

✓ PRE-ACCEPTANCE	
<input type="checkbox"/>	Attend a TU Study Abroad/Away group advising session
<input type="checkbox"/>	Create your Study Abroad/Away profile in Horizons
<input type="checkbox"/>	Research program options – think about cost, location, academics, and lifestyle
<input type="checkbox"/>	Follow us on social media @TowsonUAbroad and visit our blog
<input type="checkbox"/>	Apply for a passport, if applicable
<input type="checkbox"/>	Meet with your Study Abroad/Away Advisor
<input type="checkbox"/>	Talk to your Academic Advisor
<input type="checkbox"/>	Research Study Abroad/Away scholarships
<input type="checkbox"/>	Request a Study Abroad/Away Budget from your Study Abroad Advisor (if you receive aid)
<input type="checkbox"/>	Meet with a Financial Aid Advisor if you receive grants or loans
<input type="checkbox"/>	Submit an application in Horizons (everyone!)
<input type="checkbox"/>	Apply to your study abroad/away program or host institution directly (everyone <u>except</u> Faculty-Led)
<input type="checkbox"/>	Apply for Study Abroad/Away scholarships

✓ POST-ACCEPTANCE	
<input type="checkbox"/>	Apply for a visa (if required)
<input type="checkbox"/>	Complete your Study Abroad Course Form (all study abroad participants <u>except</u> Faculty-Led, TU Global Internships, NSE students, and independent study abroad/internship programs)
<input type="checkbox"/>	Complete your National Student Exchange Transfer Petition (NSE applicants only)
<input type="checkbox"/>	Complete your post-acceptance in Horizons
<input type="checkbox"/>	Apply for housing at your host institution (if applicable)
<input type="checkbox"/>	Request a release from TU housing from your Study Abroad Advisor (if applicable)
<input type="checkbox"/>	Complete the online orientation and attend the in-person or virtual pre-departure session
<input type="checkbox"/>	Make sure there are no holds on your student account
<input type="checkbox"/>	Pay your Study Abroad/Away bills

✓ BACK HOME	
<input type="checkbox"/>	Ensure all the courses you took abroad/away have been equated (everyone <u>except</u> faculty-led and TU Global Internships)
<input type="checkbox"/>	Complete your evaluation in Horizons
<input type="checkbox"/>	Update your résumé and LinkedIn
<input type="checkbox"/>	Participate in re-entry activities
<input type="checkbox"/>	Volunteer for Study Abroad/Away events on campus
<input type="checkbox"/>	Apply for a Peer Advisor position in the Study Abroad Office (if hiring)

Things to Consider when Planning your Experience Abroad/Away

Cost:

- ◇ What are your financial limitations?
- ◇ Would you be willing to take out a loan in order to study abroad/away?
- ◇ Have you saved any money or can you do so by taking on an extra job?
- ◇ What other costs are covered by the program fee?
- ◇ What is the program refund policy if you decide not to complete the program?

Location:

- ◇ Do you want to be with locals or among other American students?
- ◇ Do you want to be in a popular area or off the beaten track?
- ◇ Do you want to use or learn a foreign language?
- ◇ What kind of climate do you prefer?
- ◇ Are specific classes or location more important?

Academics:

- ◇ Do you want courses to apply to your major, minor or core requirements?
- ◇ Do you want to study something different from your major?
- ◇ Do you want to take courses in another language or in English?
- ◇ Are any of the classes you want to take equated on our course database?
- ◇ Will you take classes with other students from the United States or will your classes include international students?

Lifestyle:

- ◇ Do you prefer to be in a group or are you more independent?
- ◇ Do you want organized excursions as part of your program?
- ◇ Do you want to live in a dorm/apartment/with a family?
- ◇ Do you have any dietary restrictions? Are you adventurous with food?
- ◇ Do you have any disabilities or need any accommodations?

Questions? Visit our website: www.towson.edu/academics/international/abroad

Find additional information on our blog: <https://towsonabroad.wordpress.com>

Financial Aid for Study Abroad/Away

Study Abroad/Away Aid Requirements

- To be eligible for federal loans students must meet minimum course load requirements (total units per term).
- To apply for federal financial aid, complete a 'Free Application for Federal Student Aid' (FAFSA) online at <http://www.fafsa.ed.gov/>.
- If seeking aid for summer, also complete the online summer aid application through TU Online Services (PeopleSoft). The application becomes available in April of each year.
- Until you are officially registered by the Study Abroad Office the Financial Aid Office can only provide an estimate of the aid you will receive.
- If you are already receiving grants or scholarships, those awards cannot be increased based on your study abroad/away costs.

