

**Experience the World:**

H a n d b o o k

Office of Global Education and Study Abroad

**Abroad!**

**Study**

**Why Study Abroad?**

Why do you want to study abroad? Do you want to study another language in its home country? Do you want to build your resume? Do you want to see the sites in Tokyo or trek the Camino? Here are a few of the reasons for studying abroad that you may not have thought of yet:

30% of Tigers study abroad.

* Gain new experiences with a new culture
* Grow personally by increasing your independence, flexibility, and cross-cultural communication skills

**STUDY ABROAD**

* Gain a new perspective on world affairs and your own community
* Improve your professional potential
* Conduct personal research
* Prepare for graduate school

The list of why you should study abroad can go on and on, but ultimately, the experience you have studying abroad is something only you control. The purpose of this handbook is to let you know the abundance of study abroad opportunities that Hampden-Sydney offers, as well as taking you through, step-by-step, the Hampden-Sydney Study Abroad application process. This handbook will also remind you that the responsibility of preparation for studying abroad falls on you. Please refer back to the handbook for any queries about preparation for studying abroad.

**When Can I Go?**

Study Abroad programs through Hampden-Sydney College are divided into two categories: Semester Endorsed Programs and Summer Programs.

**SEMESTER ENDORSED PROGRAMS**

The list of Semester Endorsed Programs is available online:

**http://www.hsc.edu/Global-Education/Study-Abroad/Semester-Abroad/Endorsed-Programs.html**

H-SC endorses over 100 different programs in 30 countries from which to choose. Hardcopies of program descriptions are available in the Office of Global Education and Study Abroad (Bagby 202/204). Program types include:

* Colleges and Universities that have entered into a consortium agreement with H-SC for direct enrollment, such as the London School of Economics or the University of St. Andrews (Scotland)
* Agency programs such as IFSA (Institute for Study Abroad), AIFS (American Institute for Foreign Study), or IES (Institute for the International Education of Students)
* Other U.S. college programs such as those administered by Antioch College or Sweet Briar College

**SUMMER PROGRAMS**

There’s even more variety for summer programs, which vary greatly in location, length, and coursework offered.

* **H-SC May Term Abroad**: Courses taught by Hampden-Sydney College professors. Language programs in Germany and Spain/Latin America are organized every year. Other disciplines and locations may also be available.
* **Virginia Program at Oxford**: Tutorials are taught by Oxford faculty on the campus of St. Anne’s College at the University of Oxford in England.
* **Non-H-SC-Affiliated programs**: Programs around the world offered by other schools and agencies such as AIFS, IFSA, IES, etc.

It’s never too early to think about studying abroad! We encourage you to start talking with your advisor and the director of the Office of Global Education and Study Abroad your first semester at H-SC about your goals for your time here and how study abroad fits in. Which of the following possible study abroad options fits your goals best?

* **Freshmen**: Summer
* **Sophomores**: Spring Semester (if waiver approved), Summer
* **Juniors**: Fall Semester and/or Spring Semester, Summer
* **Seniors**: Fall Semester (if waiver request approved), Summer

**Am I Eligible?**

For all study abroad programs, students must be in good academic, disciplinary, and financial standing at time of departure. Furthermore, students must complete all forms on time and attend all pre-departure meetings required by the Office of Global Education and Study Abroad.

The following are Hampden-Sydney’s eligibility requirements. Students must also meet the requirements of their chosen programs.

**ACADEMIC STATUS AND STUDY ABROAD**

**Semester(s) Abroad**: Students must have a 2.5 cumulative GPA or higher at time of application and have at least 45 credit hours and a cumulative GPA of 2.5 at time of departure. Students meeting these requirements typically study abroad their junior year. Students wishing to study abroad in the spring of their sophomore year or fall of their senior year must first seek a waiver. Please note that individual programs will have their own eligibility requirements, apart from H-SC’s. It is the student’s responsibility to understand and meet both.

**Summer Programs (H-SC May Term Abroad, Virginia Program at Oxford, Non-HSC-Affiliated Summer Programs)** - Students must be in good academic standing with a cumulative 2.0 GPA at the end of the Fall semester prior to departure.

