

## MTSU **Summer** Partner Education Abroad Program Nomination Request (Seinan Gakuin University, Saitama University, Glasgow Caledonian University & Korea Aerospace University)

### \*Deadline

**Summer 2016: February 15<sup>th</sup>, 2016** (*February 8<sup>th</sup> for GCU Forensic Science*)

*\*This is the MTSU internal deadline for the best chance of nomination.*

### What is the Summer Partner Education Abroad Program Nomination Request?

- This document is only for students **who are interested in participating on one of the four summer programs listed above**. [You can find more details on these programs by clicking here](#). In order to participate on a Summer Partner program, you need to be nominated by the MTSU Office of Education Abroad which you will be requesting through submission of this document/packet.

### What are the eligibility requirements and the application process?

The list below is not comprehensive.

- Students should be pre-approved by the OEA *before* submitting this application. [See Step 4 of the Getting Started section of our website regarding the pre-approval process](#).
- Students should have completed at least one semester at MTSU and have an MTSU GPA *before the deadline listed above*.
- Students must meet the minimum criteria listed on the OEA website as well as maintaining at least a **2.5 GPA**. Please be aware that the individual institutions may have their own GPA requirements as well.
- Some programs may require specific language skills.
- In addition to this document, students will follow the procedures required through the Office of Education Abroad, including Pathway Packet paperwork submission and participation in the mandatory pre-departure orientation. (See the Getting Started section of the OEA website for more details).
- Once nominated into a specific exchange university students will be emailed (to their MTSU email address) by the OEA with further instructions.

### PLEASE READ THOROUGHLY AND SIGN BELOW:

Because partner programs do not offer the level of support as other education abroad programs, participants should be highly motivated and feel comfortable seeking out details without a great deal of guidance and reminders. Students who are not comfortable with these responsibilities should apply for a different type of education abroad program which offers more support.

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I have read and understand the above details. I meet the above general eligibility requirements, but understand that I need to meet the individual university requirements as well. I have participated in an advising session with the Office of Education Abroad and I understand the level of support that will be offered with the partner program and I am comfortable with my responsibilities.

**Applicant Printed Name:** \_\_\_\_\_

**Applicant Signature:** (not electronic) \_\_\_\_\_

**Date:** \_\_\_\_\_

**SUPPLEMENTAL MATERIALS**

Please answer the questions below, attach the following supplemental materials (A&B) to the nomination request, and submit everything to Tiffany Bickers in the Office of Education Abroad in Peck Hall, Room 207 by the deadline. Please be aware that applications submitted after the deadline may not be considered.

**A. MTSU Transcript** (please go to the MT One Stop building and request a transcript)

**B. EA Course Approval Form (below) signed by student and Academic Advisor(s).**

Students: Please read the page of instructions before meeting with your Academic Advisors(s).

**SHORT ANSWER QUESTIONS**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

MTSU ID# (M number): \_\_\_\_\_ Current Overall GPA: \_\_\_\_\_

MTSU email: \_\_\_\_\_@mtmail.mtsu.edu Primary phone: \_\_\_\_\_

Current status (credit hours completed):    Freshman    Sophomore    Junior    Senior    Graduate

Anticipated graduation date? \_\_\_\_\_  
month/year (Example: December 2016)

MTSU Major(s): \_\_\_\_\_

MTSU Minor(s): \_\_\_\_\_

Do you have a passport? \_\_\_\_\_

What is your country of citizenship? \_\_\_\_\_

Are you currently studying a foreign language? \_\_\_\_\_

If yes, which language? \_\_\_\_\_ How many university semesters of this language have you completed? \_\_\_\_\_

