

INCOMING INTERNATIONAL EXCHANGE AND VISITING STUDENT APPLICATION FORM

APPLICATION INSTRUCTIONS

General Instructions for Applying to Suffolk University's Study Abroad Programs:

Please read these instructions carefully and keep them as they contain instructions and information related not only to the application process but also related to the enrollment process. The application includes a Participation and Indemnification Agreement and a Study Abroad Agreement form. Please read these documents carefully before signing them and contact the Office of Study Abroad Programs if you have any questions about the application process.

Admission Policy

A review of the student's academic background and University record is required as part of the Suffolk University study abroad admission process. To be considered for admission to our programs, students should have, at the time of application, a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale. Some programs may require a higher GPA. Meeting or exceeding the minimum cumulative GPA requirement does not guarantee acceptance into a program. Admission decisions are based on a full review of the file, including academic recommendations, a personal statement, and academic and disciplinary records. Students who are not in good standing, or determined by Suffolk not to be in compliance with any academic requirements or other rules, requirements, or procedures of either Suffolk University or the college or university in which the student is currently enrolled, may not be admitted into a Suffolk study abroad program. All admission decisions are final.

- Please type or print clearly in ink. (Illegible applications will not be accepted.)
- Remember to sign the application, Participation and Indemnification Agreement, and Study Abroad Agreement forms. Reminder: Your parent/guardian **must** sign the Participation and Indemnification Agreement and Study Abroad Agreement forms.
- Complete your statement of purpose.
- All applicants are required to submit an official transcript to the Office of Study Abroad Programs.
- All applicants are required to complete, as part of the application process, the course selection form. The course selection form must be signed by your academic advisor and your academic dean, or the equivalent.
- All applicants are required to submit a recommendation form. The professor whom you select to complete the recommendation form should submit the enclosed form or a letter of recommendation on university letterhead to the Office of Study Abroad Programs as soon as possible.

- All applicants are required to submit two passport-sized photos. Please print your name on the back of each photo.
- All applicants are required to have U.S. based health insurance. If your health insurance provider/company is not based in the U.S., you will be mandated to enroll in, and be billed for, the Suffolk University Health Insurance plan. Students who have U.S. based health insurance may apply for a waiver with the University's Health and Wellness Services office upon arrival.
- International students applying to study at Suffolk University Boston are required to submit the following additional documents:
 - TOEFL score (written: 525/computer-based: 197)
Admission is not guaranteed by specific scores, as a student's entire application is considered.
 - Financial statement (bank letter stating you have a specific amount in your account. This letter must be in English, and the funds must be in US dollars. Please contact the Office of Study Abroad Programs for the specific amount.)
- The completed application should be accompanied by a nonrefundable \$50 application fee. Make checks payable to Suffolk University. Make sure your name [applicant] is on the check either imprinted or in the memo section.
- The deadlines for applications are:
Fall Semester March 15*
Spring Semester October 1*
Please note that due increased visa processing time, we are unable to extend the deadlines listed above.
- Please advise the Suffolk University Office of Study Abroad Programs of any changes in your address, telephone number, or email that arise after you submit your application.
- Mail your completed application* to:
Suffolk University
Office of Study Abroad Programs
8 Ashburton Place
Boston, MA 02108

* Make sure you have all required documents.

INCOMING INTERNATIONAL EXCHANGE AND VISITING STUDENT APPLICATION

APPLICATION CHECKLIST

- APPLICATION** (pages 1–2)
- STATEMENT OF PURPOSE**
- COURSE SELECTION** (page 3)
- RECOMMENDATION FORM** (page 4)
- AGREEMENT FORM** (pages 5 and 6)
- PARTICIPATION AND
INDEMNIFICATION AGREEMENT** (page 7)
- OFFICIAL TRANSCRIPT**
- TOEFL RESULTS**
- FINANCIAL DOCUMENTATION**
- TWO PASSPORT-SIZED PHOTOS**
- APPLICATION FEE**

STATEMENT OF PURPOSE ESSAY INSTRUCTIONS

Please answer the following questions in a 2-3 page essay.

1. Give us an example of an experience you expect to occur while abroad and discuss how you would handle it.
2. What are some of the similarities and differences you expect to experience between your host culture and your own culture?
3. Explain three ways that you personally expect to grow or change as a result of studying abroad.