**DISCIPLINARY STATUS AND STUDY ABROAD**

The Dean of Students reviews the disciplinary records of all study abroad applicants. Students may apply to study abroad while currently under probation, as long as their sanctions will be completed before their program begins. Students with problematic disciplinary histories might not be approved to study abroad, whether they are currently on probation or not. Students placed on disciplinary probation after being approved to study abroad or who have not completed all imposed sanctions prior to departure may have that approval revoked.

**FINANCIAL STATUS AND STUDY ABROAD**

Students must be in good financial standing at time of departure. Students who drop out or are removed from a program will be responsible for all non-refundable fees owed to the study abroad program and Hampden-Sydney College.

**How Do I Apply?**

Students must apply with the Office of Global Education and Study Abroad first by the following deadlines:

* **SEPTEMBER 15** – H-SC *Permission to Apply Form* Spring programs due
* **FEBRUARY 1** – Program specific applications and deposits due for H-SC May Term Abroad programs
* **FEBRUARY 15** – H-SC *Permission to Apply* *Form* for Fall or Full Year or Other Summer programs due
* **FEBRUARY 15** – Applications for the VA Program at Oxford due

All application forms are found on the Global Ed webpage:

**http://www.hsc.edu/Global-Education/Study-Abroad/Forms.html**

Students applying to semester programs who do not meet all the eligibility requirements will be asked to submit a waiver request as part of their H-SC application.

Programs not organized by H-SC will have their own applications and deadlines which students must also meet.

**Will I Get Credit?**

H-SC May Term Abroad courses and VA Program at Oxford are entered directly onto your transcript and affect your GPA. All other courses taken abroad must go through the credit transfer process.

To transfer credit, students must complete the *Course Approval Form* before they start their program and submit it to the Office of Global Education and Study Abroad. This form requires signatures from department chairs after they have determined the H-SC equivalent course number and credit hours for each class. Students must have a C or higher for the grade to transfer back to receive credit and must ensure that their official program transcript is sent to the director of Global Education and Study Abroad. Transfer classes are not counted toward one’s GPA but the grades will be listed on the H-SC transcript.

**How Does Billing Work?**

**ENDORSED SEMESTER PROGRAMS**: Students on [endorsed semester abroad programs](http://www.hsc.edu/Global-Education/Study-Abroad/Semester-Abroad/Endorsed-Programs.html) pay H-SC's Study Abroad/Co-Op Tuition and Study Abroad/Co-Op Administration fees; all federal, state, and H-SC-administered financial/scholarships are applied to the cost of tuition, housing, and food expense for these programs. If the provider’s fees exceed those of H-SC, the overage will be charged to the student’s H-SC account. International travel insurance is required and may be billed separately to the student’s H-SC account.

Students’ H-SC accounts will be updated with their study abroad charges normally the first week of July (fall programs) and the first week of December (spring programs) and as needed based on the provider’s costs. Students are advised to consult with Dr. Widdows for the amount of H-SC’s current fees and the Financial Aid and Student Accounts offices for their student account and aid package information.

Scholarships from external organizations will be considered for application to your H-SC account on a case-by-case basis, up to the amount of H-SC’s fees.

H-SC will pay the tuition, room and board, and deposit fees directly to your provider. Students are responsible for paying any application fees, room damage deposit fees, visa fees, airfare, optional trip fees, etc.

**H-SC MAY TERM ABROAD AND VA PROGRAM AT OXFORD PROGRAMS:** Costs for these programs are billed to your H-SC account. Scholarships from external organizations will be considered for application to your H-SC account on a case-by-case basis, up to the amount of the program cost.  Students are advised to consult with the Financial Aid and Student Accounts offices. **OTHER SUMMER ABROAD PROGRAMS**: Costs for non-H-SC-affiliated summer programs are billed directly to the student by the program provider.  Scholarships from external organizations will not be applied to your H-SC account.  Students are advised to consult with the Financial Aid and Student Accounts offices.

Costs for summer programs vary by location, duration, and number of classes taken. Costs are in addition to fees paid during the academic year.

**STUDY ABROAD FUNDING**: Scholarships for study abroad are available and students are encouraged to begin the application process early as some applications are due well in advance:

<http://www.hsc.edu/Global-Education/Study-Abroad/Scholarships.html>

**Interested in Learning More?**

Come see us! We’re in Bagby 202/204: Office of Global Education and Study Abroad.

