

**Study Abroad Program Policies and Procedures**  
**Global Citizenship Portal**  
**Florida Memorial University**

## **Contacts**

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## **Mission Statement**

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The Global Citizenship Portal is dedicated to developing FMU students into global citizens who possess the skills to become leaders in a changing society. In pursuit of this mission, the Global Citizenship Portal:

- Develops opportunities for students to study and intern abroad in diverse geographic locations.
- Publicizes and cultivates scholarship opportunities to defray costs associated with international experiences.
- Promotes on-campus learning about cultures, countries, and customs.

## **Part I: General Information**

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### **Eligibility Requirements**

Students must meet the following qualifications to participate in a semester or year study abroad program:

- Have a minimum of a 2.6 GPA and be in good standing. (Note: Some programs require a higher GPA).
- Have completed at least one semester of study at FMU.
- Submit the Study Abroad Application by March 1 for fall and academic year programs, and October 1 for spring programs.
- Enroll full-time while abroad.

Students must meet the following qualifications to participate in a summer study abroad program:

- Have a minimum 2.0GPA and be in good standing.
- Have at least sophomore standing when commencing the program.
- Submit the Study Abroad application by March 1.

In order to receive academic credit and use financial aid, a student must apply to study abroad through the Global Citizenship Portal. Study abroad will be approved for those who can demonstrate that they are enriching their educational experience. Among the criteria upon which study abroad applicants are generally evaluated are the following:

- Academic credentials
- Emotional maturity
- Adaptability to overseas environment
- Sincere interest in the host destination
- Relevance of the overseas program to the student's academic and career goals

### **Financial Aid/Scholarships**

Students pay the full cost of the programs they select. In addition, students are responsible for the \$50 Pay-It-Forward Contribution charged per program. This fee helps to defray the costs of administering the Portal and to build resources for future students. Fortunately, there are some sources of funding which can bring down the cost of a study abroad program. There are some study abroad scholarships that the Global Education Portal advises for, including:

Gilman Scholarship for International Study  
 Bridging Scholarships for study in Japan  
 Boren National Security Education Program (NSEP) Scholarships  
 Diversity Abroad Scholarships  
 Phi Kappa Phi Study Abroad Grant  
 Study Abroad Turkey Scholarship for Minority Students  
 Killam Study Abroad Scholarship for student in Canada  
 Tortuga Backpacks Scholarship  
 Malmberg Scholarship and Fellowship Program for study in Sweden  
 Fulbright Fellowships  
 IES Merit Scholarships  
 AIFS Scholarships  
 CAPA Scholarships  
 ASA Scholarships  
 API Scholarships  
 Syracuse Abroad Scholarships

### **Pre-Departure Process**

ALL students who are accepted to the study abroad program must complete the required pre-departure materials. These include, but are not limited to:

- Relevant scholarship applications
- Health and safety forms
- Course approvals (if courses change)
- Pre-departure orientation

**Returning Process**

Students returning from study abroad must complete an evaluation of their study abroad program. Students should also participate in study abroad promotional events.

**Health Insurance**

Students who travel internationally must have health insurance that covers them fully during their time abroad.

**Travel Immunizations**

Students must obtain the immunizations required for their host destinations. For country-specific information, visit the CDC website at <http://www.cdc.gov/features/vaccines-travel/>

**Part II-A: Student Participation in the International Student Exchange Program**

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Florida Memorial University is a member of the International Student Exchange Program – Direct (ISEP-Direct). Our membership allows students to participate in ISEP-Direct programs during the summer, semester, or academic year. These are fee-based programs. The program fee always includes tuition, housing, and health insurance. Some programs include meals in the program fee. Students are also responsible for the ISEP application fee, meals (if not included), airfare, local transportation, passport and visa fees, and other incidental expenses.

FMU students interesting in apply for the ISEP-Direct program should contact the Global Citizenship Portal for advice and guidance. The Portal will aid students with the application process.

Prior to participation in the ISEP-Direct program, students will obtain approval from their academic advisors for the courses they will take at the host institution. The student will complete and submit the transient permit form with signatures to the Portal.

Students will be registered in a placeholder course that will allow the student to apply for financial aid and remain active at FMU while abroad.

Upon returning, the student's courses and grades will be applied to the transcript as determined by the international transcript evaluator. Final decisions on what courses will be applied to the student's graduation requirements will be made by the student's academic advisor.

**Part II-B: Student Participation in Affiliate Programs**

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FMU students may elect to participate a study abroad program administered by an approved program provider, a U.S. university, or a foreign institution. The Portal will advise students on programs that are the best academic and personal fit. All applications and approvals for affiliate

programs will come through the Global Citizenship Portal. Currently, FMU has relationships with the following program providers: IES, CAPA, CIEE, ASA, AIFS, and Syracuse Abroad. Students may participate in programs through these providers, or through other programs with prior approval.

Prior to participation in an affiliate program, students will obtain approval from their academic advisors for the courses they will take at the host institution. The student will complete and submit the transient permit form with signatures to the Portal.

Students will be registered in a placeholder course that will allow the student to apply for financial aid and remain active at FMU while abroad.

Upon returning, the student's courses and grades will be applied to the transcript as determined by the international transcript evaluator. Final decisions on what courses will be applied to the student's graduation requirements will be made by the student's academic advisor.

### **Part II-C: Student Participation in FMU Short-Term Group Programs**

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Florida Memorial University offers programs for small groups of students each year, usually in the summer or winter. Program length varies: most are between 1 (one) and 4 (four) weeks. Some are credit bearing; topics and number of credits depend on program length and focus. Programs may be offered at various overseas destinations. If you are not able to study abroad for a semester, or have less time available, these programs may be for you.

Students who meet the minimum study abroad requirements may be accepted into the faculty-led program with the instructor's approval. The student will be responsible for the program fee, tuition costs (if applicable), and other expenses which are not explicitly stated in the program materials.

Students are expected to represent themselves and FMU during the program. Any student found to not uphold the standards of FMU may be dismissed from the program, without a reimbursement of fees paid or owed.