



# Cheat sheet for study abroad

## INFO MEETINGS

This document serves as a reference for program leaders as they field questions from students at information meetings. For questions you cannot answer, please direct students to the Office of Study Abroad or to our Web site at <http://studyabroad.msu.edu>

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The **Study Abroad Resource Room**, located in room **108 of the International Center**, is open Monday through Friday from 8:00 am to 5:00 pm, and offers the following to students:

- Study abroad advising
- Info Sheets for MSU-sponsored programs
- Financial aid information
- Scholarship information and other sources of funding
- Evaluations from past participants
- Information on obtaining a passport and visas
- International internship information
- Internet access for information about programs and course options

### FAQ's – How do students...

#### Apply for a program?

APPLICATION: Students can now apply ONLINE. Please direct students to <http://studyabroad.msu.edu>. Currently, this is only available to MSU students who are 18 years of age or older. Non-MSU students and students who are not 18 years of age or older may obtain a paper copy of the study abroad application from the Office of Study Abroad (OSA) or download one at <http://studyabroad.msu.edu/applications/index.html>

DEADLINES: The deadline for winter break and spring programs is **October 15<sup>th</sup>**, for spring break programs is **February 1<sup>st</sup>** and for academic year, fall and summer programs is **March 1<sup>st</sup>**. Be sure to let students know that it is possible for programs to fill to capacity before these deadlines and encourage them to apply early! If the deadline falls on a weekend, applications must be submitted the working day before the deadline.

FEE: Students will receive an e-bill from the MSU Student Accounts Office for a **\$100 application fee** after they submit their application. This fee is applied to the cost of the program and is non-refundable once they have accepted admission into a program.

#### Find out about their acceptance into a program?

The time frame for students to learn of their acceptance varies and is dependent on both the faculty review of their application and the report from the Judicial Affairs Office. Upon acceptance, students will receive an official acceptance letter from OSA sent to their current address as indicated on the SIS system. The letter will include a *Decision Form*, *Student Health/Emergency Treatment Authorization*, and *Statement of Responsibility*. Admission into a program is not official until a student returns all of these forms.

## Find out about program costs and getting billed?

The costs associated with a study abroad program are described in each program information sheet and on the Web. It is helpful to plan for these primary costs:

1. \$100 application fee – e-billed to the student's account when they turn in an application; the fee is applied to the cost of the program and is non-refundable after the two-week grace period following their acceptance
2. \$200 deposit – due after formal acceptance into the program and applicable toward the program fee
3. Study abroad program fee (typically includes housing, meals, field trips, etc, less the application fee and deposit) - billed approximately two months prior to departure
4. Tuition and fees – based on the number of credits the student enrolls in for the program
5. Airfare – billed by the travel agent
6. Spending money

## Obtain financial aid?

MSU students who currently receive financial aid must first apply to a study abroad program. Once their application is submitted, the Office of Study Abroad will forward a Financial Aid Approval Form (FAAF) to the MSU Financial Aid Office for processing. This form will list the approximate amount of money needed to finance that particular program.

MSU students who are not currently receiving financial aid may apply for aid by completing a Free Application for Federal Student Aid (FAFSA). The Office of Study Abroad will forward a FAAF form to the Office of Financial Aid for processing once a student has applied to a study abroad program.

Generally speaking, all students are eligible for some type of aid. Students who do not qualify for need-based grants and loans may choose to utilize non-need-based loans (loans that need to be paid back). Further information about financial aid should be addressed to the MSU Office of Financial Aid.

## Apply for scholarships?

Students may apply for an OSA Scholarship in accordance with the requirements listed in the scholarship application. The scholarship application may be downloaded from the Web (<http://studyabroad.msu.edu/scholarships/index.html>) or students can pick up a hard copy from the Office of Study Abroad.

For other funding ideas, including special scholarships offered by many MSU colleges, encourage students to check the Web site above.

**Detailed information about these questions and more  
is available on the OSA Web site at**

**<http://studyabroad.msu.edu>**