INCOMING INTERNATIONAL EXCHANGE AND VISITING STUDENT APPLICATION FORM

PAGE 1 OF 3

NAME _____

1. Full Legal Name

LAST (FAMILY) _____ FIRST _____ MIDDLE INITIAL _____ BIRTHNAME (MAIDEN) _____ NICKNAME _____

2. Permanent Address

STREET _____ CITY _____ STATE _____ ZIP CODE _____ COUNTRY _____

3. Current Mailing Address (IF DIFFERENT FROM ABOVE)

VALID UNTIL WHEN? _____

STREET _____ CITY _____ STATE _____ ZIP CODE _____ COUNTRY _____

4. Email (SCHOOL ADDRESS) _____ (PERSONAL ADDRESS) _____

5. Phone (DAY) _____ (EVENING) _____

6. Date of Birth _____ 7. Sex Male Female

8. City/Town of Birth _____ 9. Country of Birth _____

10. Citizenship _____ 11. Permanent Resident of (Country) _____

12. Passport? Yes No

13. Are you currently in the U.S. Yes No If yes, indicate your current visa category _____

14. Have you entered the U.S. under the visa waiver program Yes No

If yes, indicate date your I-94 expires _____

- I understand that if I entered in the F-1 (international student) visa category and wish to seek a change of status to J-1, I cannot start any coursework at Suffolk University until my application has been adjudicated affirmatively by the United States Citizenship and Immigration Services (USCIS).
- I understand that if I have entered the US under the Visa Waiver Program, I cannot request a change of status to the F-1 (international student) visa category in-country and will return to my home country and re-enter with a valid F-1 visa.

PRINT FULL NAME OF STUDENT

X

SIGNATURE OF STUDENT

DATE

INCOMING INTERNATIONAL EXCHANGE AND VISITING STUDENT APPLICATION FORM

PAGE 2 OF 3

NAME _____

15. Program Information:

I plan to begin studies in

Fall 20____ Winter 20____ Spring 20____ Summer 20____

Academic Year 20____ to 20____

16. Academic Background Information

COLLEGE _____

CITY STATE COUNTRY _____

Current Year: Freshman Sophomore Junior Senior
 Graduate-level

Credits completed _____

Cumulative GPA (on a 4.0 scale) _____

Major _____

Minor _____

Projected Graduation Date _____

17. How did you learn about Suffolk University Study Abroad Programs?

18. Agreement/Applicant's Signature By signing below, I affirm that I am at least 18 years of age, that my signature is voluntary, and that I have carefully read the preceding terms and conditions of applying to the Suffolk University Study Abroad Program, and the policies and procedures governing participation in a Suffolk University Study Abroad Program, understand them, and agree to abide by them. I certify that all of the statements and responses I have made in this application are complete and accurate to the best of my knowledge. I understand that if any of the information I have provided in this application is not complete and accurate that I may be denied admission, that my admission may be revoked after acceptance, and that I may be subject to disciplinary action. I understand I am still responsible for meeting all applicable deadlines at my home institution (i.e., financial aid, tuition payment, graduation, etc.).

X

APPLICANT'S SIGNATURE _____

DATE _____

19. Parent/Guardian Information

a. Father Guardian Living Deceased

FIRST NAME MIDDLE INITIAL LAST NAME _____

EMAIL _____

STREET ADDRESS _____

TOWN/CITY STATE/ZIP CODE COUNTRY _____

Home telephone _____

Work telephone _____

Other _____

Fax _____

b. Mother Guardian Living Deceased

FIRST NAME MIDDLE INITIAL LAST NAME _____

EMAIL _____

STREET ADDRESS _____

TOWN/CITY STATE/ZIP CODE COUNTRY _____

Home telephone _____

Work telephone _____

Other _____

Fax _____

20. Emergency Contact Information

a. Mother Father Contact information is the same

Other (Relationship to you) _____

FIRST NAME MIDDLE INITIAL LAST NAME _____

EMAIL _____

STREET ADDRESS _____

TOWN/CITY STATE/ZIP CODE COUNTRY _____

Home telephone _____

Work telephone _____

Other _____

Fax _____

INCOMING INTERNATIONAL EXCHANGE AND VISITING STUDENT APPLICATION FORM
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NAME _____

22. Preliminary Course Selection

Please indicate the courses you'd like to take while studying abroad and for which semester. Course information for Boston study abroad is available at www.suffolk.edu. Please note that we do not guarantee the availability of specific courses, and this is only a request form, not a registration form. You must fill out one chart for each semester you plan to study abroad. Please list your choice of five courses, along with two alternative courses, per semester.

