



Name: _____

Program Provider/Location: _____

Semester Off-Campus/Abroad: _____

Checklist for required completed forms for the Office of International Education. **Due no later than Thursday, November 10, 2011. Failure to return forms may jeopardize your participation in an off-campus/study abroad experience.**

- Conditions of Participation Form
- Assumption of Risk and Release Form
- Bucknell University Health Form
- Transfer of Credit Form (TOC)
- Off-Campus Study Registration (OCST)
- Copy of program provider acceptance letter or email
- Copy of picture and signature page of passport

Signature: _____ Date: _____

.....
OIE use:

Date received: _____

Entered into OIE database: Y / N, _____, _____



Student Checklist for Pre-Departure Information

There are a number of required OIE forms which you must complete to continue preparing to study off-campus/abroad for a semester or full academic year. Use this as your checklist to help you make sure you have done them all. **Please note several items require immediate attention.**

All forms must be returned to the Office of International Education with the OIE cover form attached, no later than Thursday, November 10, 2011. Failure to return completed pre-departure forms will jeopardize your participation in an off-campus/study abroad experience.

OIE Forms to be completed:

- Conditions of Participation**
This form must be read and understood and signed. By signing the Conditions of Participation you indicate you will comply with the conditions as set forth by the Office of International Education and Bucknell University.
- Assumption of Risk and Release Form**
This form must be signed by you and your parent *before* the end of the semester. **Failure to have this signed will jeopardize your participation in any Bucknell University-approved off-campus/study abroad program.**
- Bucknell University Health Form**
You must complete the Bucknell University Health Form for Students on Bucknell Study Abroad Programs. If you feel you must consult your personal physician, make sure you do so promptly. This form is vital to our being able to assure your proper care in case of any emergency while abroad. The Ziegler Health Center also has a program, Travax, which can provide you up-to-date information on health concerns and vaccination requirements of countries you may visit.).
- Transfer of Credit (TOC) Form**
The Transfer of Credit (TOC) form must be completed and signed by your academic advisor(s) and any courses not on the previously-approved course list must be approved by the chair of the department from which you are seeking transfer of credit. The previously-approved course list can be found at, <http://www.bucknell.edu/x12781.xml>.

- **OCST: Off-Campus Study Registration**
Even though you will be off-campus/abroad, you remain a traditional Bucknell University student, and you must have your required academic advisor(s) signatures' on the OCST. This will ensure that all credits will be transferred as approved on the TOC.

Upon signing the OCST for the semester you will be off-campus/abroad, a PIN number will be assigned to you by the Registrar's Office. You will be notified toward the end of the semester to proceed with the next semester's registration on-line. You will be able to continue to work with the Registrar Office's personnel to complete your schedule prior to your return to campus.
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- **Copy of photo and signature page of valid passport**
- **Copy of acceptance email or letter from program provider**
- **International Student ID Card (ISIC)**
If you would like to purchase an ISIC, please go to the ISIC website, www.isic.com.

University/Administrative/Personal Follow-up:

- **Housing plans upon return to campus**
In order to coordinate housing upon your return, students studying abroad are required to complete the *Housing Request for Students Returning From Studying Off Campus* form. You can find this form online using *myBucknell*. Click on the *Resources For You* tab, then look for the *Housing and Residential Life* channel. The *Housing Request for Students Returning From Studying Off Campus* is due according to the specific deadline listed on the Housing and Residential Life website and should be returned to the Office of Housing and Residential Life in the ELC.
- **Passport**
If you do not have a valid passport, you must apply for one **IMMEDIATELY**. (***Processing an application for a passport normally takes 8-12 weeks.***) The passport is required for you to apply for a visa, if one is required for your program location. Applications are available at the Prothonotary's Office in the Union County Courthouse, Second & St. Louis Streets in Lewisburg or on the internet at www.travel.state.gov/download_applications.html. (*Students who have a passport should be sure that it will NOT expire while abroad.*)
- **Insurance Reminder**
Medical Insurance Coverage
Please check with your parents to find out if your family's insurance policy will extend beyond the USA. If you find your personal medical plan will not provide the appropriate coverage required by the university, you may purchase Bucknell's Student Sickness Insurance Plan. Please contact Carmen Terry, Student Insurance Administrator at **Hulse/QM**, 1-800-287-0285, or email with any questions to eterry@hulseqm.com, for information regarding enrollment in the sickness plan. If you purchase it, please tell them that you need a letter stating that the insurance will be valid during your stay abroad.

