

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

4

What if Something Comes Up?
Change of Plans

3

Where Does it Say *That*?
Policies

5

When/Where/What is That, Again?
Reminders & Deadlines

Shanti

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



Alainna/Ali

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

Data & Finance



Sarah

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

Student Programs



Indra

General questions

Reminders

Study away portal forms

Notarizations

--Email ihalvors@macalester.edu

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

Happening Now

- Macalester approvals to study away
- Materials and forms to complete in study away portal
- Apply for passports

6 Months Prior

- Students apply to programs, universities
- Identify expenses, budget, apply for scholarships

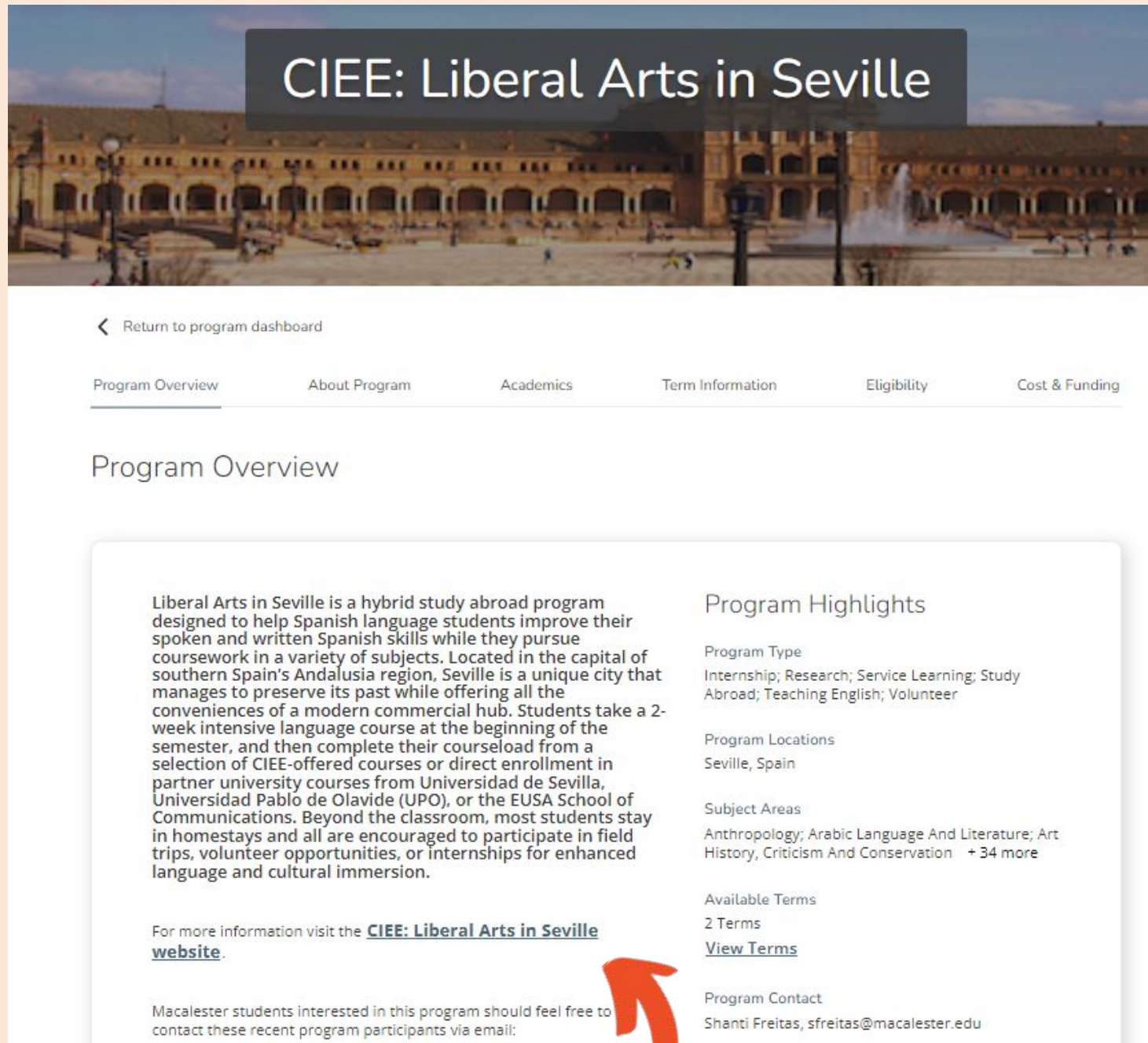
3 Months Prior

- Prepare for wellness
- Apply for visas (as applicable)
- Make travel arrangements