Study Abroad/Away Aid Procedures

If you plan to use any financial aid (including loans) during your study abroad/away term, please carefully follow these procedures:

- Request a 'Study Abroad/Away Budget' from your Study Abroad Advisor via email. The budget provides a breakdown of the estimated costs of your program including tuition, airfare, personal expenses, and any additional fees.
- Submit the Study Abroad/Away Budget (signed by you) to the TU Financial Aid Office in person or by email:
Enrollment Services, Room #339
Monday – Thursday, 8 am – 5 pm; Friday, 8 am – 4:30 pm
Tel: 410-704-4236
Email: finaid@towson.edu
- Schedule an appointment with a TU Financial Aid Advisor to explore your borrowing options.
- You must determine if your aid has any study abroad/away restrictions. Sometimes eligibility for aid payments is based on who charges the study abroad/away program fees. Aid from the Maryland Higher Education Commission (MHEC) can only be used if you participate in a fall or spring study abroad/away program or exchange for which you will be billed directly by TU or other school within Maryland. See <http://www.towson.edu/admissions/financialaid/apply/abroad.html> for more information.
- IMPORTANT! Tuition remission/waivers can only be applied to TU exchanges.
- After your aid has been applied to your TU account, if you have a credit balance a rebate will be issued by the TU Bursar's Office (no earlier than 10 days before the first day of classes each term at TU). Make sure you are enrolled in the TU Disbursement Online Center (DOC) so your rebate can be processed!

<http://www.towson.edu/abroad>

Study Abroad/Away Budget Planning Tool

Congratulations on making the decision to incorporate a study abroad or away experience into your academic career here at TU. When selecting a program it is important to be realistic about how much you can afford. This form is designed to help you calculate how much you typically spend here at Towson, how much your study abroad/away experience will cost, and compare the programs you are considering. Make sure you consult the person(s) who will be funding your experience and review the costs with them!

If you receive Federal Financial Aid, ask your Study Abroad Advisor to complete a "Study Abroad/Away Budget" and submit it to the TU Financial Aid Office. Your budget will allow the TU Financial Aid Office to determine your financial aid award package for your term abroad/away. Note: MHEC aid can only be used when TU or another university within the state of Maryland charges the program fee.

Estimated costs/expenses	Towson University	Option #1:	Option #2:	Option #3:
Program Cost/Tuition	\$	\$	\$	\$
Study Abroad/Away Fee*		\$	\$	\$
Application Fee		\$	\$	\$
Housing	\$	\$	\$	\$
Meals	\$	\$	\$	\$
Airfare/Travel	\$	\$	\$	\$
Miscellaneous expenses (Books, living expenses, health insurance, ground transportation, passport/visa fees, etc.)	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

*Study Abroad/Away Fee: \$190 Minimester/Summer
\$360 Fall/Spring

Study Abroad & Away Scholarships

TU Scholarships

TU Institutional Study Abroad Scholarships

Open to TU undergraduate and graduate degree-seeking students. Fall, spring, Spring Break, summer, Minimester, year. **Deadlines:** March 15 (summer, fall, and academic year), October 15 (Minimester, spring, Spring Break, calendar year).

TU Institutional Diversity Study Abroad Scholarship

Open to TU undergraduate and graduate students. Fall, spring, Spring Break, summer, Minimester, year. For consideration, students must answer the supplemental short answer question as part of the application for the TU Institutional Study Abroad Scholarship.

TU Joan Durham King Travel Abroad Scholarship

Open to TU undergraduate students who demonstrate a commitment to diversity and equity. Minimum cumulative 3.0 GPA. Students must be in their sophomore or junior year and must be enrolled in a study abroad program or at TU on a F-1 visa as an international student. Preference will be given to a member of Students Achieve Goals through Education (SAGE) Program, the Black Student Union, or a fraternity or sorority within the National Pan-Hellenic Council. For consideration, students must answer the supplemental short answer question as part of the application for the TU Institutional Study Abroad Scholarship.