- Personal Property Insurance**
Inquire if your current insurance policy will cover stolen or damaged personal property while you are abroad. If not, consider purchasing a policy that will.
- Financial Information**
Your Bucknell University account **must** be paid in full or satisfactory financial arrangements must be made with the Finance Office by the beginning of next semester. You will be billed for Bucknell University tuition and you will be responsible for room and board, airfare, and additional ancillary costs. Financial aid **will** continue while you are studying off-campus/abroad, but work-study **is not** available while off-campus/abroad. If you have any further questions regarding financial aid, scholarships, please contact the Financial Aid Office directly.
- Mail arrangements**
The Student Mailroom has a list of students who will be off-campus. All first class mail will be forwarded to your home address. Magazines, newspapers, and bulk rate mail will be recycled. Be sure to remove your name from the bulk e-mail list at Bucknell so you do not get unwanted messages while off-campus/abroad. This can be done by accessing LIT's homepage.

While off-campus/abroad:

- Verification of Study Abroad Enrollment/Final Course Selection Form**
This form requires a signature from your on-site Program Director to verify your attendance at your approved program and to verify your address while off-campus/abroad. This must be faxed, mailed, or scanned as an attachment to an email to your Study Abroad Advisor once you are off-campus/abroad at your program.
- If you have made changes to your course selection while off-campus/abroad, which differs from the courses you had approved on your TOC form, you must complete this form.

Upon your return from off-campus/study abroad:

- Program Evaluation for Off-Campus/Study Abroad**
The Office of International Education is eager to learn about your semester off-campus, both positive and negative. Your feedback is important to us as a means of developing programs and meeting future student needs. The Program Evaluation that will be sent to you upon your return to campus is **mandatory** and must be completed. Failure to complete the evaluation will affect your ability to register for future Bucknell University classes.



To: BSBA Students Studying Off-Campus
From: Eric Santanen, o-Director, School of Management
Subject: BSBA Approval Clarification – Fall 2011 – Spring 2012

As you prepare to study off-campus, please note that even if a course appears on a list of previously approved courses for off-campus study, **it does not necessarily mean that a course will fulfill a specific requirement for your BSBA degree.**

If you wish to determine if a particular course will count as a requirement for your BSBA degree, you must bring as extensive a course description as possible to Prof. Steve Willits (Taylor 303), who approves all off-campus course permissions for the School of Management. **This must be done before you leave campus, and must be done even if a course was approved in a previous semester as fulfilling a requirement.**

Best wishes for an enriching off-campus study experience.



**Bucknell University's
Office of International Education
Conditions of Participation**

All students who participate in a Bucknell University Approved Off-Campus/Study Abroad program are required to comply with the following conditions:

1. Participants are required to attend a series of pre-departure orientation meeting conducted by the Office of International Education.
2. Students must carry health insurance coverage for the entire period that they are abroad. In addition to carrying a comprehensive health insurance policy equivalent to the Bucknell University student health insurance plan, all participants are able to be enrolled in the supplemental insurance plan offered with the International Student Identity Card (ISIC).
3. Participants must be full-time students while abroad. The full-time course load for Bucknell University students is 15-16 credits. A full course load is required to maintain student status. You must earn the equivalent of C or better in your courses. Pass/Fail courses are not allowed.
4. Students who withdraw during the program semester cannot be guaranteed full or partial credit.
5. As a student, I will participate in all aspects of the program, including pre-departure and on-site orientations and evaluation.
6. Students are required, when departing for personal travel, to leave their traveling itinerary and lodging accommodation information with the on-site staff so that they can be reached in case of emergency. Students are asked to research their travel locations carefully. We ask that students abide by State Department travel announcements and warnings and all host-country laws.
7. Participants are expected to comply with the law of the country in which they are studying, as well as the laws of the countries in which they travel. Students are also subject to all academic and disciplinary regulations of the host university. Neither host country police nor university officials accept ignorance as an excuse for non-compliance with local laws or regulations.
8. While abroad, students should conduct themselves as guests, keeping in mind that they are subject to all the laws of the country while not necessarily enjoying the same privileges as nationals. Behavior that may seem harmless in another setting could compromise the host institution and result in the curtailment of the program. Students unsure about what constitutes acceptable behavior in the country they are studying in should consult the on-site program staff. The use, possession, and trafficking of drugs and other illegal substances is forbidden.