1 Month Prior

- Review program information
- Pack

How to Apply



CIEE: Liberal Arts in Seville

[Return to program dashboard](#)

[Program Overview](#) [About Program](#) [Academics](#) [Term Information](#) [Eligibility](#) [Cost & Funding](#)

Program Overview

Liberal Arts in Seville is a hybrid study abroad program designed to help Spanish language students improve their spoken and written Spanish skills while they pursue coursework in a variety of subjects. Located in the capital of southern Spain's Andalusia region, Seville is a unique city that manages to preserve its past while offering all the conveniences of a modern commercial hub. Students take a 2-week intensive language course at the beginning of the semester, and then complete their courseload from a selection of CIEE-offered courses or direct enrollment in partner university courses from Universidad de Sevilla, Universidad Pablo de Olavide (UPO), or the EUSA School of Communications. Beyond the classroom, most students stay in homestays and all are encouraged to participate in field trips, volunteer opportunities, or internships for enhanced language and cultural immersion.

For more information visit the [CIEE: Liberal Arts in Seville website](#).

Macalester students interested in this program should feel free to contact these recent program participants via email:

Program Highlights

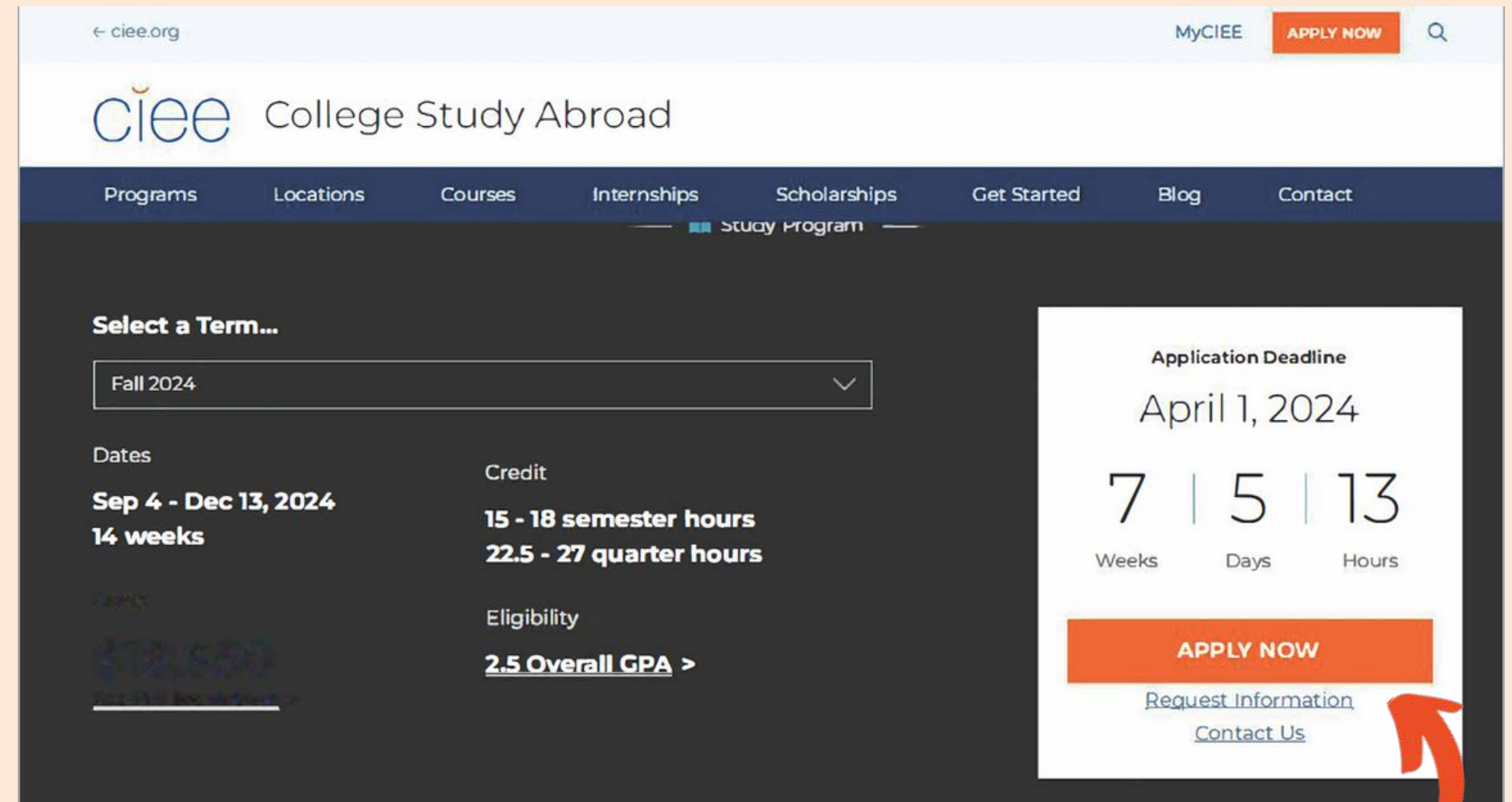
Program Type
Internship; Research; Service Learning; Study Abroad; Teaching English; Volunteer

