

Study Abroad Program - After you've been accepted by CU – POST-Acceptance Process

Post-Acceptance Steps in CU Global

Once your application status in CU Global is approved or conditionally approved you will be able to begin the following **Post-Acceptance Steps of your application in CU GLOBAL:**

- Commitment
- Host Institution Application / Acceptance
- Housing Information
- Visa/Residence Permit
- Travel Information
- Arrival Abroad

You are required to keep these steps up to date in CU Global. This way we are able to see what progress you have made.
*******If you need help with any of the steps we are here to help.*******

Commitment

Accountability and Academics

You are still a Clarkson student and are accountable to the Clarkson University Regulations at the following link:

<http://internal.clarkson.edu/studentaffairs/regulations/>

This is the first step to going abroad!!! Be sure to read this section thoroughly and check the box to complete. We need to know that you are committed to the program and understand all of the responsibilities.

The commitment step must be completed by:

- **March 15 for Fall students OR by the date the application to host university is due, if that date is earlier (ex. Monash University has a fall deadline of March 1 – you should have the commitment done by March 1!)**
- **April 1 for Spring students.**

NOTE: If you choose not to commit, you will need to notify the International Center in writing that you wish to withdraw your application prior to the commitment deadline.

Host Institution Application / Acceptance

When and how to apply to your host university, and what courses to take when you're there. Congratulations! You've been selected to represent Clarkson University! Each year this process gets more competitive as the number of students who want to study abroad increases! So what happens next?

Even though we have selected you as an exchange student, you still have to apply to your host university. This process differs massively between our partner universities, but is not complicated.

Rule #1 – Do NOT compare your own situation to that of your friends, unless they're going to the same place as you!

Every single one of our exchange partners has a different application process. Some have:

- an online application system
- others have paper-based application forms
- some ask you to include a course selection at the time of applications, others do not
- some allow you to apply for your housing at the time of application, and some will wait until they have processed your application before they have you apply for housing

Each. Is. Different.

How do I apply to my host university abroad? (Keep in mind we talk in Clarkson semester terminology.)

Going abroad Fall semester many of you will need to apply to your host almost immediately, however, it depends upon where you are going. (Applications are typically due between March 1 and June 1.)

Going abroad Spring semester will have a bit more waiting time before having to apply. Please look up the information and mark your calendars so you don't forget! (Applications are typically due between August 1 and December 1.)

When you were searching CU Global for program information about each program abroad, there is a section about the Partner Application information for that program. Please refer back to this information in CU Global. Each program has a **Partner Application Info** section along with deadlines for their applications. *Please read this information again.*

In some cases, the Clarkson International Office must first nominate students before you can begin your application process. We will notify you once we have completed this step so that you may go forward with your part of the process.

The International Center will request **Official Transcripts** from SAS. The transcript will be scanned and added to your documents in CU Global for you to submit with your application. In some cases, we will be asked to send certified copies to the partner. If you need this, please let us know.



Remember – if you are submitting a paper-based application, forms must be returned to the International Center Office for review, signatures if needed, and the addition of your transcript. In some cases you will submit the on-line application and print for our office will sign for verification. **The International Center will send/mail or scan/email them to the host university for you.**

If any information in CU Global is not clear or links are not working for any of the Partner Application Info please email the International Office or make an appointment to discuss where to begin.

Please keep in mind that in most cases if you follow their directions and meet their deadlines you will have no problem being accepted by the host university.

We recommend completing their application process as soon after we give you the go ahead as soon as possible. Please avoid waiting until the last minute as that is when we run into the most issues.

Please update your Post-Acceptance Steps in CU Global once you have submitted your application to the program abroad.

When will I hear about my acceptance from abroad?

As with all the other aspects of this process, this is variable. **Reminder of Rule #1!** Some universities process applications after their deadlines while others process as they are submitted. Please play close attention to your email in case additional items are requested. We can give you a general idea of when acceptances have been received in the past, just ask. If you are worried it is getting late and you have not heard back, please let the International Center know and we will inquire as to when we might hear.

