



## WU Students Admissions to Study Abroad & Scholarship 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 Application Consists Of:

- 1. **Online Study Abroad Admission & Scholarship Application** for programs administered through WU. If you are participating on a non-WU program you will need to submit one copy of the completed non -WU Application too (for example: Austra Learn, ISA etc.)
- 2. **Two Letters of Academic Reference from University Faculty\***
  - Download a copy of the Reference Letter Form from OIP website, collect the finished references in sealed envelopes and submit to the Office of International Programs.
- 3. **\$50 Application fee (non-refundable)**
  - Upon submitting the online Study Abroad Admissions and Scholarship Application, a fee of \$50 will be placed on your Washburn Student Account.
  - 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 a day for insurance coverage for programs beyond 30 days in length.
- 4. **Medical Release**
  - Visit Washburn University's Student Health Services in Morgan 170 or you may request a letter from your personal physician.
- 5. **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/](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. *Your passport may be in progress at the time you apply to WU.*
  - 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.
- Study Abroad Credit Transfer Form** (\*Required if you will transfer credit to Washburn from a foreign institution\*.)
  - This form is available online at: <http://www.washburn.edu/iip/sap.html>
  - Collect Syllabi and Course Descriptions from the host institution catalog or website.
  - Contact your WU Academic Advisor for assistance in choosing courses
  - Visit the corresponding School or Department for approval of credit transfer

### Minimum Requirements & Additional information

At the time the application is submitted all WU study abroad participants must be in good standing and have completed a minimum of 12 hours at WU 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. All study abroad programs must be credit bearing. Students must work with an accredited institution. Students may not travel to a country with a US State Department Warning.

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

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

## 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 most likely require a student visa for your country of study.** This normally requires additional paperwork, fees, passport photos and in some cases travel to the nearest Consulate. Visit the US State Department website: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html) for information regarding foreign entry requirements.

## Travelers Insurance

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

## Study Abroad Orientation

All participants 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 OIP 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 e-mail, postal address or phone number to the OIP 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.**

## Scholarship

**To apply for a scholarship, please complete the “Scholarship Application” section of the online application for Admissions to Study Abroad at: [www.washburn.edu/iip](http://www.washburn.edu/iip).**

Washburn University is committed to international education and to providing funds to help defray the cost of international travel related to an approved study abroad program. The amount of award is recommended based on such factors as cost and length of the program, number of applicants, and available funds. Additional amount may be awarded based on the strength of the application, which typically includes GPA, statement of purpose, and recommendations.

## Eligibility:

- The applicant must be degree-seeking student at WU at the time of applying.
- The applicant must have completed at least 12 WU hours with a minimum GPA of 2.0, at the time of applying, with the intention to continue enrollment at WU upon completion of the study abroad program.

Applicants may apply for **one** of the following scholarships offered through the Office of International Programs.

**1. International Programs (IP) Scholarship:** Available to WU undergraduate and graduate students

**2. Washburn Transformational Experience (WTE) Scholarship:** Available to undergraduate students who are completing their approved study abroad program as an International Education-Washburn Transformational Experience (WTE).

**Minimum Scholarship Award Amounts and Priority Dates:**

<i>Length of Program</i>	<i>IP Award</i>	<i>WTE Award</i>	<i>Priority Dates</i>	<i>Notification</i>
Short Term (programs shorter than one semester in length)	\$150	\$300	March 1 – Summer & Fall October 15 – Spring	early April early November
Semester	\$500	\$1000		
Academic Year	\$750	\$1500		

*Note: Students are eligible to receive funding for only one WTE program. In most cases, scholarships, grants and loans you receive to attend Washburn can be applied to your study abroad program. Visit the Financial Aid Office for more information: Morgan Hall Room 267, 785-670-1079.*