Program Locations
Seville, Spain

Subject Areas
Anthropology; Arabic Language And Literature; Art History, Criticism And Conservation + 34 more

Available Terms
2 Terms
[View Terms](#)

Program Contact
Shanti Freitas, sfreitas@macalester.edu



[← ciee.org](#) MyCIEE APPLY NOW

ciee College Study Abroad

[Programs](#) [Locations](#) [Courses](#) [Internships](#) [Scholarships](#) [Get Started](#) [Blog](#) [Contact](#)

Study Program

Select a Term...
Fall 2024

Dates
Sep 4 - Dec 13, 2024
14 weeks

Credit
15 - 18 semester hours
22.5 - 27 quarter hours

Eligibility
2.5 Overall GPA >

Application Deadline
April 1, 2024

7 | **5** | **13**
Weeks | Days | Hours

[APPLY NOW](#)
[Request Information](#)
[Contact Us](#)

How to Apply

Language Assessment Test	Received	-	Oct 17, 2023
Medical History & Physician's Exam	Received	-	Nov 03, 2023
Passport Upload	Received	-	Dec 04, 2023
Program Dates Acknowledgment	Received	-	Oct 04, 2023
Student Handbook	Received	-	Nov 28, 2023
Student Photo	Received	-	Oct 18, 2023
Student Visa	Received	-	Dec 30, 2023
Transcript	Received	-	Sep 27, 2023
Travel Itinerary	Received	-	Dec 22, 2023
Visa Information Form	Received	-	Nov 01, 2023
Visa Status Form	Received	-	Oct 18, 2023

^ 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.

v Dates and Deadlines

v Academic requirements

v English language requirements

v What documents do I need to submit?

Academic Matters
Financial Matters

Communication
Authorization

Pre-departure Info &
Resources

Health Insurance

To Complete:

Application Process

Assumptions of Risk

Study Away Portal Items

Registration &
Verification

Wellness & Study Away
Sexual Respect & Study
Away

Required Travel
Documents

Emergency Contact
Info

Travel Logistics &
Advisories

Program Documents

1 Application, 16 Forms

My Application



Approved

Program Application

Deadline: Dec 6, 2023 at 11:59pm CST

[View](#)

My Forms

Name

[Application Process: Study Away Programs](#) Due: Mar 1, 2024

Not Started

[Communication Authorization](#) Due: Mar 1, 2024

Not Started

[Financial Matters](#) Due: Mar 1, 2024

Not Started

[Required Travel Documents](#) Due: Mar 1, 2024

Not Started

[Study Away Health & Travel Insurance - Provided by Program](#) Due: Mar 1, 2024

Not Started

[Academic Matters](#) Due: Mar 25, 2024

Not Started

[Emergency Contact Information](#) Due: Mar 25, 2024

Not Started

[Mandatory Pre-Departure Orientation - Fall Students](#) Due: Mar 25, 2024

Study Away Portal Items



CSA vs. Program

Who Does What?



