

# UNIVERSITY of NORTHERN COLORADO

## CENTER FOR INTERNATIONAL EDUCATION ISEP Application

### Before Applying

Meet with a Study Abroad Advisor to discuss the programs that interest you. Study Abroad Advisors are available Monday through Friday from 8:00am to 5:00pm. Study Abroad Advisors are located within the CIE at the University Center Room 2205.

### Eligibility

1. UNC degree-seeking student
2. Earned at least 24 UNC credits, minimum GPA of 2.5
3. Meet all of the requirements that ISEP requires for my program

### How to Apply

Turn in the following forms and supporting documents

- \_\_\_ Completed UNC Application
- \_\_\_ Completed ISEP Application and required documentation (please see first page of ISEP Application for requirements).
- \_\_\_ Copy of Passport (If you have not applied for a passport you will need to begin the process before applying. You can apply for a passport at the CIE office. If you have started the process, please provide a note from the CIE passport office.
- \_\_\_ ISEP Application Fee
- \_\_\_ UNC Application fee of \$300

Return the completed application to the CIE before the application deadline.

**October 1 for programs beginning during Spring**

**March 12 for programs beginning during Summer or Fall**

### Application Fee

All students will be assessed a **\$300** application fee at the time of application, in addition to the ISEP Application. The fee can be paid with a check made out to the University of Northern Colorado or by credit card at the CIE office. Applications will not be processed until the application fee is received. Students not accepted will be refunded. Accepted students wishing to withdraw from study abroad must notify the CIE. Those withdrawing will receive a 25% refund.

### How we will handle applications

#### Evaluations:

All applications will be initially evaluated by the Study Abroad and Exchange Coordinator before being sent to the affiliate for the ultimate placement decisions.

#### Timing:

Applications will be evaluated upon receipt and will be sent to the affiliates one week after the receipt of the application if the student meets all the requirements for study abroad.

#### Acceptance:

Acceptance emails will be sent to qualified applicants by their program provider within a few weeks after the receipt of their application.



Date Applied: _____
Paid (CIE Staff Initials) _____
Paid ISEP Fee _____

Center for International Education  
Application for UNC Semester and Academic Year

**Participant Profile**

Name: \_\_\_\_\_ Bear Number: \_\_\_\_\_  
(Last, First)

Destination: \_\_\_\_\_  
(Country, School, Program)

Choice 2: \_\_\_\_\_  
(Country, School, Program)

Choice 3: \_\_\_\_\_  
(Country, School, Program)

Gender:  Male  Female Ethnicity: \_\_\_\_\_

Semester Applying for (please circle): Fall Spring Summer Full Year  
2012 2013 2014 2015

Local/Campus Address:

Street City State Zip  
Phone Email (Primary account)

Permanent Address:

Street City State Zip  
Phone Email (Secondary account, if available)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(MM/DD/YYYY) (City, State/Province, Country)

Are you a U.S. Citizen? \_\_\_\_\_ Are you a Colorado Resident? \_\_\_\_\_

Emergency Contact Information:

Name Relationship  
Street City State Zip  
Phone Email

UNIVERSITY of  
NORTHERN COLORADO

**Information Waiver Form**

Dear Applicant:

The collection, retention, and dissemination of your academic/personal records and information are now subject to federal regulation under the Family Education Rights and Privacy Act of 1974. This regulation gives you the right to specify the persons or agents who will have access to your records. Therefore, it is necessary to obtain your permission to release information collected on your application, transcripts, and letters of recommendation.

**Please read the following statements and sign below:**

I hereby release information provided on my application, transcripts, and letters of recommendation to the University of Northern Colorado Study Abroad Program for the review of my application.

I understand that the application will be reviewed by the Study Abroad and Exchange Coordinator and Faculty Coordinators if necessary.

I hereby release information provided on my application, transcripts, and letters of recommendation to \_\_\_\_\_ for the purpose of my placement on exchange.  
(Your exchange school)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

UNIVERSITY of  
**NORTHERN COLORADO**

***Disciplinary Waiver Form***

In the interest of student health and safety while overseas, the University of Northern Colorado requires students planning on studying abroad to submit to a disciplinary record review. Students with disciplinary records will not necessarily be excluded from study abroad, however, the Study Abroad and Exchange Coordinator with consultation from the Dean of Students Office reserves the right to deny acceptance to the study abroad program for any student who may present a risk to self or others while abroad. **Students refusing a disciplinary record review will not be permitted to study abroad.**

Please read the following statement and sign below:

I, \_\_\_\_\_, hereby give the Center for International Education permission to submit my name to the Dean of Students Office for a disciplinary record review prior to my acceptance to the study abroad program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Travel and Visa Arrangements**

I \_\_\_\_\_, am aware that it is my responsibility to obtain all visas and to arrange and pay for travel to and from the city I will be studying in.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

UNIVERSITY of  
NORTHERN COLORADO

***Pre-Departure Agreement***

I \_\_\_\_\_ agree that I will return all required forms given to me by the Center For International Education, including but not limited to, the Transfer of Credit Form, Student Budget, Return Agreement, Liability Waiver, and Photo Release Waiver, and attend a **mandatory** pre-departure session. I also agree to purchase the minimum insurance requirement that the Center for International Education requires. **If I do not meet these requirements I understand that my Study Abroad Acceptance will be revoked** and forfeit all fees paid to the University of Northern Colorado Center for International Education, and that the University of Northern Colorado will not be responsible for any fees paid in relation to Study Abroad, including but not limited to transportation costs, visa fees, housing deposits and fees paid directly to the host university. I understand that I must have these forms turned in and insurance bought the last day of the semester before I depart.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Academic Progress Check**

I \_\_\_\_\_ give permission for the UNC Center for International Education to check my academic progress before I depart. If I do not meet all of the academic requirements for the program I am selected for, I understand that my study abroad acceptance will be **revoked**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Application Fee**

I \_\_\_\_\_ understand that I am paying a \$300 application fee to the UNC Center for International Education and it is due at the time that the application is turned in. I also understand if I am not accepted into the Study Abroad Program 100% of the fee will be refunded, but if I am accepted into the program and I withdraw from the program, after acceptance I will only receive a 25% refund.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date