paid on a reimbursable basis, your Visa or MasterCard probably will be more important at the time of service than your On Call International ID card. You will pay the foreign doctor, clinic, or hospital and then file a reimbursement claim with Aetna Student Health as soon as possible. Aetna Student Health, through On Call International may provide preferential consideration for students abroad regarding deadlines and reimbursement rates. Contact the WU Student Health and Counseling Service insurance representative or Aetna Student Health for clarification.

ISIC Card: For information about the International Student Identity Card (ISIC) and the limited medical and accident insurance coverage included with the card, contact STA Travel (www.statravel.com). This level of coverage is the minimum amount suggested for travel or study abroad outside the effective dates of the WU student health insurance plan. A few programs include this card within the price of the program, because it also provides travel discounts and other valuable benefits. Otherwise, it is purchased individually if desired. If the ISIC is purchased before September 1, it must be renewed on or before January 1. Otherwise, it is valid for up to 16 months. Currently, it costs \$22. If for some reason you are not covered by WU student health insurance while traveling or studying abroad, then the ISIC card or other coverage through an alternative plan is strongly recommended.

Centers for Disease Control and Prevention (CDC): Follow the guidance issued by CDC (www.cdc.gov) and/or the program sponsor or host institution regarding immunizations and other health precautions. Review CDC information if you become ill or encounter an infectious disease.

Tips on Staying Healthy While Abroad:

- Be aware that health issues that are under control at home can become much worse while abroad.
 - Examples include depression, eating disorders, allergies, asthma, eczema, psychological problems, alcohol and drug abuse, etc.
- Disclose any needs you may have beforehand to Overseas Programs and to your program provider.
 - Disabilities, dietary requirements, allergies, counseling needs, etc.
- Use latex condoms if you plan to be sexually active.
- For people going to developing countries:
 - Check with CDC what vaccinations and/or medications are recommended or required for your country (www.cdc.gov).
 - See your doctor at least 8 weeks prior to departure.
 - Wash your hands often with soap and water.
 - Only drink bottled or boiled water.
 - Avoid ice in drinks and foods washed in water.
 - Avoid food from street vendors.
 - Only eat fruit or vegetables that can be peeled or that have been boiled.
 - Do not swim in fresh water.
 - Avoid touching animals.
 - Bring insect repellent containing DEET and long-sleeved clothing to avoid insect bites.
 - Bring anti-diarrhea medication.

SAFETY

Your safety and academic welfare is our priority, whether in St. Louis or abroad. While we cannot guarantee your safety and security while abroad, we will continue to act in a responsible manner to promote your well-being. We monitor international events, are in contact with coordinators and staff in the host countries, and evaluate and respond to each situation or incident on a case-by-case basis. We are able and willing to close or cancel a program, but our experience has been that this is seldom necessary.

While abroad, use good judgment in what you do and where you go. Carry passport, funds, and other valuables in a concealed neck pouch or money belt. Carry your wallet deep in your pocket. Keep valuables with you in secure, inaccessible places (not in a shoulder bag or outer pocket of a backpack).

When you stop to consult a map or guidebook, step into a shop or café--don't stand out on a sidewalk where you can be easily identified as a tourist and targeted while you are distracted.

Keep photocopies of all important documents (passport, airline ticket, traveler's check numbers) and a list of important account numbers and contact telephone numbers in a secure location. Leave a complete set at home (e.g. with your parents) and another complete set at your overseas residence (if safe to do so).

Be aware of your surroundings. If you get a "feeling" something is not right, pay attention to your instincts and find a place where you feel more secure. Leave the area as soon as it appears to be safe to do so.

Consider investing in a personal alarm unit. Shouting/screaming and activating the alarm's piercing noise are likely to scare away potential villains. (Note: mace will not be allowed on airplanes.)

Avoid unnecessarily hazardous situations. Use good judgment in making travel plans and participating in extracurricular or recreational activities. By far, the most common causes of injury (and death) while studying abroad are vehicular accidents and risky forms of recreation. Think about what you eat and drink too. Contact Overseas Programs, your parents, and/or on-site personnel whenever something happens that may cause concern at home, even if you are not directly involved. Site directors or other program representatives are asked to inform us promptly as well. We consult with parents whenever we and/or they are concerned about the welfare of a student abroad.