Study Away portal
Mac pre-departure events



Departure/arrival information
Visa/immigration process



Liaise with program contacts
Tuition payment process



Housing
Registration, classes, grades



Advisor approvals/authorizations
Enrollment/insurance letters



Academic accommodations
On-site support

Academics 101

- Students maintain enrollment at Mac, enrolled in 16-credit placeholder
- Transcripts sent to Registrar
- Must take 12-18cr 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



1

-Financial Aid is applied to study away expenses

-Exception: work study

-Need-based awards may be adjusted

-Merit scholarships stay the same

2

-Apply for scholarships!

-Outside Scholarships policy

3

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

4

5

-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.

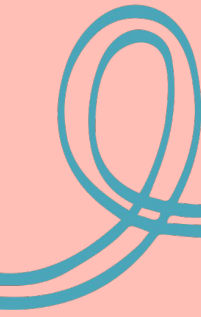
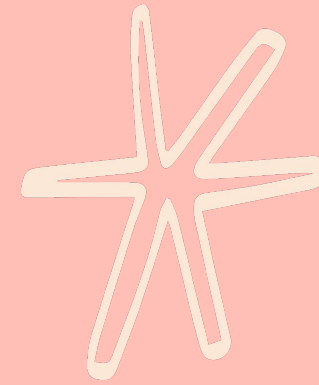
Fall 2024 (tentative)		
	Expense	Residence Hall
Billable Expenses: Items billed to your Macalester account	Macalester Tuition	\$33,937.00
	Housing Only	\$3,000.00
Billable Subtotal:		\$36,937.00
Non-Billable Expenses: Additional items to pay for in-advance or on-site	Additional Meals	\$2,385.00
	Airfare	\$1,600.00
	Miscellaneous/Personal Expenses	\$1,200.00
	Visa/Residency Permit Fees	\$124.00
Non-Billable Subtotal:		\$5,309.00
Estimated Total Cost:		\$42,246.00

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

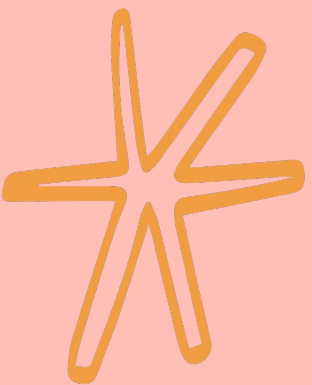
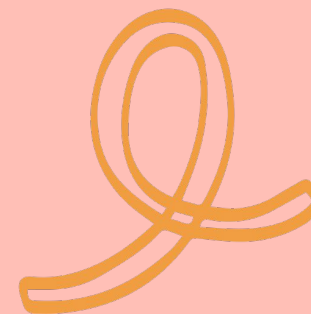
Research local money
practices

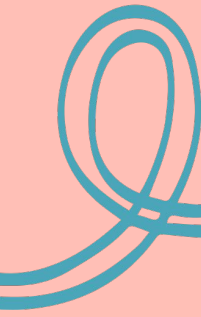
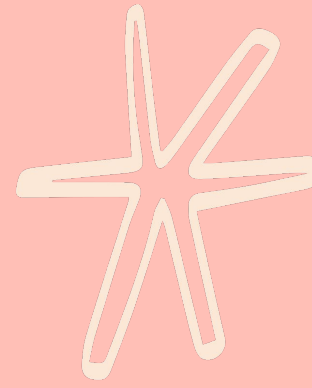
4

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

3

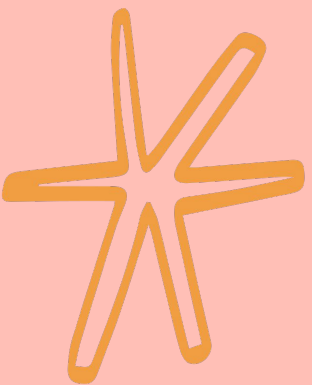
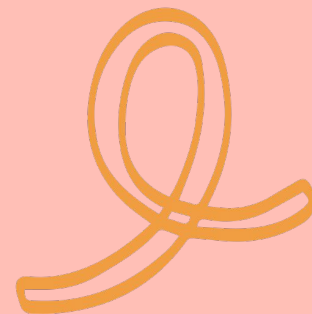
- Complete paperwork
- Keep physical copies