UPDATE: Once you receive your acceptance you will update this information in the Post-Acceptance along with the semester and orientation dates.

Housing Information (referred to as Accommodations abroad)

Read up on what the housing options are at your host institution. This information is listed in **CU Global** under **Housing/Accommodations** section within the program information.

In some cases it is necessary to apply for housing at the same time as applying for admission. Some universities have you apply through their Housing/Accommodations Office where they have a different deadline for the housing application. Please pay attention so you do not miss this step.

If on-campus housing is not available, please be sure to research your options for off campus housing. Pay close attention to recommendations by the university.

- Pay close attention to application deadlines
- Check for assignment dates and mark your calendar, if you don't hear by then inquire!
- Are there Housing Deposit deadlines? Mark your calendar so you don't forget!
- When and how is housing invoiced? (Remember housing is billed to you directly!)

Once you receive an acceptance or an acceptance offer... Please update this step in CU Global

Rule #2 - READ everything carefully (twice)!

- Double check spellings of your name!
- Make sure your names are in the correct order! (We've had students with their first name as their last name...)
- Check birthdate information is correct. Day/Month/Year is typically the order.
- **Sign and return offers by the dates specified.**
- Confirm that you received the email – many students miss this step because they did not read all information sent to them.
- If you need anything scanned please bring it to the International Center and we will scan it for you!
- Complete any other instructions they send you.
- Keep copies/scans of any documents that you send back in case you need them later.

In most cases, the partner will copy us on your acceptance information. If you are not sure that they have copied us please forward a copy of your acceptance to our email internationalcenter@clarkson.edu.

Visas / Residence Permits

Rule #4 - you cannot start the visa application process until you receive your acceptance from the partner university.

Requirements for entry into each country are all different. There are many variables which are dependent upon from what nationality you are, to the length of time will be studying in that country. Be sure to read up on what **YOU** will need to obtain clearance to enter the country you are going to study.

When you receive your acceptance information be sure to read the visa/residence permit requirements and start preparing right away. It takes time to obtain the needed documents

Immigration updates are constantly updated, be sure you are reading the most recent requirements.

Accuracy is **SO** important when completing your visa/residence permit application! Getting something updated that is incorrect can take extra time that you may not have. Please read, reread and then have someone else read before you submit.

Check the Document Library in CU Global for visa/residence permit tip sheets by specific country.



REMEMBER! Do not submit your visa application until you have all of the required documents! Read through the website carefully, and follow instructions provided to you by your program abroad. Typically they provide you with the information you need to get started.

Examples of things people have done wrong:

- Started the process late, causing themselves stress. Be prepared to begin the process when it is time!
- Submitted banking information from a joint account when specified you be the sole owner of the account
- Submitted their visa application for the wrong subclass which would take up to 30 days longer to process
- Waited until the last minute to schedule their appointment at the embassy causing stress!
- Waiting too long to submit additional information requested after the initial application was submitted.

DO NOT LET THIS BE YOU...PAY ATTENTION TO THE DETAILS – THEY MATTER!

Passport

Please check your passport now to ensure that you have a full (many blank pages), current passport which is not due to expire. The passport must be valid for at least six months after you return from your program abroad. If you need to renew your passport please be sure to give yourself enough time! Do not wait until the last minute. Once you have an updated passport please let us know so it can be updated in CU Global. (A scan is stored in CU Global so you can access it if needed.)

Travel Information

We caution you against purchasing airfare until your visa application is processed and approved. Visa applications can be denied. If you do find a great opportunity to purchase a ticket be sure it can be changed for a nominal fee if needed.

