



OFF-CAMPUS/STUDY ABROAD CHECKLIST: *A Guide for Students*

Office of International Education

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The Office of International Education encourages and prepares Bucknell University students to study off campus, internationally and domestically, while promoting a global focus to the academic life of the university and the local community.

In September/October of their sophomore year, students should complete the following requirements for an off-campus/study abroad experience. **On-line tutorials, forms, and the Bucknell University application can be found on-line at www.bucknell.edu/x9096.xml.**

- View the required Introduction to Study Abroad OR the Engineering Introduction to Study Abroad tutorial on-line and complete the mandatory quiz, prior to applying, which covers the requirements.
- Complete a **required** on-line Intent to Study Off-Campus form.
 - Sophomore students interested in studying off-campus, internationally and domestically, during their junior year or first semester senior year are **required** to complete the on-line Intent to Study Off-Campus form. The Office of International Education will use this form to place students in a particular semester. Students may indicate a preference, but not all students will be placed in their semester-of-choice. If you do not complete the Intent to Study Off-Campus form, you may jeopardize your opportunity to study off-campus/abroad during your tenure at Bucknell University. The **on-line Intent to Study Off-Campus form** can be found on the Office of International Education website under *Student Forms*.
- Consult with your Academic Advisor
 - Consult with your academic advisor or a faculty member in the discipline of your declared or prospective major(s).
 - Students should seek advice regarding how off-campus/study abroad will allow completion of all degree requirements in time for graduation at the end of the eighth (8) semester.
- Research off-campus/study abroad programs on the Bucknell Approved Program list.
 - Information is available on the Office of International Education website under *Approved Programs* and in our office.
- Schedule an appointment with a Study Abroad Advisor in our office.
 - The Study Abroad Advisor will discuss details of academically appropriate program options and resources provided by our office.
 - Meeting with a Study Abroad Advisor is required before you apply for an off-campus/study abroad program.
- On-line Application Process for Preliminary Approval for Off-Campus/Study Abroad by Bucknell
 - Students should propose only one (1) academically suitable program, unless the Study Abroad Advisor recommends listing an additional back-up choice.
 - Fall semester and full-year applications are due in December or February, depending on program deadlines.
 - Spring semester applications are due in April or September, depending on program deadlines.
 - Completed Bucknell application packets must be submitted on-line to the Office of International Education by the stated deadlines.
 - Incomplete applications will not be reviewed.

□□ Eligibility for off-campus/study abroad

- Students need a 2.8 GPA or higher to study off-campus/abroad for the fall semester and a 3.0 GPA to study off-campus/abroad for the spring semester for full year.
- You must be a junior or a first-semester senior while off-campus/abroad. A maximum of two (2) semesters may be spent off-campus/abroad.
- You should have a history of good conduct and citizenship with Bucknell University. Any and all alcohol violations will be evaluated by the Office of International education as approval is considered.

□□ Application Process to Program Providers

- Students will be asked to complete the appropriate program application materials and return them to the Office of International Education by the stated deadline. In some cases, such as internship programs, additional recommendations, essays, and a resume are required.
- If your program provider application is available **on-line**, you are required to complete an on-line application and provide a printed confirmation email for our office as soon as you apply. You are required to discuss which pieces of your on-line application your Study Abroad Advisor will need to assist with and/or complete.
- If your program application is **not** available on-line, you must meet with your Study Abroad Advisor to discuss your application and you will be required to submit a paper application directly to the Office of International Education for processing.
- Only a completed application can be submitted to the Office of International Education.
- Incomplete applications will not be reviewed.

□□ Requirements and Information Prior to Departure

- Checklist of administrative requirements which will prepare you to be off-campus/abroad for a semester or full year and for your return to Bucknell will be available on-line. **Mandatory** pre-departure orientation workshops, “Maximize your off-campus/study abroad experience”, will be held in October and March.
- Transfer of Credit Form
 - Students are expected to enroll as a full-time student in your off-campus, international or domestic, program or university. Full-time is defined as equivalent to 4 Bucknell University credits, and translates to 15-16 semester hours.
 - All courses, including internships, require approval from the chairperson of the appropriate Bucknell University department.
 - Only grades of ‘C’ or higher will transfer. Pass/Fail courses are prohibited.
 - Grades from Bucknell approved programs will not appear on your transcript and will not be calculated into your Bucknell GPA.
 - While studying on an English speaking program off-campus/abroad in a non-English speaking country, all students are required to take a full-semester course in the host language, at the appropriate level.

□□ Billing and Finances

- All students on Bucknell University Approved Programs will pay Bucknell tuition to Bucknell. Bucknell University will pay the tuition component of the program cost. Students pay all non-tuition (room and board) costs directly to the program. These costs can be individually outlined in the *Cost Estimate Sheet* template available **on-line** through the Office of International Education website. All information provided on the Cost Estimate Sheets is only an estimate and subject to change. Bucknell ‘in’ programs will be billed directly by Bucknell University.
- Students receive all financial aid while off-campus/abroad on an approved program, except for work-study.
- Eligible students may use tuition remission or tuition exchange (employee benefits at colleges and universities) for the following Bucknell University programs: Bucknell en España, Bucknell en France, Bucknell in London, the Nottingham-Bucknell Engineering Exchange, and the Universitat Rovira I Virgili-Bucknell Chemical Engineering Exchange. For students who participate on a non-Bucknell program, tuition remission will be provided at 70% of Bucknell tuition and tuition exchange will be provided at 30% of Bucknell tuition.