## TU Study Abroad Checklist

### PRE-ACCEPTANCE
- Attend a TU Study Abroad group advising session
- Create your Study Abroad profile in Horizons
- Research program options – think about cost, location, academics, and lifestyle
- Follow us on social media @TowsonUAbroad and visit our blog
- Apply for a passport
- Meet with your Study Abroad Advisor
- Talk to your Academic Advisor
- Research Study Abroad scholarships
- Request a Study Abroad Budget from your Study Abroad Advisor (not required)
- Meet with a Financial Aid Advisor if you receive grants or loans
- Submit an application in Horizons (everyone!)
- Apply to your study abroad program or host institution (everyone except Faculty-Led)
- Apply for Study Abroad scholarships

### POST-ACCEPTANCE
- Apply for a visa (if required)
- Complete your Study Abroad Course Form (everyone except Faculty-Led and TU Global Internships)
- Complete your post-acceptance in Horizons
- Apply for housing at your host institution (if applicable)
- Request a release from TU housing from your Study Abroad Advisor
- Complete the online orientation and attend the in-person or virtual pre-departure session
- Make sure there are no holds on your student account
- Download the KeynectUp emergency contact card on the phone you will be using overseas
- Pay your Study Abroad bills

### BACK HOME
- Ensure all the courses you took abroad have been equated (everyone except Faculty-Led and TU Global Internships)
- Complete your evaluation in Horizons
- Update your resume and LinkedIn
- Participate in re-entry activities
- Volunteer for Study Abroad events on campus
- Apply for a Peer Advisor position in the Study Abroad Office (if hiring)
# Things to Consider when Planning your Experience Abroad

## Cost:
- What are your financial limitations?
- Would you be willing to take out a loan in order to study abroad?
- Have you saved any money or can you do so by taking on an extra job?
- What other costs are covered by the program fee?
- What is the program refund policy if you decide not to complete the program?

## Location:
- Do you want to be with locals or among other American students?
- Do you want to be in a popular area or off the beaten track?
- Do you want to use or learn a foreign language?
- What kind of climate do you prefer?
- Are specific classes or location more important?

## Academics:
- Do you want courses to apply to your major, minor or core requirements?
- Do you want to study something different from your major?
- Do you want to take courses in another language or in English?
- Are any of the classes you want to take equated on our course database?
- Will you take classes with other students from the United States or will your classes include international students?

## Lifestyle:
- Do you prefer to be in a group or are you more independent?
- Do you want organized excursions as part of your program?
- Do you want to live in a dorm/apartment/with a family?
- Do you have any dietary restrictions? Are you adventurous with food?
- Do you have any disabilities or need any accommodations?

Questions? Visit our website: [www.towson.edu/academics/international/abroad](http://www.towson.edu/academics/international/abroad)

Find additional information on our blog: [https://towsonabroad.wordpress.com](https://towsonabroad.wordpress.com)
Financial Aid for Study Abroad

Study Abroad Aid Requirements

- To be eligible for federal loans students must meet minimum course load requirements (total units per term).
- To apply for federal financial aid, complete a ‘Free Application for Federal Student Aid’ (FAFSA) online at http://www.fafsa.ed.gov/.
- If seeking aid for summer, also complete the online summer aid application through TU Online Services (PeopleSoft). The application becomes available in April of each year.
- Until you are officially registered by the Study Abroad Office the Financial Aid Office can only provide an estimate of the aid you will receive.
- If you are already receiving grants or scholarships, those awards cannot be increased based on your study abroad costs.

Study Abroad Aid Procedures

If you plan to use any financial aid (including loans) during your study abroad term, please carefully follow these procedures:

- Request a ‘Study Abroad Budget’ from your Study Abroad Advisor via email. The budget provides a breakdown of the estimated costs of your program including tuition, airfare, personal expenses, and any additional fees.
- Submit the Study Abroad Budget (signed by you) to the TU Financial Aid Office in person or by email:
  
  Enrollment Services, Room #339  
  Monday – Thursday, 8 am – 5 pm; Friday, 8 am – 4:30 pm  
  Tel: 410-704-4236  
  Email: finaid@towson.edu  
- Schedule an appointment with a TU Financial Aid Advisor to explore your borrowing options.
- You must determine if your aid has any study abroad restrictions. Sometimes eligibility for aid payments is based on who charges the study abroad program fees. Aid from the Maryland Higher Education Commission (MHEC) can only be used if you participate in a fall or spring study abroad program or exchange for which you will be billed directly by TU or other school within Maryland. See http://www.towson.edu/admissions/financialaid/apply/abroad.html for more information.
- IMPORTANT! Tuition remission/waivers can only be applied to TU exchanges.
- After your aid has been applied to your TU account, if you have a credit balance a rebate will be issued by the TU Bursar’s Office (no earlier than 10 days before the first day of classes each term at TU). Make sure you are enrolled in the TU Disbursement Online Center (DOC) so your rebate can be processed!
Study Abroad Scholarships

**TU Scholarships**

**TU Institutional Study Abroad Scholarships**
Open to TU undergraduate and graduate degree-seeking students. Minimum cumulative 2.5 GPA. Fall, spring, Spring Break, summer, Minimester, year. **Deadlines:** March 15 (summer, fall, and academic year), October 15 (Minimester, spring, Spring Break, calendar year).