SEMESTER	YEAR	COURSE NUMBER	COURSE NAME	CREDITS	WILL TRANSFER BACK AS:

SEMESTER	YEAR	COURSE NUMBER	COURSE NAME	CREDITS	WILL TRANSFER BACK AS:

(ALT = Alternative Courses)

23. Transfer Credit Information

To be completed by the administrator responsible for awarding transfer credit at your home institution.

NAME OF APPLICANT _____

The above student is applying for a study abroad program through Suffolk University with the expectation that the hours of credit earned abroad will transfer directly toward the degree in progress at our institution. I confirm that the applicant's selected courses are acceptable to this institution for transfer credit provided a grade of _____ or better is achieved in each course. Also, I confirm that to the best of my knowledge the student is in good standing at our institution.

- This student is enrolled as a full-time student in good standing.
- This student has never been on academic probation. If the student is or has been on academic probation, please explain:

- This student has permission to study abroad through Suffolk University.

ADVISOR'S NAME _____

DEPARTMENT _____

X

ADVISOR'S SIGNATURE _____

DATE _____

COMMENTS _____

STUDY ABROAD AGREEMENT FORM

PAGE 5

NAME _____

ALL APPLICANTS MUST COMPLETE THIS FORM

Acknowledgment

We, _____ (student) and
_____ (parent/legal guardian)
have reviewed this document and understand and agree to the
following terms and conditions.

We, _____ (student) and
_____ (parent/legal guardian)
confirm the student's desire to participate in the study abroad
program in (country)

for the (circle one) **Fall / Spring / Summer / Winter** semester
of (year) 20____ or for the academic year of 20____ – 20____
(years).

General Policies and Procedures

1. In applying for permission to study abroad through Suffolk University, we understand that Suffolk provides important services but cannot guarantee a student's satisfaction with a chosen program.
2. We have carefully read the official publications related to the program to which the student is applying and we agree to all conditions, regulations and/or restrictions stated in them.
3. We have carefully read, understand, and agree to abide by the Suffolk University study abroad rules and regulations regarding the application process and important academic, financial, health and safety and other issues, as explained in the Study Abroad Brochure or the Study Abroad Program website.
4. We understand that all students studying abroad for credit at Suffolk University must adhere to the Suffolk rules and regulations, including the rules and regulations explained in the Suffolk University Student Handbook. We understand that students studying abroad for credit at Suffolk on any program, including programs administered by Suffolk and those administered by outside institutions, who violate Suffolk rules and regulations may be subject to disciplinary action, including disciplinary action upon returning to Suffolk.
5. We understand that the designated administrator of the study abroad program that the student attends has the authority to require the withdrawal of any student whose conduct or academic standing warrants such action. Furthermore, Suffolk reserves the right to deny credit to students who do not complete their study abroad programs on site whether they were dismissed from the program or left voluntarily.
6. We understand that if study abroad plans require a visa, that the student is responsible for obtaining the visa prior to departure. In addition, we understand that the student is responsible for taking any requisite medical preparation (e.g., inoculations).

7. We understand that the student is required to obtain health insurance coverage that will cover him/her for the time that s/he is studying and traveling abroad. We further understand that all students studying abroad are required to register with International SOS, a security and travel assistance firm.

Academic Policies and Procedures

1. Suffolk University cannot guarantee that all advertised offerings will be available as described or without alterations. It is possible that, between the printing of a catalog or brochure describing a program and the date of a student's enrollment, institutions may make unannounced changes in course offerings, including cancellation of certain programs. Suffolk University therefore retains the right to alter the content of study abroad programs without notice.
2. We understand that if a student's application is approved by Suffolk and the host institution, where applicable, that the student will be registered by Suffolk for study abroad course(s) and will be responsible for any and all fees and costs, including tuition costs. We understand that, after acceptance, a student may only withdraw in accordance with the withdrawal procedures set forth below.

