

## Study Abroad Application Instructions

Washburn University • Office of International Programs  
1700 SW College Ave. • Topeka, KS 66621  
Phone (785) 670-1051 • Fax (785) 670-1067  
[international@washburn.edu](mailto:international@washburn.edu)  
[www.washburn.edu/iip](http://www.washburn.edu/iip)

**Priority Dates: Winter & Spring = October 15    Spring Break = Feb 1    Fall & Summer = March 1**

### A COMPLETE Washburn University Application Consists Of:

- 1. **Completed Online Study Abroad/Applicant Profile** for programs administered through WU, plus one copy of completed application from non-WU programs (for example: IFSA, ISA, CCIS etc.)
- 2. **Completed Online Insurance Registration/Payment Form**
  - All students participating in WU study abroad programs are required to enroll in the Washburn University Study Abroad Insurance Plan.
- 3. **Accepted Online Information Consent and Release Form**
- 4. **Two Letters of Academic Reference from University Faculty**
  - Reference forms are attached. Collect the finished references in sealed envelopes.
- 5. **Transcript**
  - WU students may print a copy of their transcript from My Washburn. **Non-WU students must submit an Official transcript in an envelope sealed by your institutional registrar.**
- 6. **\$50 Application Fee Payable to Washburn University (non-refundable)**
  - **The \$50 fee will be placed on your Washburn Student Account** upon submitting the online Study Abroad Admissions and Scholarship Application. The fee includes application and processing fees and covers up to 30 days of WU Study Abroad Insurance including Emergency Medical Evacuation & Repatriation. Students will be charged an additional \$1.00 for insurance coverage for programs beyond 30 days in length.
- 7. **Medical Release** from Washburn University's Student Health Services or a letter from your personal physician.
- 8. **Copy of Passport**
  - If you do not have a passport, you can obtain an application form online to **Apply Now (current processing time is 3-6 weeks.):** <http://travel.state.gov/passport/index.html/> You can process the application at the Downtown or North Topeka Post Office. Call (785) 295-9160 for more information.
  - Once you receive your passport, sign it and make a copy of it to turn in to the International Programs Office. If you already have a passport, please turn in a copy with your application. Passports should be valid for at least 6 months after your anticipated return date.

### *If you intend to apply for a Scholarship complete these additional items:*

- 9. **Online Study Abroad Scholarship Application**
- 10. **Online Statement of Purpose**
  - Attach a typed, one page (250 word minimum) statement of purpose explaining your reasons for wanting to study abroad.
  - Be sure your name, WIN number, the date, and your program name are in the upper right corner of the page.

### *If you will transfer credit to Washburn from a host institution complete the following form:*

- 11. **Complete "Study Abroad Credit Transfer Form" (attached)**
  - Follow the instructions.
  - Collect Syllabi and course descriptions from the host institution catalog or website.
  - Contact your WU Academic Advisor for assistance in choosing courses and approval of credit transfer.

## **Additional Information and Requirements:**

### **Minimum Requirements**

All WU study abroad participants must be in good standing and have completed a minimum of 12 hours with an average letter grade of “C”. However, some programs have higher GPA and/or additional eligibility requirements. Students on academic probation may not participate. Students may not participate in a program that departs after graduation. Students receiving academic credit must work with an accredited institution. Students may not travel to a country with a US State Department Warning.

### **Passport**

You may be in the process of applying for your passport when you submit this application. Please be aware the processing time can be up to six weeks.

### **Visa Requirements**

**Semester and year-long programs will require a student visa for your country of study.** This normally requires additional paperwork, fees & passport photos. Talk to your Study Abroad Advisor for specific requirements.

### **Travelers Insurance**

To cover trip cancellation, lost luggage, etc. This insurance is optional but strongly recommended. Contact the IP Office or your travel agent if you are interested in adding this additional protection.

### **Attend Orientation**

All WU students accepted to a program **must attend an orientation session as a condition of participation.**

### **Update Contact Information**

The WU International Programs Office uses **E-MAIL, PHONE AND CURRENT ADDRESS** to deliver critical information and materials to applicants and participants. Applicants who do not keep IP Office updated are in jeopardy of missing critical information, which may mean losing a place in the program. It is your responsibility to submit changes in your (or your emergency contact's) e-mail, postal address or phone number to the IP Office in the International House **IN WRITING**.

### **Withdrawal**

Students who want to withdraw their application for any reason or want to withdraw from a program while abroad must do so **IN WRITING**.

### **Scholarships**

Limited scholarships are available to those who have submitted complete applications by the priority dates. To apply for a scholarship, please complete the “Scholarship Statement” section of the application.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED FOR ACCEPTANCE.**

**PLEASE SUBMIT ALL APPLICATION MATERIALS IN A MANILA ENVELOPE OR FOLDER TO THE INTERNATIONAL PROGRAMS OFFICE, INTERNATIONAL HOUSE, WASHBURN UNIVERSITY, 1700 COLLEGE AVENUE, TOPEKA, KS 66621.**