

Clarkson University

Global Business

Information Session

- No students under the age of 18 will be allowed to participate in the Clarkson University Global Program. US citizens need to be 18 prior to the trip departure date, while International students need to be 18 prior to the application deadline.
- If you do not have a passport you will need to obtain one ASAP. Information on obtaining a passport can be found www.passport.state.gov and an application can be picked up in the Deans Suite from Cynthia Ford.
 - Please note that all passports must be valid for at least 6 months from departure day
- Visas– some countries will require a visa for entry, Faculty will be letting students know of those visa requirements and the cost of the visa will be the responsibility of the student.
- International Students may have different visa requirements and those students should look into visa requirements for their country of citizenship ASAP. International students should also plan on meeting with Tess Casler or Rebecca Brown to make sure they stay in compliance with their current US visa status.
- Students should consult the Department of State website in order to be abreast of immunizations that may be required/recommended. A health form will also be required once a student has been accepted to a trip. It is always a good idea to let your faculty lead know of any health limitations or allergies that you may have.
 - Faculty may use Canada as a point of departure for their trip. Students should let faculty leaders know if they are not able to travel to Canada or other countries, this also goes for all international students.
- The cost of the trip includes airfare, accommodations ,ground transportation and tours that are required as part of the trip. They do not include costs such as spending money and extra excursions that a student may wish to go on.
- The class based portion of the trip is REQUIRED for students, if a student does not attend class and is not able to pass the course even with the trip they will not be allowed to go on the trip and no refunds will be given.
- Many items such as airfare and accommodations are booked ahead of time and are based off of the number of students accepted to the trip, therefore once a student has committed to the trip no refunds will be given under any circumstances.
 - Students will be emailed important information throughout the semester, all communication will be sent via their Clarkson email, it is important that students diligently check and respond to their email.
- Students are expected to conduct themselves according to Clarkson University's code of conduct. Students may be sent home at the discretion of the faculty member in charge and the student will be responsible for that cost. A behavioral contract will be distributed and signed spelling out behavioral expectations and the students acknowledgment of them.

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Programs Application Instructions

Please be aware that you must select 2 choices, all decisions are made by a selection committee, many factors go into trip selection. All decisions are final and no appeals will be accepted.

Please be as detailed in your application as possible

If you already have an account in CU Global, please do not set up a new account. Log in and skip to step 7. 1. Go to <https://clarkson-horizons.symplicity.com>

First Time Registration:

Are you a current student at Clarkson?

2. Click: and then select Yes
3. Click set/reset password
4. Enter your Clarkson email address and then Reset and Mail Password.
5. Set your password via the link emailed to you.
6. After logging in, you will be prompted to fill out your student profile. This only is requested once. 7. After your profile is complete, click the Search Programs tab
8. In the Keywords field, enter 693 (graduates) or 399 (undergraduates)
9. The programs will appear and under the Options column there is an Apply for dropdown. 10. Select: Spring 2023 for the program you are applying
11. Begin filling out the information in all sections.
12. When you have completed these sections, you will be able to submit your application.

Once the application has been submitted, you will receive an email confirmation.

The Business School will download the completed application and put it in a Google Drive folder shared with the Health and Counseling Center and the faculty/staff member accompanying you on the trip. The Health and Counseling Center will email you if they have any questions or requirements for you to complete before going on the trip. If you do not follow through, you may not be able to attend the trip. Faculty/staff understand your medical information is confidential and it will only be used in an emergency situation.

Please remember that you need to submit this completed application prior to the date of the portal closing. If you do not submit in time or are missing information, you will not be able to attend the trip.

Questions/Concerns, contact:

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Director of Operations

Clarkson

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