9. Bucknell University students are expected to remain observers of political activities rather than participants. Becoming a political activist may endanger one's safety or that of one's colleagues in the program, and will almost certainly jeopardize the program itself.
10. While participants are abroad, they are expected to follow all Bucknell University's rules for student conduct.
11. Students given preliminary approval to study abroad are expected to remain in good standing at Bucknell University. Good standing, for purposes of off-campus study, translates into maintaining a strong, consistent academic record, meeting the academic standards established for the off-campus site, and exhibiting a history of good citizenship and unblemished student conduct. Students should be aware that academic and disciplinary records are reviewed throughout the semester prior to departure. Students whose records indicate a significant decline in GPA or a disciplinary sanction prior to departure may not receive final approval to study off-campus.

I have read and agree to abide by the above Conditions of Participations for a Bucknell University Approval for Off-Campus/Study Abroad program.

Name (print): _____ ID#: _____

Signature: _____ Date: _____

Program Provider and Location: _____

Semester Off-Campus: _____

Your signature as well as a parent/guardian signature are required on this form.

**BUCKNELL UNIVERSITY
ASSUMPTION OF RISK AND RELEASE FORM
FOR OFF-CAMPUS STUDY**

This is a Release of Legal Rights – Read and Understand before Signing

Name of Student _____ ID # _____

I, _____, will be participating in an off-campus program (“Program”)
Student’s Name

_____ (program name) in _____ (location)
e.g. Arcadia/University of Queensland e.g. Brisbane, Australia

offered through Bucknell University during _____ semester/academic year.
e.g. Fall 2012, Spring 2013

I hereby agree as follows:

1. Risks of Study Abroad

I hereby acknowledge that I have voluntarily and freely elected to participate in the above-named program and that my participation in off-campus study is not required. I understand that participation in the Program involves risk not found in study at Bucknell University (“University”). These risks include: traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; and other matters which may be described in brochures and other written information concerning this Program which I have received and reviewed. I have made my own investigation and am willing to accept these risks.

Bucknell cannot assume responsibility or liability for any acts of terrorism which may affect students studying abroad. If a State Department Advisory regarding the potential for terrorist acts is issued for the area, Bucknell students will be required to return to the US or to an appropriate location determined by the circumstances. I understand that the University shall not be responsible if an act of terrorism occurs and I agree to abide by any evacuation order that may be issued by the University.

2. Institutional Arrangements

I understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, program provider, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the University is not responsible for matters that are beyond its control. I hereby release the University from any injury, loss, damage, accident, delay or expense arising out of any such matters.

3. Early Departure

If I decide to leave the Program before completing my course of study, I will provide the University and all relevant parties with advance written notice of my intention to leave the Program. If I leave the Program prior to its completion, the University has no liability to provide or arrange for transportation, housing, dining or other services to me in connection with my early departure.

Your signature as well as a parent/guardian signature are required on this form.

4. Standards of Conduct

- A. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program.
- B. I will comply with all rules and regulations issued by the University, program provider, and foreign institution. It is within these parties' discretion to determine that my violation of such rules and regulations warrants my termination from the Program. In that event, I may be sent home at my own expense. I agree that the University or the Program has the right to enforce its rules and regulations, in its sole judgment, and that it will impose sanctions, up to and including expulsion from the Program, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interests, harmony and welfare of the University, the Program or other participants. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am expelled, I consent to being sent home at my own expense with no refund of fees. I also agree that I will (a) not buy, sell or use drugs at any time, (b) not engage in abusive use of alcohol, (c) participate in all classes and scheduled activities unless ill, and (d) abide by dress and cultural codes suitable in the countries visited.