TU COFAC Study Abroad and Study Away Scholarship

Open to TU undergraduate degree-seeking students pursuing a major in the College of Fine Arts and Communication (COFAC). Minimum cumulative 2.75 GPA. Scholarships are available for the fall, spring, Spring Break, academic year, summer, and Minimester. Eligible study abroad students will be automatically considered upon submission of the TU Institutional Study Abroad Scholarship application. Eligible students participating in a domestic study away program should complete the TU COFAC Study Away Scholarship application.

TU Dr. Armin Mruck Scholarship

Open to TU undergraduate degree-seeking students - College of Liberal Arts majors only. Minimum cumulative 2.5 GPA. Eligible students will be automatically considered upon submission of the TU Institutional Study Abroad Scholarship application. Fall, spring, Spring Break, summer, Minimester, year.

TU Dr. John M. Govern Memorial Scholarship

Open to TU psychology majors or graduate students in psychology. Must be enrolled full-time. Eligible students will be automatically considered upon submission of the TU Institutional Study Abroad Scholarship application. Scholarships are available for the fall, spring, Spring Break, academic year, summer, and Minimester.

TU Frank J. Sanders Scholarship

Open to TU undergraduate degree-seeking students - preference given to students studying in Latin America. Minimum cumulative 3.0 GPA. Eligible students will be automatically considered upon submission of the TU Study Abroad Scholarship application. Fall, spring, Spring Break, summer, Minimester, year.

TU Sae Joo Chang Endowment for International Scholars and Program Development Scholarship

Open to TU degree seeking students studying abroad in South Korea. Must be enrolled full-time. Eligible students will be automatically considered upon submission of the TU Institutional Study Abroad Scholarship application. Scholarships are available for the fall, spring, Spring Break, academic year, summer, and Minimester.

TU in Italy American University of Rome Scholarship

Open to TU undergraduate degree-seeking students in the TU in Italy Rome program. Minimum cumulative 2.5 GPA. Eligible students will be automatically considered upon submission of the TU Study Abroad Scholarship Application. Fall, spring only.

TU in Italy Lorenzo de' Medici Scholarships

Open to TU undergraduate degree-seeking students participating in the TU in Italy Florence program. Minimum cumulative 3.0 GPA. Eligible students will be automatically considered upon submission of the TU Study Abroad Scholarship Application. Fall, spring only.

TU Honors College Study Abroad Scholarships

Open to TU Honors College members only. Students must submit an Honors College Study Abroad Approval Form to the Honors College in order to be considered. Fall, spring, Spring Break, summer, Minimester, year.

Non-TU Scholarships

Asher & Lyric Study Abroad Scholarship

The Asher & Lyric Study Abroad Scholarship awards one degree-seeking student each fall and spring semester with a \$1,800 scholarship, \$100 gift card for travel accessories, and an optional one-hour preparatory call. This opportunity is available to U.S. citizens and permanent residents enrolled as full-time undergraduate or graduate students accepted to study abroad outside of the U.S. and Canada.

Boren Fellowships

Open to U.S. graduate degree-seeking students studying or conducting research in areas of the world that are critical to U.S. interests and/or studying less commonly taught languages. NOT Western Europe, Canada, Australia, or New Zealand. Twelve weeks to one year.

Boren Scholarships

Open to U.S. undergraduate degree-seeking students studying or conducting research in areas of the world that are critical to U.S. interests and/or studying less commonly taught languages. NOT Western Europe, Canada, Australia, or New Zealand. Fall, spring, summer (minimum eight weeks - science, technology, engineering, and mathematics students ONLY), academic year.

Bridging Scholarships

Open to U.S. undergraduate degree-seeking students studying abroad in Japan. Fall, spring, year.

BUTEX Scholarships

Open to U.S. undergraduate degree-seeking students studying at a BUTEX member university. Student must have already been accepted to the BUTEX member university in order to be considered. Fall, spring, year.

Critical Language Scholarship Program

The Critical Language Scholarship (CLS) Program offers fully funded intensive summer language institutes overseas in critical need foreign languages for U.S. citizen undergraduate, Master's and Ph.D students. Students of diverse disciplines and majors are encouraged to apply.

DAAD Awards

Open to U.S. faculty and students studying or conducting research in Germany.

DiversityAbroad.com Study Abroad Scholarships

DiversityAbroad.com has partnered with several organizations to offer study abroad grants and scholarships.

