

Keystone College

Study Abroad

Keystone College Study Abroad

Application & Process (New Version)

Submit to: Study Abroad Coordinator — Lucas Taylor (lucas.taylor@keystone.edu)

Use this packet to apply for study abroad and route approvals.

1) Procedures & Timeline

1. **Deadlines.** Applications are due **March 1** for fall programs and **October 1** for spring or summer programs.
2. **Committee Review & Interview.** The Study Abroad Committee reviews complete applications. Eligible students will be invited to a **faculty panel interview**; a decision will follow as soon as possible.
3. **Registration.** Once approved, the student will be registered for the study-abroad term by the College.
4. **FERPA (Strongly Encouraged).** Students are strongly encouraged to sign a **FERPA waiver** so information can be discussed with parents/guardians.
5. **Coordinator Support.** Throughout the process, students work closely with the **Study Abroad Coordinator** for assistance with program selection, forms, and logistics.
6. **Pre-Departure Policy Session.** Approved students must attend a **pre-departure policy review** scheduled by the Coordinator.
7. **Post-Return Engagement.** Upon return, students must deliver **at least two (2) presentations** to the campus community in coordination with the Coordinator.
8. **Contact.** Study Abroad Coordinator — **Lucas Taylor, lucas.taylor@keystone.edu.**

Note: Students should remain in good academic and conduct standing throughout the process. Financial aid and billing implications will be reviewed with the appropriate offices prior to departure.

Application for Study Abroad

(For acceptance of transfer credit by Keystone College)

A. Applicant Information

- **Student Name:** _____
- **Student ID #:** _____

- Pronouns (optional): _____
- Major/Program: _____
- Academic Adviser: _____
- Phone: _____
- Keystone Email: _____
- Anticipated Graduation Term/Year: _____
- Total Credits Earned at Time of Study Abroad: _____
- Cumulative GPA: _____
- Anticipated Study-Abroad Term: Fall 20____ Spring 20____ Summer 20____

B. Proposed Program Details

- Country: _____ City/Region: _____
- Program Provider/Host Institution: _____
- Program Website (if available): _____
- Program Start Date: ____/____/____ End Date: ____/____/____
- Primary Language of Instruction: _____
- Housing (if known): Homestay Residence Hall Apartment Other: _____
- Emergency Contact Abroad (if known): _____

C. Academic Planning & Transfer Credit

Attach a copy of the **official or program course list/syllabi**. Work with your adviser to plan equivalencies. Final transfer credit is subject to approval.

Planned Courses & Equivalencies

Host Course Code/Title	Host Credits	Keystone Equivalent (Code/Title)	KC Credits	Adviser Initials
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Credits Proposed: _____

Notes/Conditions:

D. Required Attachments (submit with application)

- **Student Essay** (attach): In a well-developed essay, explain what you expect to gain from this experience. Include:
 - a) Your goals for the experience
 - b) How the experience will help you grow personally and academically
 - c) How the experience will further your career plans
 - d) What you plan to bring back to enhance the Keystone community
- **Two (2) Faculty Recommendations** — one from your **academic adviser** and one from **another faculty member** (sent directly to the Study Abroad Coordinator)
- **Unofficial Transcript** (for committee review) — official transcript may be requested
- **Program Course List/Syllabi** (if available)

E. FERPA Release (Optional but Strongly Recommended)

I authorize Keystone College to discuss my study-abroad information (academic, financial, and conduct) with the parent/guardian(s) listed below for the duration of my application and participation.

- **Parent/Guardian Name(s):**

- **Relationship:** _____ **Phone/Email:** _____
- **Student Signature:** _____ **Date:** ____ / ____ / ____

F. Required Office Reviews & Approvals

These sections must be completed after Sections A–E are finished. Offices may attach notes.

1) Academic Approval

We have met with the student and discussed course options and academic implications of studying abroad.

- **Adviser Signature:** _____ **Date:** ____ / ____ / ____
 - **Registrar’s Signature:** _____ **Date:** ____ / ____ / ____
- Notes:**

2) Office of Financial Aid & Planning

I have met with the student and reviewed financial aid implications of studying abroad.

- **Director, Financial Aid & Planning:** _____ **Date:** ____ / ____ / ____
- Notes:**

3) Student Business Services (Billing)

I have met with the student and discussed billing implications of studying abroad.

- **Manager, Student Business Services:** _____ **Date:** ____ / ____ / _____

Notes:

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G. Student Acknowledgement & Signature

I acknowledge that I have met with the offices above and understand the **academic, financial, and conduct** implications of studying abroad. I formally request approval to study abroad with the program indicated in this application and agree to:

- Attend the **pre-departure policy session** and complete all required forms/training.
- Abide by Keystone College and host-institution policies while abroad.
- Present **two (2) post-return** presentations to the campus community.

Student Signature: _____ **Date:** ____ / ____ / _____

Committee Use Only (to be completed by the Study Abroad Committee)

- **Date Received (complete application):** ____ / ____ / _____
- **Faculty Panel Interview Scheduled:** ____ / ____ / _____
- **Essay Attached:** Yes No
- **Recommendations Received:**
 - (1) Faculty Name _____ **Date:** ____ / ____ / _____
 - (2) Faculty Name _____ **Date:** ____ / ____ / _____
- **Transcript Attached:** Yes No
- **Approved List of Transfer Courses Attached:** Yes No
- **Vice President of Student Affairs Recommendation:** Approve Deny

Committee Action: Approve Deny

Chairperson Signature: _____ **Date:** ____ / ____ / _____

Submission Checklist (for student)

- Sections **A–E** complete and signed
- Essay attached
- Two faculty recommendations requested
- Unofficial transcript attached
- Program course list/syllabi attached (if available)
- I've scheduled meetings with: Adviser Registrar Financial Aid SBS Coordinator