**TU Institutional Diversity Study Abroad Scholarship**
Open to TU undergraduate and graduate students. Minimum cumulative 2.5 GPA. Fall, spring, Spring Break, summer, Minimester, year. For consideration, students must answer the supplemental short answer question as part of the application for the TU Institutional Study Abroad Scholarship.

**TU Dr. Armin Mruck Scholarship**
Open to TU undergraduate degree-seeking students - College of Liberal Arts majors only. Minimum cumulative 2.5 GPA. Eligible students will be automatically considered upon submission of the TU Institutional Study Abroad Scholarship application. Fall, spring, Spring Break, summer, Minimester, year.

**TU Dr. John M. Govern Memorial Scholarship**
Open to TU psychology majors or graduate students in psychology. Must be enrolled full-time. Eligible students will be automatically considered upon submission of the TU Institutional Study Abroad Scholarship application. Scholarships are available for the fall, spring, Spring Break, academic year, summer, and Minimester.

**TU Frank J. Sanders Scholarship**
Open to TU undergraduate degree-seeking students - preference given to students studying in Latin America. Minimum cumulative 3.0 GPA. Eligible students will be automatically considered upon submission of the TU Study Abroad Scholarship application. Fall, spring, Spring Break, summer, Minimester, year.

**TU in Italy American University of Rome Scholarship**
Open to TU undergraduate degree-seeking students in the TU in Italy Rome program. Minimum cumulative 2.5 GPA. Eligible students will be automatically considered upon submission of the TU Study Abroad Scholarship Application. Fall, spring only.

**TU in Italy Lorenzo de’ Medici Scholarships**
Open to TU undergraduate degree-seeking students participating in the TU in Italy Florence program. Minimum cumulative 2.5 GPA. Eligible students will be automatically considered upon submission of the TU Study Abroad Scholarship Application. Fall, spring only.

**Priority Country Scholarship**
Open to TU degree-seeking students studying abroad in the Czech Republic, Brazil, Greece, Ecuador, Morocco or South Africa. Minimum cumulative GPA of 2.5 to apply. Eligible students will be automatically considered upon submission of the TU Institutional Study Abroad Scholarship application. Fall, spring, Spring Break, summer, Minimester, year. Several $500 awards are available each term.

**TU Honors College Study Abroad Scholarships**
Open to TU Honors College members only. Students must submit an Honors College Study Abroad Approval Form to the Honors College in order to be considered. Fall, spring, Spring Break, summer, Minimester, year.

**Non-TU Scholarships**

**Asher & Lyric Study Abroad Scholarship**
The Asher & Lyric Study Abroad Scholarship awards one degree-seeking student each fall and spring semester with a $1,800 scholarship, $100 gift card for travel accessories, and an optional one-hour preparatory call. This opportunity is available to U.S. citizens and permanent residents enrolled as full-time undergraduate or graduate students accepted to study abroad outside of the U.S. and Canada.

**BMore Abroad Scholarship**
Open to U.S. undergraduate degree-seeking students enrolled in higher education institutions in Maryland – preference to students from the Baltimore area. Fall, spring, Spring Break, summer, Minimester, year.

**Boren Fellowships**
Open to U.S. graduate degree-seeking students studying or conducting research in areas of the world that are critical to U.S. interests and/or studying less commonly taught languages. NOT Western Europe, Canada, Australia, or New Zealand. Twelve weeks to one year.

**Boren Scholarships**
Open to U.S. undergraduate degree-seeking students studying or conducting research in areas of the world that are critical to U.S. interests and/or studying less commonly taught languages. NOT Western Europe, Canada, Australia, or New Zealand. Fall, spring, summer (minimum eight weeks - science, technology, engineering, and mathematics students ONLY), academic year.
Bridging Scholarships
Open to U.S. undergraduate degree-seeking students studying abroad in Japan. Fall, spring, year.

BUTEX Scholarships
Open to U.S. undergraduate degree-seeking students studying at a BUTEX member university. Student must have already been accepted to the BUTEX member university in order to be considered. Fall, spring, year.

DAAD Awards
Open to U.S. faculty and students studying or conducting research in Germany.

DiversityAbroad.com Study Abroad Scholarships
DiversityAbroad.com has partnered with several organizations to offer study abroad grants and scholarships.