Things to consider when buying your ticket:

- Date of Orientation at Host institution. **You are required to be there for the orientation.** As a new international student it is your responsibility to learn and know the rules in your new country and university.
- Do I buy the insurance? Research this thoroughly and make the best decision for you. (You may insured by credit card that you purchase the ticket with, if it has that perk. Check into this so you are not spending money for nothing.)
- Booking through third party sites (expedia, orbitz, kayak...) most likely means you will not be able to pick your seat. You may end up in the back of the plane, most back seats on the plane do not recline and being next to the bathroom can be disturbing as people are waiting in line (on a long flight this can make it seem even longer).
- **Connecting flights** - be sure to leave enough time between flights! When crossing the US to fly out you will have to collect and recheck your bags – this takes time! **Allow time for customs processing as well.**

In any case, once you have booked your tickets **enter the information into CU Global in the Travel Information section.** This keeps us informed about where you are and when your arriving. If there are delays, update the information but most importantly update your host university if you have told them when you will arrive.

Arrival

This step is pretty clear! Please update when you arrive abroad. If you need anything please let us know!!!!!!!!!!!!!!

Courses/Classes/Modules/Papers/Units...

By now, you are familiar with the term used at the host university for “classes”. You selected classes and got approvals for classes that could potentially work for you while abroad.

*****If you were selected for your 2nd Choice Program you will need to complete off campus permission forms for your accepted program.**

In some cases, selecting classes is part of the application process and you will have to indicate the classes you want to take while abroad. Please keep in mind that you may or may not be enrolled in these classes. Many things factor in such as pre-requisites, room in the class, time-table availability, and so on. You have already gone through the process to get classes approved here at Clarkson that you believe will be available when you go abroad, certainly use these on your application. As you go through the process you may realize you want to change out some of those and that is fine as long as you get the Off Campus Coursework Permission (OCP) forms needed signed.

New lists for the classes you will be able to choose from may become available on their website. Pay attention to updates!

Class selection/enrollment is an on-going process until you are there at the school and sitting in the classes! Remember that as long as you have the OCP form complete you are entitled to the credits as long as you pass the class.

Approved OCP forms need to be submitted to the International Center. If you have added the class to your Courses List in CU Global we will mark them approved. If they are new classes we will add them into CU Global and to your courses list.

If your program abroad lists the classes you are approved for in the acceptance information pay close attention and make sure all of these classes have been approved. If not please be sure to get them approved. Many times the approved classes are listed along with alternative classes which have been approved. Be sure to enroll in the ones you need, make changes while you can. Be sure your OCP forms have been completed as well.

Rule #3 – Know your academic responsibilities and don’t leave everything until the last minute! You are responsible for your academic program.



REMEMBER – You are responsible for:

- Securing permission for your intended classes of study
- Gaining approval for any change to the study plan
- Letting our office know of any change in circumstances
- Ensuring that you are enrolled in the correct number of credits to correlate to 12 US credits
- Doing well academically while abroad
- Ensuring that your host university sends us a final transcript
 - Some universities require you to sign a form giving them permission to send your transcript to our office, so make sure you do this!
 - Note: if you have any debt (no matter how small!) to your host university your transcript will not be released so make sure you pay those library fines before heading home after your exchange! If we don’t receive your transcript, we cannot award credit for your study abroad period. The transcript from the partner university is the official record and confirmation for us that you have completed the academic requirements. Once received (assuming you’ve passed everything!) we will submit your transcript and OCP forms to SAS and they will record the **transfer credits** to your PeopleSoft account.
 - Your grades from abroad will be recorded at Clarkson as transfer credit. However, you do need to earn a grade equivalent to a C or better to transfer. Please refer to this website for questions about common grades in other countries and how they compare to the US:
<https://www.wes.org/gradeconversionguide/>
 - Keep in mind if you plan to go to graduate school – transcripts from abroad will be requested.

With all of this process, IF YOU HAVE QUESTIONS ASK! DO NOT WAIT UNTIL THE LAST MINUTE!!!