5. Program Changes

The University may, in its sole discretion, determine that circumstances within a foreign country may require the return of Bucknell students. The University will provide me with as much advance notice as possible of its intention to withdraw its students from the Program in which I will participate. I also understand that the University, the overseas institution, program provider or the foreign government may prematurely terminate the Program. I understand that the Program charges are based on current air fares, lodging rates and travel costs, which are subject to change. If I leave or am expelled from the program for any reason, fees already paid and any additional unrecoverable costs will not be refunded. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes or other unforeseen causes. The University bears no liability for any losses or claims incurred by me in connection with my own early termination from the program or the University's termination of its participation in the Program. If I decide to remain in the foreign country after receiving notice of the University's intent to terminate participation in the Program, I bear complete responsibility and liability for my own care and safety.

6. Health and Safety

- A. I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems which preclude or restrict my participation in this Program. Any special accommodations or support services I require in order to participate in the Program have been disclosed to the program provider or to the Office of International Education.
- B. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Program. I recognize that the University is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care in a foreign country or in the United States, during the Program, the University is not responsible for the cost or quality of such treatment or care.

Your signature as well as a parent/guardian signature are required on this form.

- C. The University may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I hereby authorize the University, in conjunction with all relevant parties, to procure all necessary medical assistance while I participate in the Program and do authorize any competent medical person to do all things reasonably necessary to treat any injury or illness which occurs during my participation in the Program. I agree to pay all expenses relating thereto and release the University from any liability or any actions.

7. Assumption of Risk and Release of Claims

Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree on behalf of my family, heirs and personal representatives to assume all the risks and responsibilities surrounding my participation in the Program. I and my heirs and successors and assigns agree to release, indemnify and hold harmless Bucknell University, its past and present trustees, officers, employees, agents and the heirs, successors and assigns of each from any and all loss, cost, damage, liability or expense (including reasonable attorney's fees) resulting in or arising from my participation in the Program (including periods in transit to or from any country where the Program is being conducted).

8. Program Charges

I am responsible for any and all required payments and charges applicable to the Program. I understand the Program's cancellation policies and fees and agree to abide by them.

9. Health Insurance

I am insured for any medical expenses which I may incur while I participate in the Program. This policy is with _____ and my policy number is _____.

I have carefully read this Assumption of Risk and Release Form before signing it. No representations, statements or inducements, oral or written, apart from the foregoing written statement have been made.

This Agreement shall be effective upon signature, and shall be governed by the laws of the state of Pennsylvania, which shall be the forum for any lawsuits filed under incident to this agreement or to the Program.

Date: _____
Student

I (a) am the parent or legal guardian of the above student; (b) have read the foregoing Assumption of Risk and Release Form (including such parts as may subject me to personal financial responsibility); (c) am and will be legally responsible for the obligations and acts of the student as described in this Assumption of Risk and Responsibility Release Form, and (d) agree for myself and for the student to be bound by its terms.

Date: _____
Parent/Guardian

Off-Campus/Study Abroad Course Registration Form

Fall _____ Spring _____
(Indicate which semester you will be off-campus/ abroad.)

Last Name First Name M.I.
(Please print in blue or black ink.)

Student ID Number

Class _____ Major _____

Please complete the registration grid below if you are participating in a Bucknell University approved third-party program provider.

THIRD-PARTY PROGRAM			
CRN	Subject	Course Number	Credits
	OCST	100	

Fall CRN = 10528
Spring CRN = 50515

Location and third-party program provider:

Please complete the registration grid below if you are participating in a Bucknell in program, i.e. Bucknell in Barbados, Bucknell en España, Bucknell en France, Bucknell in London.