Become familiar with and check routinely the US State Department Web Site (www.state.gov). The website contains country information and travel advisories/warnings. If possible, avoid entering an area covered by a State Department travel warning until it has been lifted. If already in the area when the warning is issued, use sound judgment to decide if you should remain or leave. Discuss your options with your parents and program representatives. Seek advice or assistance from U.S. Embassy or Consulate or local authorities. When possible, notify WU regarding where you are and what you intend to do. The presence of State Department travel advisories does not automatically preclude study abroad in that country or region, but advisories do prompt us to ensure that you are informed about the potential risks associated with your choices. Likewise, the absence of a travel advisory does not imply that travel to the area is not without risk. Also follow the guidance issued by the Centers of Disease Control and Prevention (see www.cdc.gov) regarding health concerns.

Tips on Staying Safe While Abroad:

- Arm yourself with information!
 - Find out emergency phone numbers and actions to take.
 - What are the local customs?
 - Dress, behavior, attitudes toward gender, friendship, dating, sex, etc.
 - What are the most common crimes?
 - Street-smart behavior
 - Where are the unsafe areas?
 - Can you walk by yourself at night?
 - What traffic or transportation precautions do you need to take?
- Wear a flat money belt that fits underneath your clothes. Use this to keep your credit cards, passport and traveler's checks safe.

- Make a copy of your passport, visa, ticket, and credit cards. Keep these separate from the originals.
- Don't wear jewelry, flashy watches, or cameras around your neck.
- Don't look too obviously lost, even if you are. Walk with a purpose.
- Watch your belongings and pockets very carefully at busy bus stations, train stations, markets, bazaars, and other locations frequented by tourists.
- Use common sense.
- Don't leave money unsecured at your residence.
- Dress modestly.
- Don't purchase or use recreational drugs.
- Limit your alcohol intake.
- Avoid demonstrations.
- Make sure to lock your luggage on trains. Don't leave anything unattended.
- Be aware that you stand out as a foreigner.
 - Even if you follow all the customs of locals, you can still be at risk.
 - People may assume you are unfamiliar with your surroundings, the language, and customs or that you have more money.
 - Try to blend in with locals.
 - Alcohol puts you further at risk.
- Check with www.travel.state.gov to find out what are the most common crimes affecting tourists in your study abroad destination.
- Check travel warnings for your country.
 - Is terrorism a concern?
- **The more you immerse yourself, the more culturally aware you will become, leading to greater chances of safety.**

HOUSING

HOUSING REGISTRATION FOR RETURNING STUDENTS

The office of Residential Life wants to make the process as smooth as possible for you to return to Residential Life assigned housing upon completion of your study abroad program. Please follow the instructions below that are appropriate for your situation. All of this information can also be found at <http://housingselection.wustl.edu/>.

Priority Status: If you lived with Residential Life before going abroad you will retain the same priority as those students in your class who remained on campus.

If you did not live in Residential Life assigned housing before going abroad, you are not eligible to participate in the Room Selection Process. You may however participate in open enrollment. Your contract will be accepted on a space available basis.

Application Procedures: Washington University students who are returning from abroad, a COOP or who have taken a leave must complete a housing contract. Students can complete this application using their WebSTAC account.

You will receive confirmation via email once the office of Residential Life receives your Returning/Exchange Student Housing Application. Please note that once you have submitted a Preliminary Housing Reservation form or an on-line housing contract, your request is subject to all the normal housing terms and conditions.

Deadlines: Please submit the on-line Returning/Exchange Student Housing Application to the office of Residential Life by:

March 1 – If you will be participating in a full academic year or spring semester study abroad program and want to request Residential Life assigned housing for the fall semester.

December 1 – If you will be participating in a fall semester study abroad program and want to request housing for the spring semester.

Room Selection Process: Check the Residential Life website (<http://housingselection.wustl.edu/>) for the current room selection procedures and timelines as these change from year to year. In order to receive a lottery number you must meet the room selection lottery deadlines. A lottery number is required to participate in the room selection process. Late submission of the Returning/Exchange Student Housing Application will result in your being assigned the last lottery number for your class.