3. Approval of Course Requirement

We acknowledge that Suffolk University will not give a student credit for any courses that are taken abroad unless the student has received prior written authorization from the appropriate academic advisor and/or the dean, as determined by the Office of Study Abroad Programs, for those particular courses. We also understand that students must complete all courses, coursework and final assessments on site and that Suffolk will not issue credit for any course work completed after the end of the academic term at the host institution, unless the student receives advance written approval from the appropriate academic advisor and/or the dean. We acknowledge that it is not possible to obtain approval to extend a period of study abroad and that, if a student decides to stay abroad longer, s/he will not receive any credits from Suffolk University for any courses taken without the proper advance authorization. We acknowledge that a student must obtain advance written approval from the appropriate academic advisor and dean prior to departure for all courses for which the student expects to receive credit from Suffolk. We understand that if the student decides to drop a course and add a different course, this new course needs to be a course that was previously approved. If it is not a previously-approved course, we understand that the student must receive written approval from his/her academic advisor. The student agrees to notify the Office of Study Abroad Programs and the dean's office of this newly-approved course. We understand there are no exceptions to this rule.

We understand that the student must enroll in and complete the appropriate number of credits abroad to remain a full-time student at Suffolk University and that failure to do so may jeopardize the student's eligibility for financial aid in subsequent semesters.

STUDY ABROAD AGREEMENT FORM

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NAME _____

ALL APPLICANTS MUST COMPLETE THIS FORM

1. Minimum Grade Requirement

We acknowledge that a student will only receive academic credit from Suffolk University for courses in which s/he has completed all required course work and received a grade of C or better from the host institution. Any grade below a C will not be accepted for credit transfer. The designation of "PC" (Pass with Credit) on the student transcript will reflect a grade of C or better. The designation of "NP" (No Pass) will reflect a C minus or below. Neither designation will be calculated into a student's GPA but will be reflected in the student's number of attempted credit hours. Note: Students studying at Suffolk University's Madrid campus will have their evaluative final grades appear on the official transcripts which will affect the cumulative GPA's.

2. For Suffolk University Degree Candidates Who Are Within 30 Credits of Graduation

We acknowledge that, if a student is within 30 credits of completion of a Suffolk University degree program, the only study abroad program that will provide credit toward the student's degree requirements is the Suffolk University campus in Madrid, Spain. However, we understand that a student may request written approval from the dean of the school in which s/he is enrolled for authorization to receive credit for study abroad courses towards the final 30 credits.

3. Withdrawing from a Study Abroad Program

We acknowledge that the student must notify Suffolk's Office of Study Abroad Programs and the host institution in writing if s/he decides to withdraw from a study abroad program at any time after acceptance and before the completion of the courses in which the student is enrolled. We further understand that the student must provide this notice in writing to the Office of Study Abroad Programs at 8 Ashburton Place, Boston, MA 02108.

Financial Policies and Procedures

1. Students with financial holds on their accounts are required to clear those holds before they may leave for study abroad.
2. We understand that failure to pay any fees related to study abroad may result in a penalty fee, a hold being placed on the student's account or the inability to transfer credit.
3. We understand that if the student withdraws or is dismissed from any program, refunds of program fees and deposits, if any, will be made according to the policies of the study abroad program and not according to the standard Suffolk refund policy applied on campus. Monies forfeited through withdrawal or dismissal from a study abroad program will not be credited toward tuition fees for further studies at Suffolk University.

4. Cancellation Policy

We understand that Suffolk University makes financial commitments on students' behalf well in advance of the program start date, and that refunds can only be made in accordance with the terms listed below.

A student who withdraws voluntarily will receive the following refund:

- Withdrawing 30 days or more prior to a program's

commencement will result in a refund of all fees paid, except the application fee (for non-Suffolk students) and any program deposit paid.

- **Withdrawing less than 30 days prior to a program's commencement will result in no refunds. Students will be liable for full program fees.**

We understand that the student is required to inform the Office of Study Abroad Programs in writing if s/he is withdrawing from a study abroad program.