4

- Some countries may require travel to a Consulate/Embassy
- Can't customize appointments; plan early

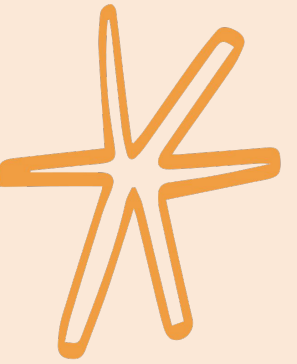
5

Be mindful of arrival/departure dates





Something Came Up...



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

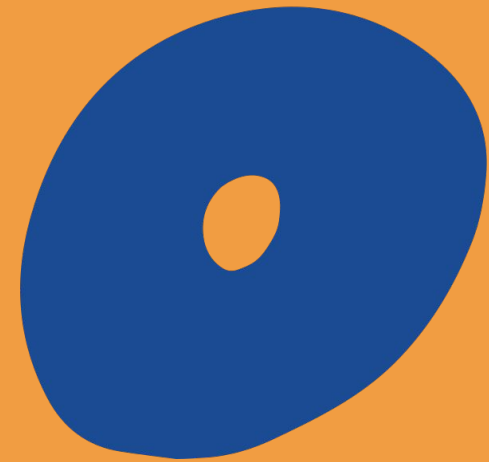
- ## Research & Study Away
- Study Away IRB approval process
 - Bringing research back for capstone or senior project

Preparing for Travel

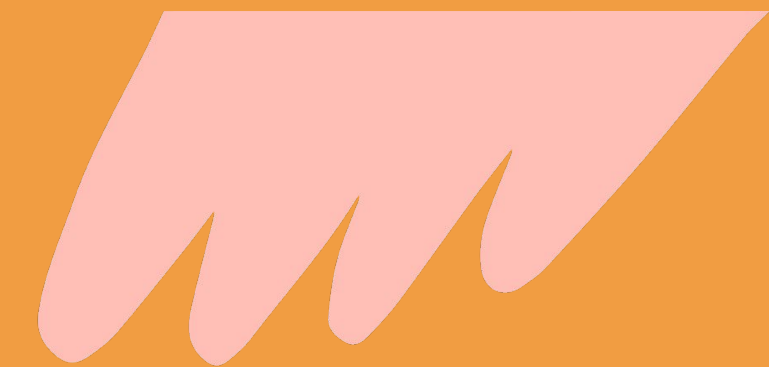
- Packing
- Immigration/visas
- Flights
- Money & banking

Meetups & Lunches

- Themed lunches with returnees
- Matched with returnees from same/similar programs



Save the Date



Fall 2024

Forms Deadlines

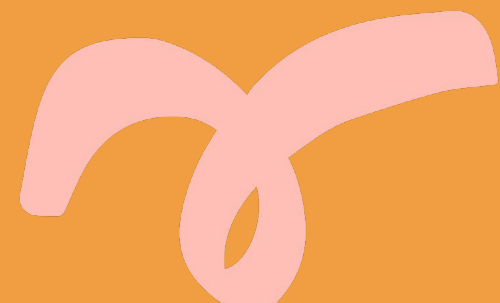
March 1, March 25, April 24

Pre-departure Orientation
April 1-3

Preparing for Travel
April

Returnee Meetups
April

Research & Study Away
April



Spring 2025

Forms Deadlines

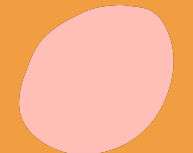
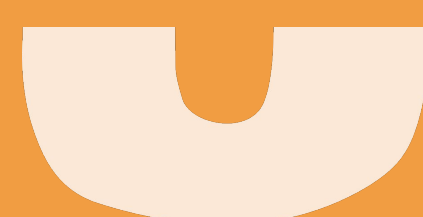
March 1, October 7, November 20

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

The background features several decorative wavy lines in orange and blue, scattered across the page. These lines are stylized, resembling a series of connected peaks and valleys, and are positioned around the central text.

Questions?