Education New Zealand

Open to U.S. degree-seeking students studying abroad at a university in New Zealand.

Freeman-ASIA Scholarship

Freeman Awards for Study in Asia (Freeman-ASIA) provides scholarships for U.S. undergraduate students with demonstrated financial need to study abroad in East or Southeast Asia.

Fund for Education Abroad

Preference to students participating in programs with language studies and/or a sustainable service-learning or volunteering component in non-traditional destinations, demonstrated financial need, and/or underrepresented group in education abroad.

Gilman Scholarship for Study Abroad

Open to U.S. undergraduate degree-seeking students who receive a federal **Pell Grant**. Countries with a Level 3 or 4 Travel Advisory from the U.S. Department of State excluded. Children of active duty service members who also receive Title IV education funds are eligible for the Gilman-McCain Scholarship.

GO Overseas Scholarships

Open to undergraduate and graduate students. Fall, spring, Spring Break, summer, Minimester, year.

Killam Fellowships Program

Open to undergraduates to spend one semester or a full year as an exchange student in Canada.

National Italian American Foundation

Open to Italian American students, and students from any ethnic background majoring or minoring in Italian language, Italian studies, Italian American studies or a related field. Awards based on merit.

National Society of Collegiate Scholars

Multiple types of scholarships available to members of NSCS, including specific scholarships for students studying abroad.

Oldenburg Contact Grants

Open to residents of the State of Maryland studying abroad at Carl Von Ossietzky University in Oldenburg, Germany. Fall, spring, year.

SR Education Group Study Abroad Scholarship

Open to U.S. degree-seeking students. No minimum requirements regarding the duration of travel.

St. Andrew's Society of Washington D.C.

Open to U.S. undergraduate degree seeking students studying abroad in Scotland who are residents of DC, DE, MD, NJ, NC, PA, WV, or VA, and of Scottish birth or descent.

Turkish Coalition of America

Must be full-time undergraduate or graduate student in good standing. Must be accepted to a language program or university study abroad program in Turkey, the Turkish Republic of Northern Cyprus, or Bosnia and Herzegovina. Applicants should be U.S. Citizens or permanent residents.

U.S. Japan Council Toshizo Watanabe Study Abroad Scholarship

Open to undergraduate/ graduate degree-seeking students for semester or year-long study abroad in Japan.

Other Scholarship and Financial Aid Resources

Affordable Colleges Foundation

Distinguished Scholarships and Fellowships

Education Corner

FinAid: The Smart Student's Guide to Financial Aid

FundMyTravel.com

GoAbroad.com Scholarships Search

Onlinecolleges.net

ScholarshipDb.net

www.towson.edu/academics/international/abroad/scholarships.html

Towson University does not provide alternative student loans or endorse any specific lender or group of lenders.

HOW TO COMPLETE THE STUDY ABROAD COURSE FORM

- [Click here](#) to access the *Study Abroad Course Form*.
- [Click here](#) to access the *Study Abroad Course Database*.

PowerForm Signer Information

Study Abroad Course Form

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Academic Advisor

Name: *

Email: *

BEGIN SIGNING

Complete with your first and last name and TU email address.

Complete with the first and last name of your academic advisor and their TU email address. To find your advisor, visit your TU Online Services account and use the [TU Directory](#) to find their email address.

Read the instructions page of the course form carefully:



Deadlines: Submit to the TU Study Abroad Office by December 10 for Minimester, Spring, or Calendar Year and by May 10 for Summer, Fall, or Academic Year

COURSE FORM INSTRUCTIONS

1. Complete all required sections of the form.
2. Meet with your academic advisor to determine the credits and courses remaining to complete your degree at TU and to discuss how study abroad may affect your degree progression.
3. Search for courses you intend to take abroad in the [TU Study Abroad Course Database](#).
4. If you don't need a course to fulfill a specific requirement at TU (i.e. major, minor, or core) select 'yes' for unspecific lower division elective (USEL) toward your overall credits for graduation.
5. If a course that you intend to take abroad IS LISTED in the database, select 'yes' on the form. Verify you meet any necessary prerequisites for the course and upload a copy of the information page (PDF) from the database.
6. If a course that you intend to take abroad IS NOT LISTED in the database OR you do NOT elect to earn USEL credit, complete the remainder of the form by the deadline and upload the following documents:
 - A syllabus for each of the study abroad courses
 - Business courses only: Students must also upload information on the accreditation agency for the university or program abroad; an Academic Requirements Report; and a signed Academic Advising Sheet.
7. Students may not audit study abroad/away courses.

