Second Steps to Study Away
Center for Study Away
Macalester College
Today's Agenda

1. Who is My Person? CSA Staff
2. What Do I Do Now? Timeline & Forms
3. Where Does it Say That? Policies
4. What if Something Comes Up? Change of Plans
5. When/Where/What is That, Again? Reminders & Deadlines
Carleton College Tanzania
CET Brazil
CET Colombia
CIEE Seville
CIEE Gaborone
CIEE Lisbon
CIEE Dominican Republic
CIEE Monteverde
Earlham Border Studies
IES Madrid
IES Granada
IES Cape Town
IFSA Argentina
IFSA Chile
IFSA Merida
IFSA Peru
IFSA Shanghai
IFSA La Habana
Macalester Globalization, the Environment & Society
Macalester Perspectives on Globalization
Middlebury Brazil
Pachaysana
SIT Chile
SIT Ecuador
SIT Ghana
SIT Peru
Non-Approved

Interim Director
Aquincum Institute of Technology (AIT)
Budapest Semesters in Math (BSM)
Consortium for Study Abroad in Taiwan
CUPA
Goldsmiths, University of London
James Cook University
Kansai Gaidai University
King’s College London
Maynooth University
Oxford University St. Catz
Queen Mary, University of London
University College Cork
University College London
University of Edinburgh
University of Glasgow
University of Otago
University of St. Andrews
University of Sydney
DIS Copenhagen, Stockholm
IAU Marchutz
IES Nantes
IES Nagoya
IFe France, Belgium
Waseda University
Kyoto Consortium (KCJS)
MSID Senegal
SIT Madagascar
Sarah

Student Programs

American Councils RLASP
AMIDEAST
Augsburg Peace & Conflict
CET Prague
CET Taiwan
CIEE Tokyo
CIEE Middle East Studies
College Year in Athens
American University in Cairo
American University of Beirut
ISEP
Duke ICCS Rome
Ashesi University Exchange
Nanyang Tech University Exchange
Sciences Po Exchange
IES Milan
IES Amsterdam
Macalester German Studies
SEA
SIT Iceland
SIT IHP
SIT Jordan
SRISA
General questions

Reminders

Study away portal forms

Notarizations

--Email ihalvors@macalester.edu

Indra

Department Coordinator
## What Now?

1. Check passport validity
2. Complete Macalester materials and forms
3. Apply for programs
4. Follow instructions from program
5. Attend pre-departure events

<table>
<thead>
<tr>
<th>Happening Now</th>
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</thead>
<tbody>
<tr>
<td>- Macalester approvals to study away</td>
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<tr>
<td>- Materials and forms to complete in study away portal</td>
</tr>
<tr>
<td>- Apply for passports</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6 Months Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Students apply to programs, universities</td>
</tr>
<tr>
<td>- Identify expenses, budget, apply for scholarships</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Months Prior</th>
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</thead>
<tbody>
<tr>
<td>- Prepare for wellness</td>
</tr>
<tr>
<td>- Apply for visas (as applicable)</td>
</tr>
<tr>
<td>- Make travel arrangements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 Month Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Review program information</td>
</tr>
<tr>
<td>- Pack</td>
</tr>
</tbody>
</table>
How to Apply
How to Apply

You can apply to our Study Abroad programme in the following ways:

- Submit a direct application via our application links below (please scroll down).

Please follow our [step-by-step application guidelines](#) carefully in order to submit a correct and complete application for assessment.

- Through your home university. You should consult the Study Abroad Advisor at your home institution to see whether you have an existing partner agreement with Queen Mary University of London and to check whether there are any special application arrangements.

- Through a Study Abroad partner provider such as, for example, Arcadia, CEA CAPA, IES Abroad, IFSA or ISA. Please check these organisations’ application procedures, and note that we consider applications from these routes equally and on their individual merits.

### Dates and Deadlines

### Academic requirements

### English language requirements

### What documents do I need to submit?
To Complete:

Study Away Portal Items

- Academic Matters
- Financial Matters
- Application Process
- Registration & Verification
- Required Travel Documents
- Communication Authorization
- Pre-departure Info & Resources
- Health Insurance
- Assumptions of Risk
- Wellness & Study Away
- Sexual Respect & Study Away
- Emergency Contact Info
- Travel Logistics & Advisories
<table>
<thead>
<tr>
<th>Name</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Process: Study Away Programs</td>
<td>Mar 2, 2024</td>
<td>Not Started</td>
</tr>
<tr>
<td>Communication Authorization</td>
<td>Mar 1, 2024</td>
<td>Not Started</td>
</tr>
<tr>
<td>Financial Matters</td>
<td>Mar 1, 2024</td>
<td>Not Started</td>
</tr>
<tr>
<td>Required Travel Documents</td>
<td>Mar 1, 2024</td>
<td>Not Started</td>
</tr>
<tr>
<td>Study Away Health &amp; Travel Insurance - Provided by Program</td>
<td>Mar 1, 2024</td>
<td>Not Started</td>
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<tr>
<td>Academic Matters</td>
<td>Mar 29, 2024</td>
<td>Not Started</td>
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<tr>
<td>Emergency Contact Information</td>
<td>Mar 29, 2024</td>
<td>Not Started</td>
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<tr>
<td>Mandatory Pre-Departure Orientation - Fall Students</td>
<td>Mar 29, 2024</td>
<td>Not Started</td>
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</tbody>
</table>
CSA vs. Program
Who Does What?