BUCKNELL IN _____ Program									
	CRN				Subject	Course Number	Sect.	Credit	Signature for Permission Courses
1									
2									
3									
4									
5									
6									

To the academic advisor: Your signature also grants the Registrar's Office permission to release the alternate registration PIN # to the student for the semester of their return. Please contact the Registrar's Office if you do not want the registration PIN # released to this student.

Academic Advisor Signature _____ Date _____

Required Signature: OIE, BiB, BeE, BEF, BiL (Please circle one.)

Date _____

I understand meeting all graduation requirements is my responsibility.

Student Signature _____ Date _____

Off-Campus/Abroad email _____



Transfer of Credit Form for Bucknell University Approved Off-campus Programs (spring 2012)

***MUST be completed in Blue or Black INK* and submitted to the Office of International Education in Taylor 105**

BU ID #: _____ Name: _____ Major(s): _____ Class Year: _____

Semester/Year Off-Campus: _____ Off-Campus Program: _____

A Full Course Load for this Program = _____ credits/semester hours/s.h./units

1	2	3	4	5	6	7	8
OIE use	Program Credits	Courses (number and title)	Previously Approved? Y or N	Bucknell Course Equivalent	If NO, department chair signature required	If filling major requirement, appropriate* signature required <i>(*see directions on back)</i>	If filling core curriculum (CLA or CCC) requirement, appropriate* signature required <i>(*see directions on back)</i>
	4	ENGLC220: European Literature II	Y	ENGL 220	English Chair	<i>Chair or Academic Advisor - 200 level</i>	<i>Helen Morris-Keitel or Candice Stefanou</i>

Adviser Signature (major 1): _____ Date: _____ Adviser Signature (major 2): _____ Date: _____

Student Signature: _____ Date: _____ Campus Box: _____ OIE Office Approval: _____

Instructions

****BEFORE you Begin:**

1. This form must be completed in BLUE or BLACK INK and submitted to the Office of International Education, Taylor 105 by the due date listed on the OIE web site: www.bucknell.edu/x9096.xml . Contact your study abroad advisor BEFORE the deadline if you have questions.
2. If your program will be taught in English in a non-English speaking country, you must take a semester-long course in the host language at the appropriate level.
3. You must earn a grade of C or better in order to receive credit for any course taken while off-campus. Pass/Fail courses are NOT permitted.
4. At the conclusion of your program, request an official transcript to be sent to:

Barb Fetterman, Off Campus Records Coordinator, Registrar's Office, Bucknell University, Lewisburg, PA 17837 USA

Step 1: Determine your program's full course load using the reference sheet provided on our pre-departure web site (www.bucknell.edu/x67454.xml).

Step 2: Choose the courses that you wish to take + 3 alternates from the program provider's web site and complete COLUMNS 2 and 3. Place an asterisk next to each of your top course choices. You should asterisk the same number of courses required for a full course load in your program. In COLUMN 3, make sure to list the department, course number AND course title.

Step 3: Check the "Previously Approved Course List" also found at www.bucknell.edu/x67454.xml. If the course is listed, proceed to "If YES" instructions. If it is not listed, proceed to "If NO" instructions.

If YES: Put a "Y" in COLUMN 4, write the department and course number in COLUMN 5, and proceed to Step 4.

If NO: Put an "N" in COLUMN 4. Print out a description of the course and go to the chair of the department in which the course is listed in order to receive approval to take the course. The chair should sign in COLUMN 6 and list the Bucknell Course Equivalent in COLUMN 5.

Step 4: Do you want this course to count toward a requirement for your major? If you do, go to your academic advisor for approval. Your advisor must sign in COLUMN 7 and list the requirement that will be filled. ****In some cases your advisor may direct you to the chair of the department for approval.**

Step 5: Do you want this course to count toward a general Bucknell requirement (CLA or CCC)? If you do, you must get the appropriate signature from the faculty member listed:

for **CLA** requirement, go to Helen Morris-Keitel or

for **CCC** requirement, go to Candice Stefanou

Step 6: Complete all information at top and bottom of form.

Step 7: Make sure the form is signed by both you and your academic advisor. If you have multiple majors, you must have it signed by all advisors.