Proxy for Fall Housing: You may need a proxy (a designee who you authorize to make decisions for you) if you are applying for housing for the fall semester. This can be another student who is currently on campus. The proxy is not responsible for submitting your housing contract and/or advance payment in a timely manner.

Non-refundable Advance Payment: A non-refundable advance payment of \$450.00 must be sent to the office of Residential Life immediately after you submit your contract on-line. Please make the check payable to Washington University. If you are receiving financial aid and choose not to submit an advance payment, \$450 will be billed to your account. If you have a Stafford or Perkins Loan, or another need-based Washington University (WU) scholarship, including PEP, the advance payment will be automatically deducted from your financial aid award. You are responsible for the advance payment and risk loss of the advance payment if they choose to cancel their contract at a later date.

OFF-CAMPUS HOUSING RESOURCES

Quadrangle Housing - manages Washington University owned properties near the Danforth Campus that are available to undergraduate students.

Phone: 314-935-9511 or 800-874-4330

Website: www.offcampushousing.wustl.edu

Note: Quadrangle Housing will no longer be able to offer students who study abroad or who have extended internships away from St. Louis the option of suspending their rent payments while they are away. Instead, residents will have the option of subleasing their apartment or continuing to pay their full rent.

In 2005 the impact of study abroad and internship programs cost Quadrangle Housing nearly \$100,000 in lost revenues. The change will bring Quadrangle's Housing policies more in line with those of others in the St. Louis area rental market and, most importantly, will provide more funds to continue to improve our properties.

To help reduce the impacts of this change on Washington University students, Quadrangle plans to offer a limited number of apartments next year with a one semester lease. Students who wish to return to a Quadrangle apartment after their study abroad or internship can also ask to be put on a "preferred renter" list and will be given first priority for available apartments upon their return. Quadrangle will also be happy to assist students who need storage services while they are away.

Apartment Referral Service - provides listings of privately managed apartments near Washington University and in the greater St. Louis community.

Phone: 314-935-5092

Website: <http://ars.wustl.edu/>

Apartment Search - locally owned and operated and has listings throughout the metropolitan St. Louis area.

Phone: 314-727-3999

Website: www.apartment-search.com

CAREER PLANNING AND POST-GRADUATE FELLOWSHIPS

CAREER PLANNING

Prior to departure, you should meet with a career counselor to discuss career-related plans. You should also register with the Career Center. One of the benefits of registering is that it allows access to full-time or part-time internships and summer job listings via the Career Center homepage. Additionally, you will have access to monthly career-related resources on the homepage. Keep in touch with your career counselor via e-mail if possible. You can contact the Career Center at 314-935-5930 (314-935-5905 fax), or see their website at <http://careers.wustl.edu>.

Before your sojourn abroad, you should begin to finalize your senior year and post-graduate plans. You are advised to start the Senior Prep Series (SFS) or Career Prep Series for business students. This is a five-session program that is designed to prepare you for on-campus and off-campus interviews, job fairs, resume drops and referrals, graduate/professional school applications, and self-directed job searches. Also, it helps you to identify the skills that will be transferable to your first destination after college, including those developed through study abroad. SPS is required for students interested in attending a Road Show or participating in on-campus interviews and resume referrals.

Be mindful of graduate/professional school application requirements and deadlines, including examination schedules. Also take note of graduate level scholarship and fellowship deadlines, including the Fulbright Program deadlines that are first applicable in September of your senior year. Stop by the Career Library to investigate graduate programs and financial resources. Also, if interested, make an appointment with the Fulbright Program Advisor in the office of International and Area Studies before you go abroad in order to familiarize yourself with the program and to generate some ideas you can think about while you are abroad.

Internships

Working while abroad to earn supplemental income is not encouraged and may be in violation of host country immigration and/or labor laws. On the other hand, an unpaid internship may allow you to explore career interests, gain practical work experience, learn new skills, and examine work ethics and cultures. If you want to combine or follow your study abroad experience with an international internship, the Career Center has information on organizations abroad that offer internships and work permits for students. It also has an internship database.