NOTE: Multiple academic subjects cannot be equated on the same form.

IMPORTANT INFORMATION

Non-TU students and students participating in TU faculty-led programs or the TU Global Internship Program are NOT REQUIRED to complete this form.

COURSES THAT MAY NOT BE TAKEN ABROAD: MNGT 481, any upper level Accounting courses (except ACCT 341), any Finance courses (except FIN 331, FIN 350, and FIN 436)

REPEATING COURSES: Courses taken at TU may not be repeated abroad in accordance with TU policy regarding transfer credit. *Exceptions: Students participating in TU faculty-led programs or the TU Global Internships Program.*

LANGUAGE COURSES: Students who must repeat a language course abroad (as a result of a language placement test) that was previously taken at TU will earn unspecific lower level elective credit.

Helpful hints:

- Get more courses equated than you will need! When you arrive overseas you may find that some courses are not on offer, there may be schedule conflicts, or you may simply change your mind.
- Each academic department has regulations concerning how many credits towards your major/minor may be taken off-campus.
- If you haven't taken the necessary prerequisites for a TU class, the academic department may not allow you to transfer it back from abroad.
- If your schedule changes while abroad, you can complete an additional course form to have new courses equated.
- Bring coursework, exams, and syllabi home with you in case you need to have courses equated retroactively. **NOTE:** *Students must bring all coursework back to TU to obtain final approval for all Foreign Language courses.*

- Begin by completing information about your major, minor, and concentration (if applicable) and information about your planned study abroad program.

TO BE COMPLETED BY THE STUDENT:

Last Name: Potter First Name: Harry

TU ID: 0123456

Major: History Minor: if applicable

Track (if applicable): if applicable

Study Abroad Program/University Abroad: TU in Italy - Rome

City: Rome Country: Italy

Study Abroad Term: Fall Year: 2022

- You should speak with your academic advisor about the courses you plan to take abroad so that they can advise you how your experience might impact your degree plan. They will review and sign your form after you submit it.

TU ACADEMIC ADVISOR APPROVAL:

I have met with the above named student and discussed how study abroad may affect their degree progression at Towson University.

First Name: Last Name:

Signature: Date:

Enter information for course #1 in the grey box

- If the course IS in the [Study Abroad Course Database](#), select Yes and upload a copy of the information page for that course from the database in PDF format.

COURSE #1

TO BE COMPLETED BY THE STUDENT:


Overseas Course # and Title: Arts of the Renaissance and Baroque

Is this course in the Study Abroad Course Database? Yes

*If yes, please upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.
If no, please complete the fields below.*

USEL Credit:
If no, upload a course syllabus (PDF) for review by the academic department.

For which academic subject are you seeking credit?



- If the course is NOT in the [Study Abroad Course Database](#), select No and continue to the next field.

COURSE #1

TO BE COMPLETED BY THE STUDENT:

Overseas Course # and Title:

Is this course in the Study Abroad Course Database?

If yes, please upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.
If no, please complete the fields below.

USEL Credit:

If no, upload a course syllabus (PDF) for review by the academic department.

For which academic subject are you seeking credit?

- If you DO NOT need the course to fulfill a specific requirement at TU (i.e. major, minor, or core):
 - Select Yes for USEL Credit (unspecified lower division elective credit) toward your overall credits for graduation
 - Move on to your next course or *finish*.
- If you're hoping that the course WILL fulfil a specific TU requirement at TU (i.e. major, minor, or core):
 - Select No for USEL Credit
 - Indicate which academic subject you want to receive credit in (e.g. History or Biology)
 - Upload a PDF course syllabus for review by the academic department

COURSE #1

TO BE COMPLETED BY THE STUDENT:

Overseas Course # and Title:

Is this course in the Study Abroad Course Database?

If yes, please upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.
If no, please complete the fields below.

USEL Credit:

If no, upload a course syllabus (PDF) for review by the academic department.

For which academic subject are you seeking credit?



- Repeat these steps for each course you want equated. **NOTE: Multiple academic subjects cannot be equated on the same form.**
- When the form is ready to be sent to your academic advisor, academic department (if applicable), and your Study Abroad Advisor for review, click the *Finish* button.