Education New Zealand
Open to U.S. degree-seeking students studying abroad at a university in New Zealand.

Freeman-ASIA Scholarship
Freeman Awards for Study in Asia (Freeman-ASIA) provides scholarships for U.S. undergraduate students with demonstrated financial need to study abroad in East or Southeast Asia.

Fund for Education Abroad
Preference to students participating in programs with language studies and/or a sustainable service-learning or volunteering component in non-traditional destinations, demonstrated financial need, and/or underrepresented group in education abroad.

Generation Study Abroad Travel Grants
Open to U.S. undergraduate degree-seeking students at IIE Generation Study Abroad partner institutions. Consideration given to students with financial need, first-generation college students, members of underrepresented racial/ethnic/gender groups, students with disabilities, and students with limited previous experience abroad.

Gilman Scholarship for Study Abroad
Open to U.S. undergraduate degree-seeking students who receive a federal Pell Grant. Cuba and countries on the U.S. Department of State’s Travel Warning list excluded. Program must be 21 days to one year.

GO Overseas Scholarships
Open to undergraduate and graduate students. Fall, spring, Spring Break, summer, Minimester, year.

Killam Fellowships Program
Open to undergraduates to spend one semester or a full year as an exchange student in Canada.

LIVFund Scholarship
LivFund is a non-profit organization offering scholarships for study, intern, or volunteer activities in Latin America.

National Italian American Foundation
Open to Italian American students, and students from any ethnic background majoring or minor in Italian language, Italian studies, Italian American studies or a related field. Awards based on merit.

National Society of Collegiate Scholars
Multiple types of scholarships available to members of NSCS, including specific scholarships for students studying abroad.

Oldenburg Contact Grants
Open to residents of the State of Maryland studying abroad at Carl Von Ossietzky University in Oldenburg, Germany. Fall, spring, year.

SR Education Group Study Abroad Scholarship
Open to U.S. degree-seeking students. No minimum requirements regarding the duration of travel.

St. Andrew's Society of Washington D.C.
Open to U.S. undergraduate degree seeking students studying abroad in Scotland who are residents of DC, DE, MD, NJ, NC, PA, WV, or VA, and of Scottish birth or descent.

U.S. Japan Council Toshizo Watanabe Study Abroad Scholarship
Open to undergraduate/graduate degree-seeking students for semester or year-long study abroad in Japan.

Other Scholarship and Financial Aid Resources
Education Corner
FinAid: The Smart Student's Guide to Financial Aid
FundMyTravel.com
GoAbroad.com Scholarships Search
ScholarshipDb.net
www.towson.edu/academics/international/abroad/scholarships.html
Towson University does not provide alternative student loans or endorse any specific lender or group of lenders.
# Study Abroad Budget Planning Tool

Congratulations on making the decision to incorporate a study abroad experience into your academic career here at TU. When selecting a program it is important to be realistic about how much you can afford. This form is designed to help you calculate how much you typically spend here at Towson, how much your study abroad experience will cost, and compare the programs you are considering. Make sure you consult the person(s) who will be funding your study abroad experience and review the costs with them!

**If you receive Federal Financial Aid**, ask your Study Abroad Advisor to complete a "Study Abroad Budget" and submit it to the TU Financial Aid Office. Your budget will allow the TU Financial Aid Office to determine your financial aid award package for your term abroad. Note: MHEC aid can only be used when TU or another university within the state of Maryland charges the program fee.

<table>
<thead>
<tr>
<th>Estimated costs/expenses</th>
<th>Towson University</th>
<th>Option #1: __________________</th>
<th>Option #2: __________________</th>
<th>Option #3: __________________</th>
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<td>Program Cost/Tuition</td>
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<td>Study Abroad Fee*</td>
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<td>Miscellaneous expenses (Books, living expenses, health insurance, ground transportation, passport/visa fees, etc.)</td>
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*Study Abroad Fee: $190 Minimester/Summer
   $360 Fall/Spring
# TOWSON UNIVERSITY STUDY ABROAD COURSE FORM

1. Complete all shaded areas in blue or black ink
2. Meet with your Academic Advisor and have them sign this form
3. Search the Study Abroad Course Database
4. Attach print outs of courses in database to this form
5. Check USEL (for lower level general elective credit) OR obtain approvals from academic department chair for courses that do not appear in the database

RETURN TO THE TU STUDY ABROAD OFFICE BY DECEMBER 10 FOR MINIEMESTER, SPRING, OR CALENDAR YEAR AND BY MAY 10 FOR SUMMER, FALL, OR ACADEMIC YEAR

## TO BE COMPLETED BY THE STUDENT

<table>
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<tr>
<th>Name:</th>
<th>TU Student ID#:</th>
<th>E-mail Address:</th>
<th>Major:</th>
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<tr>
<td>Name of Program/University:</td>
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<tr>
<td>Term and Year of Study Abroad: Fall 20__</td>
<td>Minimester 20__</td>
<td>Spring 20__</td>
<td>Summer 20__</td>
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<td>Other:</td>
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## TO BE COMPLETED BY THE ACADEMIC ADVISOR

I have met with the above named student and discussed how study abroad may affect his/her degree progression at Towson University.