Some students pursue internships through their study abroad program. The program sponsor or host institution may offer internship opportunities, or the internship may be an integral part of an A&S program. Alternatively, you may take the initiative to develop an internship on your own. In any case, however, academic credit, if desired, must be authorized beforehand by a Washington University (WU) faculty member who is willing to evaluate your academic performance upon completion of the internship. Normally, you will be limited to no more than 6 WU credits for internships towards completing your WU degree requirements. To be awarded academic credit, the internship must be appropriately supervised and must contain an academic component, such as a major written assignment. Academic performance must be formally assessed. You cannot earn academic credit for a paid internship.

FULBRIGHT PROGRAM AND OTHER OPPORTUNITIES

Fulbright Program: This program offers recent graduates and graduate students an unusual and prestigious opportunity to further their knowledge and understanding of another culture. It provides a stipend for one year of study, research, or teaching abroad. If this is of interest to you, you should consider applying for a Fulbright grant. Applicants must be U.S. citizens and possess language skills commensurate with the proposed project.

There are several categories of grants for which you might be eligible. You can study for a year at a university abroad and/or conduct research. Also, teaching assistantships are available in many countries. Teaching assistants usually teach English at the secondary level. In some countries they must be proficient in the language of the

country in which they teach. In some countries applicants can design a course of study at a university or a research project to accompany a teaching assistantship.

Writing workshops are held in September to help applicants prepare their Fulbright grant applications. Because the deadline for the Fulbright grant comes early in the fall semester of the senior year, interested juniors should make preparations before going abroad. Once abroad, you should endeavor to make suitable contacts to support your application for a grant to return to that country.

For more information, contact Dr. Amy Suelzer at 314-935-5958 or acsuelze@wustl.edu. Also, see www.fulbrightonline.org.

Rhodes and Marshall Scholarships: Any student with an outstanding academic record and proven leadership abilities should consider applying for a Rhodes scholarship or a Marshall Scholarship. These scholarships are awarded to exceptional seniors and graduate students in all fields of study. Preferably, you should begin preparing in your junior year. Applications are due in September. For more information see: www.rhodesscholar.org and www.britcoun.org/usa. Contact Dean Joy Kiefer at 314-935-8136 or jkiefer@wustl.edu if you are interested.

More information on fellowships and scholarships can be found on the A&S website: <http://www.artsci.wustl.edu/~college/Scholarships/descriptions.html>.

JUNIOR JUMPSTART INFORMATION

While You Are Away: No matter what your potential field of study, going abroad is a rich, meaningful experience. Take advantage of your time abroad to explore new cultures and ideas. While you are abroad, there are important steps you can take in preparation for your transition out of Washington University and on to the next chapter of your life.

The information below is intended as a quick reference while you are away. The best advice, regardless of your field, is to maintain contact with your professors, advisors, and the contact people listed under each field below.

Pre-Law: If you plan to attend law school immediately after college (or if you would like to keep that option available), there are steps you should take junior year and the following summer to be on track to apply to law school in the fall of your senior year.

Junior year:

- Add your name to the pre-law mailing list (contact prelaw@artsci.wustl.edu).
- **Prepare for** and take the LSAT: best date is June, but those abroad in the spring should plan to take it in early fall of your Senior year, at the latest.
- Think about who you would like to ask for letters of recommendation. If it is an instructor you have while abroad, get the necessary waiver forms (through LSAC or Washington University) and request the letter before you head back to the U.S.

Summer following Junior year:

- Research law schools to educate yourself about your options.
- Check the LSAC website (www.lsac.org) for information about Law School Forums. If there are any in your area, attend!
- Begin requesting application materials from law schools.
- Begin drafting the personal statement and preparing your resume.

Aim to have your applications completed by early November of your senior year to maximize your chances for admission. For specific questions, email Dean Kristin Kerth, kkerth@wustl.edu.

Life Sciences: It is important to keep in mind that **all pre-med core requirements must be taken in the U.S!** The medical school common application (AMCAS) will not accept or evaluate foreign transcripts. Be sure to weigh the pros and cons of studying abroad and its timing with an Arts and Sciences Life Sciences advisor.