Travel Warning/Force Majeure

We understand that conditions abroad may change rapidly. We further understand that Suffolk University policy prohibits travel to a country or area where a Department of State Travel Warning is in effect. However, Suffolk University shall not be liable to the student for its failure to perform any of its obligations under this Agreement during any period in which such performance is precluded, delayed or rendered impossible or impracticable due to circumstances beyond its reasonable control, including without limitation earthquakes, governmental regulation, fire, flood, labor difficulties, civil disorder, U.S. Department of State Travel Warnings and acts of God. Such force majeure events may result in the loss of all deposits and fees already paid. The signature of a parent or legal guardian is required for all undergraduates, regardless of age, and indicates that the co-signers have read and understand the statements herein.

By signing below, the parent/legal guardian gives his/her permission for his/her child to participate in the Suffolk University study abroad program at (please print name of foreign/host institution)

Before signing this permission form, I had the opportunity to satisfy myself as to the adequacy and safety of the arrangements for the study abroad program at the host institution. I represent that I am familiar with the mental and physical health of my child/ward and his/her ability to travel to unfamiliar places and be exposed to people of different ethnic, cultural, and linguistic backgrounds. My permission for my child/ward to participate in the study abroad program is based upon my belief that s/he has the maturity and self-confidence to be able to respond appropriately to the challenges that s/he will encounter during the study abroad program.

PRINT FULL NAME OF PARENT/GUARDIAN/SPOUSE

X

SIGNATURE OF PARENT/GUARDIAN/SPOUSE

DATE

PRINT FULL NAME OF STUDENT

X

SIGNATURE OF STUDENT

DATE

STUDY ABROAD PARTICIPATION AND INDEMNIFICATION AGREEMENT PAGE 7

NAME _____

ALL APPLICANTS MUST COMPLETE THIS FORM

Suffolk University offers students the opportunity to enroll in a study abroad program. Certain potential risks to personal health and safety are associated with participation in the study abroad program. I/we understand that Suffolk University cannot guarantee the health and safety of participants in a study abroad program or eliminate all risks associated with participation in the study abroad program.

I/we are fully aware of and accept the risks associated with participating in a study abroad program, including living in a foreign country, overseas flights, surface travel in cars, trains, taxis and buses, and the risks of being in a foreign country generally, including acts of terrorism. I/we are also aware of and appreciate the risks of traveling alone in a foreign country, whether purposefully or accidentally.

I/we are also fully aware of and accept the risks of unfamiliar diseases existing in foreign countries and the potential lack of medical attention available. I/we are further aware of and accept the risks associated with the living accommodations, including that I/my child may be residing with other individuals, knowing that the same may be hazardous to me/my child and my/his/her property, and I/my child voluntarily assumes full responsibility for any risks of loss, property damage or personal injury including death that may be sustained by me/my child. I/we also understand that attending classes and student activities and other events, including sightseeing and travel, will expose me/my child to the risks inherent in those activities, and I/we are willing to accept responsibility for those risks.

I/we also understand that, by residing in a foreign country, I/my child will be exposed to different standards, laws, customs and judicial systems, with which I/my child will be expected to conform. I/we understand that these will be different from what I/my child is accustomed to, that penalties may be harsh and that constitutional safeguards may not exist. I/we understand that neither Suffolk University nor the host institution will provide or be responsible for the costs associated with my/my child's involvement in any criminal or civil legal proceeding, including fines or representation by an attorney.

It is my/our express intent that this release, waiver and hold harmless agreement shall bind me and my heirs, legal representatives, successors and assigns. I/we further agree that this document shall be construed in accordance with the laws of the Commonwealth of Massachusetts.

In consideration for receiving permission to participate in a study abroad program through Suffolk University, I/we hereby release, waive, discharge and covenant not to sue Suffolk University, its officers, trustees, agents, representatives faculty or employees (hereinafter referred to as the "University") from any and all loss, liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including personal injury or death that may be sustained by me/my child, or to any property belonging to me/my child while participating in the study abroad program, unless the claim, suit or cause of action arises solely and exclusively from the negligence of the University. We further agree to indemnify and hold harmless the University for any loss, liability, damage or costs, including attorneys' fees, that the University may incur due to my/my child's participation in the study abroad program, unless such loss, liability damage or costs was caused solely and exclusively by the negligence of the University.