Study Away portal
Mac pre-departure events

Liaise with program contacts
Tuition payment process

Advisor approvals/authorizations
Enrollment/insurance letters

Department/arrival information
Visa/immigration process

Housing
Registration, classes, grades

Academic accommodations
On-site support
Students maintain enrollment at Mac, enrolled in 16-credit placeholder

Transcripts sent to Registrar

Must take 12-18 cr away (14-17 avg)

Credit conversions vary

Grades are factored into your GPA

Pass/fail policies apply

Courses toward majors, minors, concentrations = Dept. Chair

Courses toward GERs = Registrar

Access to most campus resources (some limitations, including counseling at Hamre)
Finances 101

- Financial Aid is applied to study away expenses
- Exception: work study
- Need-based awards may be adjusted
- Merit scholarships stay the same
- Apply for scholarships!
- Outside Scholarships policy

CSA currently assembling estimated budgets for fall 2024; spring 2025 coming soon

- Students pay app fees, refundable deposits, extras/supplements
- Mac pays non-refundable deposits, tuition invoices (at min.)
# CIEE: Arts & Sciences in Seoul

*Print View*

The budgeted costs listed on this page are estimates and are subject to change.

## Fall 2024 (tentative)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Residence Hall</th>
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</thead>
<tbody>
<tr>
<td>Billable Expenses: Items billed to your Macalester account</td>
<td></td>
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<tr>
<td>Macalester Tuition</td>
<td>$33,937.00</td>
</tr>
<tr>
<td>Housing Only</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Billable Subtotal:</strong></td>
<td><strong>$36,937.00</strong></td>
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<tr>
<td>Non-Billable Expenses: Additional items to pay for in-advance or on-site</td>
<td></td>
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<tr>
<td>Additional Meals</td>
<td>$2,385.00</td>
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<tr>
<td>Airfare</td>
<td>$1,600.00</td>
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<tr>
<td>Miscellaneous/Personal Expenses</td>
<td>$1,200.00</td>
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<tr>
<td>Visa/Residency Permit Fees</td>
<td>$124.00</td>
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<tr>
<td><strong>Non-Billable Subtotal:</strong></td>
<td><strong>$5,309.00</strong></td>
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<tr>
<td><strong>Estimated Total Cost:</strong></td>
<td><strong>$42,246.00</strong></td>
</tr>
</tbody>
</table>

**SCROLL FOR NOTES**

Macalester tuition and housing are billed to students’ Macalester accounts.

Standard housing includes a shared room and no meals. Select+ housing has an additional cost ($1,500).
Money Matters

1. Inform banks, credit unions, credit card companies
2. Be aware of associated fees -- ATMs, credit cards
3. Research local money practices
4. Cash exchange, ordering money & currency conversion
5. Power of Attorney & contingency plans; make copies of everything!
Visas

1. Have a valid passport

2. Research if entry visa, long-stay visa is required
   - Complete paperwork
   - Keep physical copies
   - Some countries may require travel to a Consulate/Embassy
   - Can’t customize appointments; plan early

3. Be mindful of arrival/departure dates
I can’t go anymore.
Request to Withdraw

Withdrawal follows the same refund policy as on-campus, based on the program’s first day of the semester.

I want to go next year (2025–26) instead.
Change of Semester Request

I want to go somewhere else.
Change of Program Request
Pre-departure Events

Pre-departure orientations are mandatory.

Other events are optional and attendance is encouraged.

Emails with more info will be sent.

Orientation
- CSA orientation
  - Identity, reflection, self-preparation
- Site-specific orientation
  - Program details, arrival, location

Research & Study Away
- Study Away IRB approval process
- Bringing research back for capstone or senior project

Preparing for Travel
- Packing
- Immigration/visas
- Flights
- Money & banking

Meetups & Lunches
- Themed lunches with returnees
- Matched with returnees from same/similar programs
Save the Date

**Fall 2024**
- Forms Deadlines: March 1, March 25, April 24
- Pre-departure Orientation: April 1–3
- Preparing for Travel: April
- Returnee Meetups: April
- Research & Study Away: April

**Spring 2025**
- Forms Deadlines: March 1, October 7, November 20
- Pre-departure Orientation: October
- Preparing for Travel: November
- Returnee Meetups: November
- Research & Study Away: November
So for Real... Now What?

1. Apply directly to your program
2. Follow and complete all instructions and requirements from Mac and program
3. Get a passport, research your destination and travel logistics
4. Talk to family and loved ones about the process and your plans
5. Research and apply for scholarships
Resources

CSA Website

About
Study Away Timeline

Before You Apply
Study Away Coursework

Change of Plans

Costs and Financial Aid
Costs and Billing
Scholarships

Pre-departure to Return
Orientation and Forms
Passports and Visas
Health Preparations
Money and Banking
Safety
Pack your Mind
While You’re Away
Returning to Macalester
Questions?