Junior year:

- Enjoy your courses. You can certainly talk about your foreign academic experiences in application essays and in interviews. Coursework taken abroad will not affect either your overall or science GPA on the common application unless your study abroad program results in a transcript with grades at a U.S. institution.
- Consider carefully the demands of MCAT or GRE testing, applying, and interviewing in determining the ideal time for you to study abroad.
- Although the MCAT is offered at more times than it used to be, it may still be a challenge to apply to medical school or another professional or graduate program from outside the U.S.
- Secure letters of recommendations.
- **Consider planning for a transitional year.** Many students find that study abroad fits more comfortably into a pre-professional preparation schedule if they are planning to finish their applications in the summer after the senior year rather than the summer after the junior year. Generally, students' applications are only enhanced by building credentials for an additional year before applying.

For specific questions, email Dean Carolyn Herman, cherman@wustl.edu.

The Career Track: The key to career planning success while studying abroad is to make progress before you leave so that you can take action on your search when you return. Your steps may look different depending upon your year in school and your professional goals.

Junior and Senior year abroad:

- Stay in contact with your Career Advisor. An Advisor would be happy to answer your questions, review your resume and cover letters, and provide coaching via e-mail.
- Network. If you are interested in working abroad, schedule informational interviews and meetings with professionals in your industries and organizations of interest.
- Think ahead. You can access internship and job listings via eRecruiting, The Career Center's on-line database. Go to <http://careers.wustl.edu> to review listings and actively plan to apply for opportunities while you are abroad.

Summer following Junior year and upon on your return:

- We strongly encourage you to meet with your Career Advisor before classes begin or during the first four weeks of class to ensure you have access to all opportunities.
- Complete the Senior Prep Series which will enable you to participate in on-campus interviews.
- Make sure you are aware of the recruiting timeline for the industries you plan to target. Finance, banking, consulting and retail merchandising are just a few examples of industries that tend to recruit in the fall semester, with deadlines as early as September.

For specific questions, contact Ms. Aimee Wittman, Associate Director, The Career Center, awittman@wustl.edu.

Graduate School: If you do not know whether graduate school is right for you, contact faculty and graduate students in your department at Washington University. Plan to attend conferences and university departmental seminars, colloquiums, workshops, etc.

Junior year:

- Talk to faculty, especially potential recommenders, about your plans; get their advice.
- Consider the professors you encounter abroad as potential recommenders if you have established a good rapport with them.
- Start thinking about the GRE, especially Subject Tests (where appropriate).
- Draw up a tentative list of programs to apply to; note deadlines.

Summer following Junior year:

- Take GRE General Test if ready, or schedule and start preparing for it.
- Request letters of recommendation; faculty may have more time during summer.
- Begin writing your Statement of Purpose.

Senior year Fall Semester:

- Have the Statement of Purpose critiqued, preferably by faculty advisors. It should be both an intellectual biography and a (tentative) research agenda. You are writing for an audience of faculty in the department. Show a fit between your interests and those of the department's faculty!
- Contact faculty of programs to which you are applying.
- Take GRE Subject and/or General Tests. Most departments require the GRE General Test, but use it only for a very rough first cut of people who fail to reach a moderate threshold. Check with individual departments to see whether they require one of these tests, recommend it, or have no preference.
- Apply for scholarships with early deadlines (e.g. Javits, NSF, Soros).
- Request letters of recommendation (at least one month before deadline). Give your recommenders a copy of your Statement of Purpose and other application materials.
- Have transcripts forwarded to programs. (If possible, arrange with Student Records to send a transcript that includes your senior fall grades.)
- Submit completed applications (by mail and/or online).
- Complete financial aid forms and apply for relevant scholarships. (Note: These deadlines might be a lot earlier than regular admissions deadlines.)

For specific information, email

Dean Dirk Killen, dkillen@wustl.edu

Jason Woods, jason.woods@wustl.edu (Natural Sciences and Mathematics)

Andrew Butler, butler@wustl.edu (Psychology)

If you are interested in a terminal or professional Master's program (i.e., MSW, MBA, MFA, etc., email Dean Dirk Killen, dkillen@wustl.edu).

Please contact an advisor as soon as possible,

Amy Suelzer, Assistant Director of International Studies, acsuelze@wustl.edu (Fulbright)

Joy Kiefer, Assistant Dean/Undergraduate Research, jkiefer@wustl.edu (other awards)