Dr. Daniella Widdows, Director

dwiddows@hsc.edu, 434-223-6311

Ms. Tamara Wright, Assistant

twright@hsc.edu, 434-223-6205

Visit our website: <http://www.hsc.edu/Global-Education.html>

Read what our students who are currently abroad have to say on the Tigers Abroad Blog: <http://blogs.hsc.edu/international/>

Talk with an abroad ambassador! Students who have been abroad work in our office during business hours or hold info tables in the library several evenings a week.

**I’m Going Abroad! What’s Next?**

Congratulations! Here are some things you may need to do before you get on that plane to your host country. Remember, different countries and programs may require different items that are not on the checklist. Be sure to check with your program provider and refer to the U.S. Department of State study abroad website to make sure you are fully ready to depart on your study abroad experience: <https://travel.state.gov/content/studentsabroad/en.html>

**TO DO RIGHT AWAY – 3 MONTHS OR MORE BEFORE YOU DEPART**

1. Obtain or renew your passport. Your passport must be valid for at least 6 months after your return date. <https://travel.state.gov/content/passports/en/passports.html>
2. Do you need a visa? Check with your program and with the state department information page about your host country to see what visa requirements are needed: <https://travel.state.gov/content/passports/en/country/>

Check the embassy website of the country where you are studying to find out more information about obtaining a visa (if you need one). You cannot apply for a student visa until you have been accepted by your program and have a valid passport.

1. Make sure all your physical and medical concerns are up-to-date:
* Glasses/contact prescription
* Immunizations (check the travel.state.gov site for your host country’s requirements)
* Prescription drugs
* Determine what you will need to do to deal with the stress of culture shock and being away from your usual support system

**BEFORE LEAVING CAMPUS**

1. Meet with your academic advisor to discuss your goals for your program and for your semester of return.
2. Register for your program classes (via TigerWeb for May Term Abroad programs).
3. Complete your Course Approval Form and submit it to the Office of Global Education and Study Abroad, for all programs other than H-SC May Term Abroad and VPO.
4. Attend all required pre-departure meetings and submit all required completed forms to the Office of Global Education and Study Abroad.
5. Register with STEP: https://travel.state.gov/content/passports/en/go/step.html
6. Give a forwarding address to the campus post office.

**TWO MONTHS BEFORE YOU DEPART**

Things to arrange::

* Your itinerary
* Credit cards
* Insurance
* Flight arrangements, on your own or as part of a group flight sponsored by your program
* Visit the Hampden-Sydney College Health Center for any needed vaccinations
* Check to see if you need electrical outlet adaptors

**ONE-MONTH BEFORE YOU DEPART**:

Packing: Also refer to this website for planning ahead of time

<http://culturebridge.com/tools/checklist.html>

1. Make sure you have your emergency contact information packed, some of this information might include:
* Hampden-Sydney College Contacts
* Study abroad program provider
* Family (contacts/emergency contacts—U.S. country code is 001, remember your numbers will not be in your foreign cell phone—so write down important numbers!)
* U.S. Embassy or Consulate in the country where you will be studying
* Health insurance information
* Bank and/or your credit card company information
* Physicians and other health care providers
* Have photocopies of your passport, visa, and insurance card
1. Travel Guide for the country where you are studying—become familiar with the language/customs
2. Optional: International Student I.D. card from STA Travel
3. Get your travel information together
4. Phones—Figure out the most economical way to contact your family. You may purchase pre-paid international cell phones in the United States before you leave or in the country when you arrive. For shorter trips, it may be cheaper to adjust your current cell phone plan.
5. Money and passport belt or carrier:
* Travel with some foreign Currency for your country so that when you arrive you have cash if you need it right away
* A passport/money belt is a safe way to transport your money and reduces your risk of theft

**FINAL REMINDERS**

Start early to make sure you have all of these items before you depart:

* Passport
* Visa (if needed)
* Airline Tickets
* Written prescriptions or medications in labeled containers
* -Check in with Office of Global Education & Study Abroad to make sure you have completed all necessary forms and get a copy of your Course Approval Form.
* Photocopies of passport ID page and of credit cards