In signing this agreement and release, I/we acknowledge and represent that I/we have read the entire agreement, understand it and sign it voluntarily as my/our own free act and deed, that no oral representations, statements or inducements, apart from the foregoing written agreement have been made, that I/we are at least eighteen (18) years of age and fully competent, and that I/we execute this agreement and release for full, adequate and complete consideration fully intending to be bound by the same.

X

SIGNATURE OF STUDENT

DATE

PLEASE PRINT FULL NAME OF STUDENT

X

SIGNATURE OF PARENT/GUARDIAN OR SPOUSE

DATE

PLEASE PRINT FULL NAME OF PARENT/GUARDIAN OR SPOUSE

INTERNATIONAL STUDENT FINANCIAL STATEMENT PAGE 8

NAME _____

Any international student applying to study abroad through the Suffolk University Boston campus must complete this form.

1. Academic History

When submitting your application, you must provide evidence of your academic background. List all universities you have attended, starting with the most recent.

a.

UNIVERSITY NAME _____
CITY _____ COUNTRY _____
DATE ATTENDED _____

b.

UNIVERSITY NAME _____
CITY _____ COUNTRY _____
DATE ATTENDED _____

c.

UNIVERSITY NAME _____
CITY _____ COUNTRY _____
DATE ATTENDED _____

2. Please list all courses in progress at the time of this application:

3. English Requirements

All international applicants are required to provide proof of English proficiency by any of the following means (please check one):

- Test of English as a Foreign Language (TOEFL)
(minimum score: 525 / 197 computer-based)
- English Language Proficiency Test (ELPT)
(minimum score: 956)
- Successful completion of English program

Score _____ Test Year _____

Please provide original verification of test scores (no copies).

4. Financial Evidence

US immigration law requires that you provide sufficient evidence of available funds for the cost of your education and living expenses while staying in the United States. Below are the estimated costs for a full-time undergraduate student for **one semester**.

Based on 2011-2012 rates

Tuition	\$14,889
Living Expenses	\$8,886
Books and Insurance (REQUIRED)	\$1,870
Total per semester	\$25,645

*Additional computer fees are applicable to all students taking computer classes.

NAME _____

I understand that I am required by US immigration law to provide Suffolk University with sufficient evidence of funds to completely cover the cost of my education and living expenses while I am in the United States.

X

APPLICANT'S SIGNATURE _____

DATE _____

INTERNATIONAL STUDENT FINANCIAL STATEMENT PAGE 9

NAME _____

5. Sponsor's Statement

I am fully aware of the cost of tuition and living expenses at Suffolk University, and I assume full financial responsibility for the above named student.

SPONSOR'S NAME

RELATIONSHIP TO THE APPLICANT

SPONSOR'S ADDRESS

CITY

STATE

ZIP

COUNTRY

TELEPHONE

FAX

EMAIL

X

SPONSOR'S SIGNATURE

DATE

6. Financial Support Documents

You will need to provide official documentation verifying attainable funds in the amount specified by the Office of Study Abroad Programs. The verification of funds can be made by:

- An official letter drafted by the bank on the bank's letterhead verifying said funds (must be in US dollars)
- An official scholarship letter (government, CSN, Lanekassen, company, private)

To the best of our knowledge the above named sponsor has at this time sufficient funds to provide support for the above named student for attendance at Suffolk University. This statement will in no way obligate said bank or any of its branches and officials for any financial liability.

X

BANK OFFICIAL'S SIGNATURE

DATE

BANK OFFICIAL'S NAME (PLEASE PRINT)

BANK OFFICIAL'S TITLE

NAME OF BANK

BANK'S TELEPHONE NUMBER

7. Agreement / Applicant's Signature

I accept responsibility that the information on this application is complete and accurate. I understand that falsification or omission of information could result in disqualification. My signature below certifies that during my enrollment in a study abroad program, I understand I am still responsible for meeting all applicable deadlines at my home institution (i.e., financial aid, tuition payment, graduation, etc.).

X

SIGNATURE OF INTERNATIONAL APPLICANT

DATE