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<tr>
<th>Academic Advisor Name</th>
<th>Academic Advisor Signature</th>
<th>Date</th>
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IMPORTANT: STUDENTS MUST LIST MORE CLASSES THAN NEEDED IN CASE OF POSSIBLE SCHEDULE CHANGES OR FAILURE TO MEET PREREQUISITES

## TO BE COMPLETED BY RELEVANT TOWSON UNIVERSITY ACADEMIC DEPARTMENT CHAIR OR AUTHORIZED DESIGNEE

<table>
<thead>
<tr>
<th>Overseas Course # and Title</th>
<th>USEL</th>
<th>TO BE COMPLETED BY RELEVANT TOWSON UNIVERSITY ACADEMIC DEPARTMENT CHAIR OR AUTHORIZED DESIGNEE</th>
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**Notes**

**For standard equation, please circle “YES” if the course equivalency is standard for all future students. If the determination is dependent upon the particular student, please circle “NO.” Standard equations will be included in the Study Abroad Course Database and will not need to be reassessed by the department for a period of five years, except where significant changes are known to have occurred in the interim. **Please use the ‘Notes’ section to explain reasons for non-approval and/or additional comments.

Student Signature __________________________ Date ____________

TOWSON UNIVERSITY STUDY ABROAD OFFICE Signature __________________________ Date ____________
IMPORTANT INFORMATION

*Non-TU students and students participating in TU faculty-led programs or the TU Global Internships Program are NOT REQUIRED to complete this form.*

COURSES THAT MAY NOT BE TAKEN ABROAD: MNGT 481, any upper level Accounting courses (except ACCT 341), any Finance courses (except FIN 331, FIN 350, and FIN 436)

REPEATING COURSES: Courses taken at TU may not be repeated abroad in accordance with TU policy regarding transfer credit. Exceptions: Students participating in TU faculty-led programs or the TU Global Internships Program.

LANGUAGE COURSES: Students who must repeat a language course abroad (as a result of a language placement test) that was previously taken at TU will earn unspecific lower level elective credit.

COURSE FORM INSTRUCTIONS

1. Complete all the shaded areas on this form. DO NOT COMPLETE THE NON-SHADED AREAS.

2. Meet with your academic advisor to determine the credits and courses remaining to complete your degree at TU and to discuss and review your course selections abroad. At your meeting, have your academic advisor sign your Study Abroad Course Form.

3. Search for the courses you intend to take abroad in the TU Study Abroad Course Database.

4. If you don’t need a course to fulfill a specific requirement at TU (i.e. major, minor, or core) it can be posted as general lower division electives (USEL) toward your overall credits for graduation.

5. If a course that you intend to take abroad IS LISTED in the database you DO NOT NEED to obtain approval from the relevant academic department. Instead, verify you meet any necessary prerequisites for the course and submit the following items to the TU Study Abroad Office by the deadline:
   - Course information print out from the TU Study Abroad Course Database
   - Study Abroad Course Form with completed shaded areas, Academic Advisor’s signature, and student’s signature

6. If a course that you intend to take abroad IS NOT LISTED in the database take the following items to the relevant academic department office on-campus and then submit your completed Study Abroad Course Form to the TU Study Abroad Office by the deadline:
   - Study Abroad Course Form with completed shaded areas, Academic Advisor’s signature, and student’s signature
   - Course description or syllabi of the courses that you intend to take abroad.
   - A copy of your current Academic Requirements Report and/or signed Academic Advising Sheet.
   - Business courses only: A detailed syllabus (course descriptions are not acceptable); information on the accreditation agency for the university or program abroad; an Academic Requirements Report; and a signed Academic Advising Sheet.

Helpful hints:
- ✓ Get more courses equated than you will need! When you arrive overseas you may find that some courses are not on offer, there may be schedule conflicts, or you may simply change your mind.
- ✓ Each academic department has regulations concerning how many credits towards your major/minor may be taken off-campus.
- ✓ If you haven’t taken the necessary prerequisites for a TU class, the academic department may not allow you to transfer it back from abroad.
- ✓ If your schedule changes while abroad, you can request to have new courses equated via email. Contact your TU Study Abroad Advisor for instructions.
- ✓ Bring coursework, exams, and syllabi home with you in case you need to have courses equated retroactively. NOTE: Students must bring all coursework back to TU to obtain final approval for all Foreign Language courses.