

# Exchange Program Procedures and Guidelines



## Eligibility Requirements

- Students must have a minimum 2.75 GPA at the time of their application.
  - Students with a lower GPA will be required to submit supplemental documents (additional essay and possibly another letter of recommendation).
  - Many programs may have a higher minimum grade point average requirement.
- Students must be a sophomore or junior by credit hours at the time of their application.
  - A student may not study abroad for their projected final semester.

## Exchange Programs

Centenary has partnerships with the following international institutions and organizations:

- ❖ Aarhus School of Business, Denmark
- ❖ University of Aarhus, Denmark
- ❖ HTW University of Applied Science in Dresden, Germany
- ❖ Irish American Scholars Program, Northern Ireland
- ❖ Izabela Hendrix in Belo Horizonte, Brazil
- ❖ Catholic University of Lille, France
- ❖ Lingnan University, Hong Kong
- ❖ CODOFIL (Council for the Development of French in Louisiana) affiliated institutions
- ❖ MICEFA consortium universities, Paris, France
- ❖ MISEN (Methodist International Student Exchange Network) affiliated institutions

## Credit

- Students remain enrolled at Centenary while participating in any of the above exchange programs (concurrent enrollment).
- Credit is received by taking courses at the foreign institution.
  - Available courses will depend on the university chosen by the student, as well as the term abroad.
- Transcripts are sent to Centenary directly from the foreign institution at the completion of the program.
- **IMPORTANT: In order to ensure that you receive credit for coursework abroad, you must fill out the Study Abroad Credit Form and set up a meeting the Office of Re-Enrollment to discuss your intended international course load.**

# Exchange Program Application Process



**Step 1:** In addition to completing the Centenary Exchange Application form, please submit the following documents:

- **Essay:** Submit a typed response to the four questions listed below. Each of the four responses should be at least one half of a page in length.
  1. What factors prompted you to apply for this particular program?
  2. What are your academic, professional, and personal goals for participating in this program?
  3. Describe any experience you have had adjusting to a new culture.
  4. How do you hope to contribute to the Centenary community upon successfully completing this experience?
- **Transcript:** An unofficial copy of your most recent Centenary transcript. In the case of a transfer student, the student must have completed at least one semester of study at Centenary.
- **Two Completed Reference Forms:** One reference must be completed by a faculty member assessing the student's academic qualifications. The other reference may be completed by another faculty or a staff member. *Please use the Reference Forms on the Office of Global Engagement (OGE) website for all references.*

**Step 2:** Once your application has been evaluated and met Centenary's requirements to participate in a program abroad, you must proceed to complete the exchange institution's application. Please submit it to the Office of Global Engagement for review before submitting.

**Step 3:** If accepted by the exchange program, you will then send the institution any additional information that is required, apply for your visa, secure housing abroad, and make travel arrangements. You will also have pre-departure orientation to help you prepare for your term away. It is important to contact the Office of Global Engagement with any questions you may have.

## Application Deadlines

Program	Documents	Due date
Summer 2016	Centenary Exchange Application, Essay, Transcript, and References (2)	Varies by Program, see OGE
Spring 2016 Exchange Programs	Centenary Exchange Application, Essay, Transcript, and References (2)	Friday, October 9, 2015*
Fall 2016 Exchange Programs (with the exception of the Northern Ireland exchange – see below)	Centenary Exchange Application, Essay, Transcript, and References (2)	Friday, March 18, 2016*
Fall 2016 and Spring 2017 Irish American Scholars Program	Centenary Exchange Application, Essay, Transcript, and References (2)	Friday, January 15, 2016*

*\* Upon completion of the Centenary Exchange Application, students will then need to complete the application for their exchange institution. Application deadlines for each exchange university vary, but students can typically expect spring program applications to be due in late October and fall program applications to be due in late April. One exception is the Irish American Scholars Program application, which is always due around the beginning of February for both its fall and spring programs.*

## Exchange Application



Name \_\_\_\_\_ Intended Graduation Date \_\_\_\_\_  
Exchange Program \_\_\_\_\_ Program City and Country \_\_\_\_\_  
Term/Year Abroad \_\_\_\_\_ Academic Advisor \_\_\_\_\_  
Campus Box Number \_\_\_\_\_ Cell Phone/Contact # \_\_\_\_\_  
Centenary Email \_\_\_\_\_ Secondary Email \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
Street City and State Postal Code

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_  
Cumulative GPA \_\_\_\_\_ GPA in Major \_\_\_\_\_  
Language(s) \_\_\_\_\_

How do you intend to finance your studies abroad? \_\_\_\_\_

Have you applied for or been awarded a specific scholarship for this program? (Please Circle) Yes No  
If so, please list the organization(s). \_\_\_\_\_

Do you plan to use Passport Points to supplement your travel expenses? (Please Circle) Yes No  
If so, how many Passport Points do you plan to use? \_\_\_\_\_

Do you have a valid passport? (Please Circle) Yes\* No\*\* \*Passport Expiration Date (if yes) \_\_\_\_\_  
\*\*If not, please begin the application process immediately. (MM/DD/YYYY)

How did you hear about this program? (Please mark all that apply.)

Office of Global Engagement \_\_\_\_\_ Centenary Faculty or Staff Member \_\_\_\_\_  
Family Member or Friend \_\_\_\_\_ Study Abroad Informational Night \_\_\_\_\_  
Other \_\_\_\_\_

Once accepted into the program, information may also be sent to parent(s)/guardian(s)/partner. Please confirm your consent by providing:

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Address \_\_\_\_\_  
Street City and State Postal Code

*I certify that I have completed this application form myself and my responses to all questions are complete and accurate. If I am approved to participate in the proposed study abroad program, I agree to abide by the established rules and regulations of Centenary College and to accept the obligations imposed upon me by the Honor Code. I further agree to abide by the established rules and regulations of the host program abroad. Finally, by signing my name below, I am acknowledging that I have every intention of returning to Centenary upon the completion of my study abroad experience.*

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_