## Instructions for EDUCATION ABROAD COURSE APPROVAL FORM

### Education Abroad Participant instructions: Students: PLEASE READ CAREFULLY!

1. All students should schedule a time to meet with their Academic Advisor/Dept. Chair in order to have this form signed and submitted to the Office of EA by the Pathway Packet deadline for your term abroad. Please give the faculty/staff at least two weeks' notice when requesting a meeting and be prepared that course equivalency decisions may require more than one meeting. You should bring course descriptions and syllabi, if available and applicable, to this meeting (if you cannot find these details – call us for assistance!) You should also bring the “Instructions for Course Approval Form” with you in addition to the actual Course Approval Form.
2. If you are participating on a MTSU Faculty-Led, CCSA, or COST program you should list the name of the course(s) you will be taking while abroad on the left column. You will actually be enrolling into MTSU courses for your program, so your Academic Advisor can simply repeat the course name in the equivalency column.
3. If you are participating on a program which provides a non-MTSU transcript, you will list the courses that you plan to enroll in at the international host university while abroad on the left column and ask your Academic Advisor(s) to list the MTSU Course Equivalency on the right and sign. **Note for semester or full year participants:** The Office of EA highly recommends that you list *at least six courses for each semester you plan to be abroad*. Because you will not register for your actual courses until you arrive at your host university, you will need to have several courses pre-approved in the event that some are full or scheduling conflicts arise. Full-year students should complete **two forms**, one for each semester. It is your responsibility to update this form, and obtain signatures, while abroad if you choose not to enroll in the courses listed and approved.
4. Students seeking federal, state, and institutional assistance should confer with the Financial Aid Office regarding aid eligibility. Please be aware that only the credit hours/courses taken abroad which are required for your MTSU degree will qualify for federal aid (which is one of the reasons this form is so important!) The Office of EA will share a copy of this form with the Financial Aid Office, upon request, so the student's aid can be released. *Note: If you are taking course(s) towards a major/minor in which you have not declared, your federal aid may not be released.*
5. Reminder: As listed on the OEA website, undergraduate students participating on summer education abroad programs are permitted to transfer a maximum equivalence of 12 U.S. credit hours for the entire summer term. Undergraduate students participating on semester/ year education abroad programs are permitted to transfer a maximum equivalence of 18 U.S. credit hours per semester, and **must** be enrolled in a minimum equivalence of 12 U.S. credits per semester.

**Academic Advisor/Department Chair instructions:** Thank you for taking the time to assist our Education Abroad hopefuls through the process of establishing course equivalencies for their education abroad program! Please review the study abroad course information which should be provided to you by the student to determine the MTSU course equivalents. If for some reason you are unable to determine the exact course equivalencies, please feel free to contact our office so we can assist you and the student in finding the needed materials to make these decisions. Please be aware that students will usually request a meeting with you before they are actually accepted into their education abroad program as equivalencies are typically determined prior to application deadlines. *For students who are enrolling into MTSU courses (ex: Fac-Led) simply rewrite the MTSU course name in MTSU Equivalency column.*



## EDUCATION ABROAD COURSE APPROVAL FORM

Student Printed Name **and** M# \_\_\_\_\_ Do you receive federal financial aid at MTSU? Yes \_\_\_ No \_\_\_

Term/Program/Country (ex. Spring 2015, ISA, Peru): \_\_\_\_\_ How many U.S. credit hours will you be enrolled in while abroad? \_\_\_\_\_

Courses to be taken at host university (To be completed by student) Please list course title, number, hours	MTSU Equivalency (To be completed by Advisor/Dept Chair) Please list course title AND number	MTSU degree requirements satisfied (To be completed by Advisor/Dept Chair) Please list major, minor, required electives, or general education, etc. and credit hours.	Academic Advisor/Dept. Chair approval <b><u>Please print name AND sign</u></b>
		____hrs.	
		____hrs.	
		____hrs.	
		____hrs.	
		____hrs.	
		____hrs.	
		____hrs.	
		____hrs.	

I understand the instructions provided and **agree to contact my Advisor/Dept. Chair while abroad should I enroll into courses that are not listed above.** I also understand that failure to enroll in the courses listed above may require paying back federal Financial Aid funding, as well as possible transfer credit issues.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor/Department Chair comments/instructions: