# STUDY ABROAD HANDBOOK

## North Park University
## International Office

**Effective Fall 2012**

# NORTH PARK UNIVERSITY
# STUDY ABROAD HANDBOOK

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# I. WELCOME FROM NORTH PARK'S INTERNATIONAL OFFICE

Dear Student,

Congratulations! In exploring Study Abroad you are making an investment in yourself and in your future. North Park is committed to helping students live lives of significance and service. In the International Office we believe that part of that journey is getting to know yourself, and there are few better ways to do this than to study abroad. International travel and education enable you to understand the culture from which you come in a new way, meet people whose perspectives are different from your own, and develop new skills and outlooks that will enrich both your personal and professional development.

North Park has a variety of programs to meet different needs and expectations. If you are able to study for a week, a quad, a semester, or longer; if you are a foreign language major or minor and want to hone your foreign language skills by living and studying independently; if you want to experience an international culture with the familiarity that North Park classmates and professors provide; if you know precisely where and what you want to study; or if you simply think that going *somewhere* would be beneficial, the International Office is here to help.

Studying abroad, and the process of applying to do so, takes time and hard work on your part. In the end, though, the process should also lead to fun and fulfilling outcomes.

Your responsibilities in the application process include the following:

- Learn how studying abroad works at North Park and familiarize yourself with study abroad requirements.
- Identify your goals for studying abroad.
- Talk with your parents/guardians and academic advisors about your plans.
- Determine how studying abroad will affect your finances and your financial aid package.
- Submit a North Park Study Abroad application by the deadline. Check with the Assistant Director of the International Office for specific dates.
- If accepted, participate in and pass the required orientation course (GBLS 1000: Pre-Study Abroad Seminar) in the semester before your program and any required re-entry sessions, submit all necessary pre-departure forms, and fulfill any necessary conditions to obtain official North Park approval to study abroad.

In turn, my responsibilities in this process include providing you with information about North Park's study abroad policies and procedures, assisting you in finding a program that meets your needs and interests, coordinating the application process, and conducting pre-departure and re-entry activities.

Please read through the remainder of this handbook carefully. Then, if you still have questions or would like to discuss your study abroad options, feel free to make an appointment with me.

I look forward to working with you!

Sumie Song, Ph.D.
Assistant Director of the International Office

## II. THE INTERNATIONAL OFFICE AT NORTH PARK UNIVERSITY

The International Office is located on the first floor of Magnuson Campus Center, behind Burgh Hall, at 5000 N. Spaulding Avenue. Drop-in advising may be available, but students are encouraged to call or email ahead to make an appointment.

OFFICE STAFF

**Jennifer Pope**
Director of the International Office
(773) 244-5553
jpope@northpark.edu

**Sumie Song**
Asst. Director of the International Office
(773) 244-5571
ssong@northpark.edu

Mail for the International Office should be addressed to 3225 W. Foster Avenue, Box #7, Chicago, IL 60625. Our fax number is (773) 634-6553.

## III. DESCRIPTION OF PROGRAMS

The International Office at North Park University offers several types of study abroad programs for students. General requirements and cost details are listed under each program category, along with probability of placement. Please see Appendix A for additional information on specific programs.

### North Park Group Programs
### Accompanied by a North Park Faculty Member

A group of North Park students, accompanied by one or more faculty members, will travel and study together for one quad or one semester. Yearly programs are offered in Sweden (fall) and Ecuador (spring); other programs may be offered on a periodic basis.

**Eligibility:** 30+ credit hours by start of program
Cumulative GPA of 2.5 or higher
Foreign Language GPA of 2.5 or higher
GPA of 2.5 or higher in semester preceding program
Attendance at NPU for at least one semester
18 years of age

**Costs:** Students are charged their current NPU tuition rate with all financial aid applying. Students pay room and board to NPU. Tuition remission and tuition exchange funding applies to the Sweden Exchange program; tuition remission and tuition exchange students on the Ecuador program are charged full program costs for tuition, room, and board.

**Placement:** Limited spots are available. Chance of placement depends on the number of qualified applicants.

### Bilateral Reciprocal Exchange Programs

Students are welcome to study individually at one of ten universities with which North Park has a bilateral exchange agreement. North Park's bilateral exchange partners are International University in Moscow (Russia), Jönköping International Business School (Sweden), Sungkyunkwan University (South Korea), University of Akureyri (Iceland), University of Bergen (Norway), University of Iceland (Iceland), University of Jönköping School of Education and Communication (Sweden), University of Jönköping College of Health Sciences (Sweden), Universidad del Salvador (Argentina), and University of Tampere (Finland).

**Eligibility:** 45+ credit hours by start of program
Cumulative GPA of 2.75 or higher
Foreign Language GPA of 2.5 or higher (if required for program)
GPA of 2.5 or higher in semester preceding program
Attendance at NPU for at least two semesters by start of program
18 years of age

**Costs**: Students are charged their current NPU tuition rate with all financial aid applying. Students pay room and board to host institution (except Argentina, where tuition, room, and board are paid to NPU.). Tuition remission and tuition exchange funding applies.

**Placement**: Chance of placement is excellent for qualified candidates.

## ISEP Exchange Programs
## (International Student Exchange Programs)

Students study independently at more than 150 universities around the world through the ISEP network. See www.isep.org for a directory of countries and universities.

**Eligibility:** 45+ credit hours by start of program
Cumulative GPA of 2.75 or higher (specific sites may require a higher GPA)
Foreign Language GPA of 2.5 or higher (if required for program)
GPA of 2.5 or higher in semester preceding program
Attendance at NPU for at least two semesters by start of program
18 years of age

**Costs**: Students are charged their current NPU tuition rate with all financial aid applying. Students pay room and board to North Park, though the host institution may require a refundable housing deposit. Tuition remission and tuition exchange funding applies.

**Placement**: Chance of placement at specific universities varies; please consult the ISEP website or the Assistant Director of the International Office for more details. Overall placement rate is excellent; North Park must average the same number of incoming and outgoing exchange students each year.

## ISEP Direct Programs
## (International Student Exchange Programs)

Select ISEP schools that have limited exchange spots may accept students who pay program costs set by the host university through ISEP Direct. See www.isep.org for more information.

**Eligibility:** 45+ credit hours by start of program
Cumulative GPA of 2.75 or higher (specific sites may require a higher GPA)
Foreign Language GPA of 2.5 or higher (if required for program)
GPA of 2.5 or higher in semester preceding program
Attendance at NPU for at least two semesters by start of program
18 years of age

**Costs**: Students pay all fees as set by the host institution. North Park financial aid does not apply. Tuition remission and tuition exchange students are charged full program costs.

**Placement**: Chance of placement is limited. The highest chance of placement is given to students who cannot access a similar program or location on exchange, who have strong curricular reasons for participating in the program, and who receive outstanding support from an academic advisor. Students must consult with the Assistant Director of the International Office before making plans to apply for ISEP Direct programs.

## CCCU Programs
## (Council for Christian Colleges and Universities)

Students study with peers from CCCU member schools. Semester programs are available in particular fields of study across the US: American Studies (Washington, D.C.), Film Studies (Los Angeles, CA), Contemporary Music (Nashville, TN), or Journalism (Washington, D.C.). International programs are available in Australia, China, Costa Rica, Egypt, India, Uganda, and the United Kingdom. See www.bestsemester.com for specific program information.

**Eligibility:** 60+ credit hours by start of program
Cumulative GPA of 2.75 or higher (specific sites may require a higher GPA)
Language GPA of 2.5 or higher (if required for program)
GPA of 2.5 or higher in semester preceding program
Attendance at NPU for at least two semesters by start of program
18 years of age
Compliance with CCCU's community covenant

**Costs**: Students pay all fees as set by CCCU. North Park financial aid does not apply. Tuition remission and tuition exchange students are charged full program costs.

**Placement**: Chance of placement is limited. The highest change of placement is given to students who cannot access a similar program or location on exchange, who have strong curricular reasons for participating in the program, and who receive outstanding support from an academic advisor. Students must consult with the Assistant Director of the International Office before making plans to apply for CCCU programs.

## Short Term Academic Study Tours

These short-term travel opportunities usually occur during school breaks and may or may not be associated with a term-length academic course. Students should contact the professor offering the study tour for more information.

**Eligibility:** Consent of instructor or trip sponsor.

**Costs:** If offered for academic credit, the credits will be added to the student's schedule and charged at the standard rate. All travel costs are the responsibility of the student.

**Placement:** Depends on program.

Please note that North Park University does not operate, pay for, supervise, direct, or otherwise support any off-campus programs in countries or portions of countries where a Department of State Travel Warning or Alert is in effect. It is possible that certain programs normally offered by North Park may become unavailable to North Park students due to changing conditions on the ground. Students choosing to study in an area covered by such a warning will be assuming all risk. Please see http://travel.state.gov for more information.

For more detailed information on specific programs, as well as additional costs, please see Appendix A.

## IV. APPLICATION PROCEDURES

Primary applications for all study abroad programs (except study tours) are due in January of the school year prior to the year in which the program runs (e.g., Applications for Fall 2014 and Spring 2015 programs are due in January of 2014, during the 2013-2014 academic year). Check with the Assistant Director of the International Office for exact application deadlines. Late applications may be accepted for particular programs at the discretion of the Assistant Director of the International Office. For best chance of placement, submit a complete application by the deadline. Applications are available online at www.northpark.edu/studyabroad.

**January Transfer Students:** Please see the Assistant Director of the International Office for special application instructions.

Secondary applications (for bilateral exchange partners, ISEP, and CCCU) have different deadlines. Check with the Assistant Director of the International Office. Students must apply and be accepted as a North Park study abroad candidate **before** applying to a specific program; preliminary acceptance as a North Park study abroad candidate does not constitute acceptance to a particular program. Please see Appendix B for secondary application instructions.

It is the student's responsibility to submit a complete application by the deadline. A complete application will include the following:

a. **Personal and Program Information**
b. **Personal Essay**
c. **Two North Park Faculty/Staff References** (ISEP applicants, please see Appendix B for special instructions)
d. **One External Reference**
e. **Photocopy of Passport or Passport Application**

Students are advised to consider the following when completing an application:

- Your application to study abroad is for *one particular* study abroad program (e.g., SVF or JIBS; Cuenca or ISEP Exchange; ISEP Exchange or ISEP Direct). If you believe it is necessary for you to apply as a candidate for more than one program, you must get pre-approval from the Assistant Director of the International Office.
- In writing the essay about why you want to study abroad, explain your goals as clearly as possible. Be specific about why you've chosen a specific location or program, and explain how this study abroad experience will complement your particular academic major or your liberal arts education in general. While it is understood that students will want to travel while studying abroad, foreign travel is generally *not* the type of goal on which you should focus your essay.
- Choose references whom know you well. For faculty references, remind them of the courses you took from them and how you performed. Tell them about the program for which you are applying and explain briefly your goals for studying abroad. Thank your references for completing a letter of recommendation; you never know when you might need their help again!
- Give your references, and yourself, plenty of time to fill out and submit your application.

Once prerequisites have been verified, qualified applicants will be invited to interview with the Assistant Director of the International Office or a selection committee.

## V. SELECTION CRITERIA

Study abroad applicants will be evaluated in a number of categories, including but not limited to GPA, Level of Maturity, Year in School, and Expectations for Study Abroad. Within these categories, priority will be given to students whose major or minor requires an international study abroad experience, foreign language majors or minors, students who are taking courses in a foreign language as a requirement for their major, and students who have not yet participated in a study abroad program while a student at North Park.

Academic performance and level of maturity are perhaps two of the most important qualities North Park looks for in study abroad candidates. Students studying outside of North Park, and especially outside of the US, may not have access to all of the University resources (mental health, physical or learning disability, etc.) available on North Park's campus that are designed to ensure academic success. Thus, it may be in the best interest of most students with lower GPAs or maturity levels to stay on campus and focus on their academic courses in a familiar environment. No student who is on academic probation will be allowed to study abroad. The International Office will inquire with the Academic Dean, the Dean of Student Development, the Director of Academic Services, and the Student Accounts office about any sanctions or holds on a student's record.

Some students may technically meet all requirements but not be good candidates for study abroad. The International Office reserves the right not to forward/support a student's application, and subsequently not register that student for study abroad, if it believes there are issues which may cause disruption to the program or potential harm to the student.

In the event that there are more qualified candidates than openings, waiting lists may be established. If space becomes available, the selection committee may reconvene to choose the next appropriate candidate to fill an opening. Students will be contacted individually and asked if they still wish to participate.

Students who were not selected to participate in a specific year may request that their applications be deferred to the following year. In this case, students do not need to submit a new application, but they must inform the Assistant Director of the International Office that they wish to re-apply using their previous application. It may be in the student's best interest to redo part or all of the application.

In the event that an accepted student falls below the required GPA minimum, does not comply with pre-departure requirements, or is written up for serious disciplinary infractions prior to the start of a study abroad program, she or he will be removed from the list of program participants. The student may appeal this decision by petitioning, in writing, the Assistant Director of the International Office. The student's appeal will be considered by the Assistant Director of the International Office, the Academic Dean, and the Chairs of the faculty departments which sponsor the particular program.

In particular programs, students may be required to sign a Participation Agreement which outlines a number of academic and behavioral expectations. The International Office reserves the right to withdraw a student from a program, or support their withdrawal by the program sponsor, if this agreement is disregarded by the student.

## VI. RESPONSIBILITIES OF NPU STUDY ABROAD PARTICIPANTS

**Prior to Departure**

- **Orientation Course:** All students on quad- or semester-length study abroad programs are required to register for and complete GBLS 1000: Pre-Study Abroad Seminar in the semester prior to their program. The course will cover intercultural communication, cultural adaptation, health and safety, and host country research. Students must receive a grade of Pass in the course in order to study abroad.

- **Academic Affairs:** It is the student's responsibility to make sure that studying abroad fits into her or his academic plans and major requirements. University policy requires that students earn their last 30 credits at North Park or on a North Park affiliated study abroad program. Please see the Assistant Director of the International Office to determine which programs meet this requirement.

- **Financial Aid:** Students should check with the Financial Aid office to determine if studying abroad will affect their financial aid package and to note deadlines for submitting financial aid documents for the following year.

- **Residence Life:** Students who plan to live in University housing upon their return must submit a housing application prior to departure.

  - Students studying abroad during the fall semester will not be able to choose a specific housing assignment for the spring unless they share a single housing spot with a fellow student who will be away for the spring semester.
  - Students studying abroad during the spring semester who have a roommate lined up for the following year may have that roommate participate in the housing lottery in their stead.

- **Postal Center:** Students should make arrangements to have a friend check for any mail in their North Park CPO box, or inform all senders of an alternate address. The North Park Postal Center is not a U.S. Post Office and does not forward mail.

- **Communication:** After acceptance, students participating in bilateral exchange, ISEP, and CCCU programs are responsible for maintaining contact with the host school or program and responding to any direct correspondence. Failure to do so may result in removal from the program.

- **Course Registration:**
  - Participants in group programs must register online for North Park courses with the correct location (e.g., Cuenca, Jönköping, etc.).
  - Participants in individual programs must register online for North Park course ACSR 4920. It is important to register for a full 16 credits as this course works as a placeholder in a student's account while she or he is abroad. Registering for less than 16 hours may negatively impact a student's financial aid package.
  - Students in individual programs must also get approval prior to departure to transfer individual course credits back to North Park. One Application to Transfer Credit form must be submitted for each course taken abroad; this form is found online at:

http://www.northpark.edu/~/media/Files/PDF/Current%20Students/Administrative%20Services/Transfer%20Credit%20Application.ashx.
In cases where course descriptions cannot be determined before a study abroad program begins, or where course registration occurs upon arrival, students should complete the Application to Transfer Credit forms to the best of their knowledge and abilities before departure and leave them in the International office. Students must be in conversation with the Assistant Director of the International Office through the term abroad as to the status of credit transfers.

Special instructions and notes about transferring courses to North Park:

→ North Park requires that all credit transferred in from a Study Abroad Program be graded, not taken Pass/Fail.

→ Grades for all courses will show up on a student's North Park transcript and factor into her or his cumulative North Park GPA.

→ Courses that cover subject matter not taught in North Park's curriculum (e.g., cooking, dancing, fashion design) will not be accepted for transfer credit.

→ Certain study abroad programs may allow for an internship opportunity. Students wishing to complete an internship while abroad must obtain prior permission from the Career Development and Internship Office (see section XIII).

→ Students may not repeat abroad a course that already appears on their transcript and may not receive credit for a lower level course if a more advanced course has already been completed (e.g., a student who completed SPAN 2010 at NPU may not receive credit for SPAN 1010 abroad.)

→ Students hoping to take foreign language classes abroad for general education (GE) credit at North Park will likely be tested upon arrival in the host country. If a student hoping to receive 1020 credit abroad tests into a beginning level course when 1010 has already been completed at North Park, no additional credit will be granted. It is recommended, therefore, that students plan on taking the 1010 level course abroad and the 1020 level course at North Park upon return.

→ Classes taught in a language other than English may only count toward a foreign language major if the content of the course concerns the host culture. In all other instances such classes will count toward a foreign language minor or an elective credit (e.g., Photography taught in French can count as an elective from the Art Department or toward a French minor, but not toward a French major.)

- **Health and Safety Abroad:**
  - Students should register online with the US Department of State (https://travelregistration.state.gov/ibrs/ui/). Travel registration is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency.

  - Students should check with the trip sponsor, North Park Health Services, or the Centers for Disease Control (www.cdc.gov) to understand any particular health risks or precautions for their destination, and to determine which vaccinations will be

required for travel. Below is a list of vaccinations offered by North Park's Center for Counseling and Health Services:

| | | |
|---|---|---|
| Vaccinations & Costs | Hepatitis A | $65.00 per injection. Two are required for long-term immunity. The first vaccination should be **taken at least 4 weeks prior to departure** to be fully effective. |
| | Hepatitis B | $65.00 per injection. Three are required for long-term immunity. The first vaccination should be **taken at least 4 weeks prior to departure** to be fully effective. |
| | Influenza/Flu (Inactive) for respiratory flu (coughing, sneezing, general body aches) | $15.00 per injection, received yearly as advised. Should be **taken at least 2 weeks prior to departure** to be fully effective. |
| | Menactra (Meningitis injection) | $85.00. Vaccination effective for ten years. Should be **taken at least 4 weeks prior to departure**. |
| | Tetanus/Diphtheria (Injection) | $20.00. Booster required every ten years after initial series. |
| | Typhoid (Injection) | $50.00. Repeat vaccination every 2 years depending on travel. Should be **taken at least 2 weeks prior to departure** to be fully effective. |

***Note: Costs may vary depending on prices from supplier. Additional vaccinations may be available as a special order. Any student planning to get vaccinated on campus should contact the Center for Counseling and Health Services well in advance of travel to ensure availability and proper treatment time.***

**While Abroad**

- **Behavioral Expectations:**
  - All participants in North Park Study Abroad Programs are subject to rules and regulations in place at their host university or program. Students are expected to conduct themselves in a manner appropriate to their status as a guest of their host country and as a representative of North Park University.

  - All participants in North Park Group Programs are expected to attend all classes and participate in all program activities, including field trips, excursions, and other group activities.

  - While independent travel during free time can be an education in itself, such travel must not conflict with the regular class schedule. Students are responsible for making travel plans that will permit them to attend all regularly scheduled classes and other required activities. While at the host institution, students who wish to travel independently should inform the site supervisor of their travel plans.

- **Course Registration:** Students are responsible for registering themselves for classes for the following term at North Park while they are abroad. Students must meet with their academic advisor prior to departure to be cleared for class registration via Web Advisor. Students will not be allowed to register if their bills are not paid. Students should contact the Assistant Director of the International Office with any registration difficulties.

- **Communication:** Students on non-group programs are required to maintain bi-weekly email contact with the Assistant Director of North Park's International Office. In the event of an

emergency, students should seek assistance from on-site program coordinators and contact the Study Abroad Emergency Line at 773-244-5557.

**Upon Return**

- **Transcripts:** It is the student's responsibility to request that a transcript from the host institution be mailed to the North Park International Office, *not* to the Registrar's Office. Once the Study Abroad office receives the transcript and the student has completed the exit interview/evaluation, the International Office will forward the transcript to the Office of the Registrar for processing after making a copy for your file. The Records Evaluator will then evaluate the transcript and determine the final credit transfer. Please have transcripts mailed to:

| | |
|---|---|
| Sumie Song | **ISEP Students ONLY:** |
| International Office | International Student Exchange Programs |
| North Park University | 1655 N. Fort Myer Drive |
| 3225 W. Foster Avenue - Box #7 | Suite 400 |
| Chicago, IL 60625 | Arlington, VA 22209 |

Students are also strongly encouraged to order an extra transcript for themselves for future use. North Park transcripts will list courses taken abroad as "transfer credit" from the host institution. Graduate schools or prospective employers may require actual transcripts from all schools at which students have studied.

Please note:

- Transcripts must be issued by the host university and evaluated by North Park University, each of which may take a significant amount of time. Students studying abroad in their final semester must be aware that official graduation dates may be delayed due to transcript processing.
- The Records Office at North Park University is solely responsible for evaluating international transcripts and converting grades/credits into U.S. standards. Transcript Evaluators will look at the following documents when evaluating an international transcript:
    - Conversion guidelines printed on the transcript itself
    - International Student Exchange Programs (ISEP) Transcript Evaluation Guidelines
    - Additional resources, as necessary, for information on foreign credential evaluation

  Students are advised to investigate the credit and grading system in their host country/university prior to departure to ensure that they register for enough credits abroad and understand the requirements for receiving a passing grade.

- All returning students are required to participate in a program evaluation at the end of their time abroad. Evaluations will be conducted via an online survey.

## VII. RECOMMENDED PACKING LIST

Returned study abroad students have made the following recommendations about what to pack. Individual packing lists may vary depending on location and program type.

- Good walking shoes
- Easy-to-wash items for weekend trips
- One dressy outfit for special occasions
- Flip flops (good for warm climates and in hostel showers)
- Umbrella or rain coat
- Photocopies of all important documents (passport, visa, plane tickets, international student ID, etc.)
- Money belt or neck pouch
- $100 in local currency (bring enough cash for a few days until you can find an ATM)
- Two credit cards (in case one is stolen or isn't accepted widely in your host country)
- Towel/washcloth for traveling
- Sheets (even if your school provides them, your own sheets will help you feel at home)
- Feminine hygiene products (European women use tampons without applicators)
- Extra eye glasses or contacts/lens solution
- Enough prescription drugs for the length of your stay (check to make sure you can bring them into the country and that you have proper documentation, i.e., a doctor's note)
- Large bottles of shampoo/conditioner (you'll be able to use products from home and discard the empty bottles when you're through, leaving extra room in your suitcase)
- Small plastic bottles for toiletries for use in your carry-on or while traveling
- Small packages of tissue to use as toilet paper while traveling
- Backpack for short trips (pack an extra set of clothes and small toiletries in your backpack which can serve as your carry-on if your luggage is delayed)
- Gifts for friends, advisors, host families (small items—key chains, notecards, or magnets—representing the U.S., your home state/city or North Park are appropriate)
- Pictures or other items that remind you of home
- Camera
- A good foreign language dictionary (advanced language students have recommended a dictionary in the host language, rather than an English>>Other Language dictionary)
- Adapter (changes the shape of the electrical plug) and converter (reduces or increases the current's voltage) for small appliances
- Playing Cards (good for long train rides and lighter than a pile of books)
- Journal (it's becoming quite common to write online, but you might not have internet access daily, especially while traveling, and it's a good idea to have something you can physically write in)

Most returned students have admitted to packing too heavily for their study abroad experience. Many people end up buying items locally. Students may want to consider laying out all the items they intend to pack, then cutting back by one third. Finally, all travelers should check the TSA website (www.tsa.gov) and airline websites for up-to-date packing rules and instructions!

## VIII. DOCUMENTS REQUIRED FROM ACCEPTED STUDENTS

Each person participating in a North Park off-campus program must complete a Participant Information Sheet. Required documentation will include a signed trip waiver, proof of insurance, completed medical history form, immunization release form, photocopy of passport, and photocopy of the student's International Student ID Card. Explanation of trip documents will be part of the pre-departure orientation course.

Specific programs may require additional documentation depending on Visa or Residence Permit application requirements. Please see the Assistant Director of the International Office for details.

## IX. STUDENT VISAS

Most countries require students to obtain a student visa prior to entry into the country. A visa is an official document or stamp in a passport, giving permission to enter a country for a specific purpose and length of time. Visas are called by different names (for instance, Residence Permits in Sweden), take different lengths of time to obtain, and require different application procedures, depending on the issuing country. It is solely the student's responsibility to learn about and obtain a student visa for the host country prior to travel.

Please make special note of the following:

- Students must have a valid passport before applying for a visa. Most countries will require a passport that is valid for six months following their return to the U.S.
- There is frequently an additional fee for applying for a visa.
- It may take up to three months to obtain a visa from particular countries; students are encouraged to plan ahead and make sure they have assembled all of the required documentation.
- Visas are obtained from the host country's consulate within the U.S. Many countries have consular offices in Chicago, though some countries require that students obtain a visa from the region in which they hold permanent residence.
- Some countries will accept visa applications by mail, while others will require applicants to appear in person at a particular Embassy or Consulate in the U.S.
- While many countries have visa application procedures and required documents online, websites are often out of date. It is recommended that students contact the consulate to which they will apply for a visa by phone or email, or in person, to obtain the most up-to-date instructions.
- Students are encouraged to follow all visa application instructions exactly. In the case of unclear requirements, it is better to ask for advice beforehand than to have one's application denied; there may not be time to resubmit a new application prior to a program start date.

For more information, or for advice on a particular visa question, please contact the International Office.

## X. ADDITIONAL INFORMATION FOR SPECIFIC STUDENT CATEGORIES

**International Students**

International students on F-1 visas are permitted to study abroad as part of their NPU degree. It is important that the student's I-20 form is updated to reflect the study abroad term. Additionally, if the student's absence from the United States will be more than 5 months, she or he should obtain a letter from the International Office to authorize visa validity. International students must speak to the International Office prior to leaving the United States to study abroad.

U.S. Permanent Residents may be limited in the amount of time they are allowed to spend outside of the United States. Green card holders should check with the International Office or an Immigration Attorney for more information.

**Undergraduate Students in Their Final Semester or Year**

North Park policy requires that undergraduate students earn their last 30 credits at North Park, or on a North Park affiliated study abroad program. Students are permitted, therefore, to study abroad during their final semester or year of college if an appropriate program is selected. However, it is the student's responsibility to ensure that all graduation requirements are met on or prior to study abroad. Students must request a graduation audit prior to study abroad to ensure that all graduation requirements can be met. A copy of the graduation audit should be submitted to the International Office prior to departure.

In order for credit taken abroad to count toward the student's program of study at North Park, transcripts must be issued by the host university and evaluated by North Park's Records Office, each of which may take a significant amount of time. Students studying abroad in their final semester or year should be aware that official graduation dates may be delayed due to transcript processing.

**Graduate Students**

It is uncommon, but not impossible, for North Park's graduate students to study abroad. Most NPU graduate programs are designed as part time and/or as evening/weekend programs, with the result that most NPU graduate students have other responsibilities outside of school that make traveling abroad for a semester impossible. Graduate students who think they can make studying abroad work are encouraged to talk with their academic advisors and the Director of the International Office as soon as possible.

At present, one master's program has been deemed appropriate for graduate students in the School of Business and Nonprofit Management. Jönköping International Business School (JIBS) in Jönköping, Sweden, has the advantage of being an English-speaking institution that allows for one quad or one semester of exchange study. Other programs may be accessible to graduate students with the consent of the International Office and the appropriate academic dean.

Graduate students who are accepted as North Park study abroad candidates are not required to complete GBLS 1000: Pre-Study Abroad Seminar.

## XI. TRAVEL

Students are responsible for securing their own airfare and making any travel arrangements. For North Park group programs, a group itinerary may be created departing from Chicago. Students are encouraged but not required to travel with the group in such cases.

## XII. TRAVEL WARNINGS AND ALERTS

North Park and its partner providers monitor world events closely so as to provide our students with safe and secure study abroad experiences. We rely on bulletins from the U.S. Department of State, news reports, information from Covenant missionaries, and other regional contacts to keep us apprised of conditions in and around our study abroad sites.

Programs may be cancelled or changed if North Park or a program sponsor deems a country or region too unstable to be an effective and safe learning environment. Such cases are very rare, but should they occur all efforts will be made to develop appropriate alternative arrangements. North Park will do its best to ensure that students are given the opportunity to earn full or partial academic credit. If a cancellation is due to political, natural, technological, or other catastrophes beyond our control, North Park will be able to refund only uncommitted and recoverable funds. Should another sponsoring organization cancel its program, its refund policy, if any, will apply.

## XIII. INTERNATIONAL INTERNSHIPS

Students wishing to complete an internship in a location outside the US must work with North Park University's Career Development and Internships Office and the International Office. An internship may be taken for 1-4 credits; a total of 8 internship credits may be applied towards graduation. Tuition is charged at the same rate as other courses.

Any student considering an international internship as part of a North Park study abroad program must apply with the Career Development and Internships Office by October 15 for a Fall Semester internship, by March 15 for a Spring Semester internship, and by May 15 for a Summer internship. See www.northpark.edu/internships for internship application materials. Applying for an internship is not a guarantee that an internship will be approved.

Once an international internship has been approved, students must meet with the Assistant Director of the International Office. Students on international internship will be responsible for the same required documentation as students studying abroad and may be required to participate in GBLS 1000.

Students who are going abroad **only** to do an international internship may not receive additional credits beyond the total of 8 internship credits. Taking less than 12 credits, however, will impact a student's financial aid package. Students on financial aid who are investigating this option are encouraged to talk to the Director of Financial Aid well in advance of planning an international internship.

Students participating in programs run by the Council for Christian Colleges and Universities do

not need to complete a separate internship application with the NPU Career Development and Internships Office.

## XIV. PARTICIPATION IN NON-NORTH PARK PROGRAMS

Non-North Park programs include direct enrollment at foreign universities, group programs run by other U.S. universities, third-party providers not affiliated with North Park, independent travel, independent study courses, or consortia of which North Park is not a part.

Students choosing to participate in a non-North Park study abroad program must do the following prior to departure:

- Present information on the identified study abroad program to the International Office and the Office of Student Administrative Services to ensure that North Park will offer academic credit for classes taken abroad.

- Submit a Withdrawal/Leave of Absence Form to the Student Administrative Services Office (check the Leave of Absence box). This form can be found online at http://www.northpark.edu/Campus-Life-and-Services/Administrative-Services/Policies-and-Procedures/Withdrawal-and-Academic-Leave.

- Fill out one Transfer of Credit Form for each of the classes taken while abroad. Submit completed forms to the Student Administrative Services Office. This form can be found online at http://www.northpark.edu/Campus-Life-and-Services/Administrative-Services/Policies-and-Procedures/Transferring-Credits.

- Speak with the Director of Residence Life about how to apply for housing for the following term.

- Speak with the Director of Financial Aid about how taking a Leave of Absence from North Park will affect financial aid.

In correlation with North Park University policy, students must complete their last 30 hours of credit at North Park or on a North Park affiliated study abroad program.

Please note that North Park University does not operate, pay for, supervise, direct, or otherwise support any off-campus programs in countries or portions of countries where a Department of State Travel Warning or Alert is in effect. Students choosing to study in an area covered by such a warning will be assuming all risk. Please see http://travel.state.gov for more information.

## XV. SUMMER PROGRAMS

North Park does not regulate summer study abroad programs so students need not apply through the International Office or submit required documentation. The only exceptions to this policy are ISEP summer programs, the Summer Semester in Oxford run by the CCCU, and International Internships. Students participating in any summer programs (domestic or international) must fill out one Transfer of Credit Form for each class taken: http://www.northpark.edu/~/media/Files/PDF/Current%20Students/Administrative%20Services/Transfer%20Credit%20Application.ashx.

# XVI. APPENDIX A:
# NPU STUDY ABROAD PROGRAM COSTS AND REQUIREMENTS

| TYPE OF PROGRAM | LOCATION | TERM | ELIGIBILITY | PRE-REQUISITES | COURSES TAKEN | TUITION COST | ROOM AND BOARD COST | OTHER COSTS | APPLICATION PROCEDURE | CHANCE OF PLACEMENT |
|---|---|---|---|---|---|---|---|---|---|---|
| North Park Program Accompanied by NPU Faculty Member | Jönköping, Sweden: Södra Vätterbygdens Folkhögskola (SVF) | Fall Semester | 30+ semester hours;<br>Cumulative GPA of 2.5;<br>GPA of 2.5 in preceding Spring semester;<br>GPA of 2.5 in Swedish;<br>Attendance at NPU for at least one semester;<br>18 years of age | SWED 1020 or higher | HIST 2240 (4sh)<br>POGO 2250 (4sh)<br>SCAN2130 (4sh)<br>SWED 2010 (4sh)<br>(A different Swedish Language course may apply for more advanced students)<br><br>Additional classroom and extracurricular activities may be required by SVF. | Students are charged their current NPU tuition rate with all financial aid applying. | Students are charged the current rate for a shared NPU dorm room and a 15 meal plan. | Extra fee of approximately $1300 for books and excursions (included on NPU bill);<br>Meals on weekends and school breaks;<br>Housing during fall break;<br>Airline ticket;<br>Swedish Residence Permit Application fee ($160, plus proof of $5200 in bank account, as of 2012);<br>International Student ID Card;<br>Health Insurance;<br>Discretionary spending | North Park Study Abroad Application;<br>Interview | Limited to 15 students each year |
| North Park Program Accompanied by NPU Faculty Member | Cuenca, Ecuador: CEDEI, Centers for Interamerican Studies | Spring Semester, Quad A<br><br>(Semester placements may be available but are not guaranteed.) | 30+ semester hours (Quad B students must have junior level standing)<br>Cumulative GPA of 2.5;<br>GPA of 2.5 in preceding Fall semester;<br>GPA of 2.5 in Spanish;<br>Attendance at NPU for at least one semester;<br>18 years of age | SPAN 2010 or equivalent | QUAD A:<br>Intermediate Level<br>SPAN 2020 (4sh)<br>SPAN 2030 (4sh)<br><br>Advanced Level<br>SPAN 3910 (4sh)<br>SPAN 3930 (4sh)<br><br>QUAD B:<br>All Levels<br>SPAN 3300 (2sh)<br>SPAN 3400 (2sh)<br>Internship (4sh) | Students are charged their current NPU tuition rate with all financial aid applying. | Resident Students: Students are charged the current rate for a 15 meal plan and their on-campus housing.<br><br>Off-campus Students: Students are charged the current rate for a 15 meal plan and a shared NPU dorm room.<br><br>Room and Board costs may change for Quad B depending on students' individual arrangements. | $250 Deposit;<br>Airline ticket;<br>International Student ID Card;<br>Health Insurance;<br>Discretionary spending<br><br>A $2000 fee will be charged to those students opting to stay in Cuenca for Quad B. | North Park Study Abroad Application;<br>Interview | Good (Limited to 10 students each year) |
| Bilateral Reciprocal Exchange | Jönköping, Sweden: Jönköping International Business School (JIBS) | Fall or Spring Semester | 45+ semester hours;<br>Cumulative GPA of 2.75;<br>GPA of 2.5 in preceding semester;<br>Attendance at NPU for at least two semesters;<br>18 years of age;<br>Business major or minor | None | Course offerings vary by year. Check www.ihh.hj.se/eng | Students are charged their current NPU tuition rate with all financial aid applying. | Housing ($1200-2400 per semester) and meals (approximately $1200 per semester) paid in host country. | Airline ticket;<br>Swedish Residence Permit Application fee;<br>International Student ID Card;<br>Health Insurance;<br>Textbooks;<br>Discretionary spending | North Park Study Abroad Application;<br>Interview;<br>Host Institution Application | Excellent |
| Bilateral Reciprocal Exchange | Jönköping, Sweden: University of Jönköping, School of Communication and Education | Fall or Spring Semester | 45+ semester hours;<br>Cumulative GPA of 2.75;<br>GPA of 2.5 in preceding semester;<br>Attendance at NPU for at least two semesters;<br>18 years of age | None | Course offerings vary by year. Check www.hlk.hj.se/eng | Students are charged their current NPU tuition rate with all financial aid applying. | Housing ($1200-2400 per semester) and meals (approximately $1200 per semester) paid in host country. | Airline ticket;<br>Swedish Residence Permit Application fee;<br>International Student ID Card;<br>Health Insurance;<br>Discretionary spending | North Park Study Abroad Application;<br>Interview;<br>Host Institution Application | Excellent |

| TYPE OF PROGRAM | LOCATION | TERM | ELIGIBILITY | PRE-REQUISITES | COURSES TAKEN | TUITION COST | ROOM AND BOARD COST | OTHER COSTS | APPLICATION PROCEDURE | CHANCE OF PLACEMENT |
|---|---|---|---|---|---|---|---|---|---|---|
| Bilateral Reciprocal Exchange | Jönköping, Sweden: University of Jönköping, School of Health Sciences | May-June | Acceptance into the NPU School of Nursing; Overall GPA of 3.0 | None | Women's and Children's Health **or** Disability and Living Conditions (run concurrently) | Two credits will be added to the student's fall bill and charged at the standard tuition rate. All financial aid applies. | Housing ($1200-2400 per semester) and meals (approximately $1200 per semester) paid in host country. | Airline ticket; International Student ID Card; Health Insurance; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; Host Institution Application; approval from the NPU School of Nursing. | Excellent |
| Bilateral Reciprocal Exchange | Tampere, Finland: University of Tampere | Fall or Spring Semester | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; Attendance at NPU for at least two semesters; 18 years of age | None | Course offerings vary by year. Check https://www10.uta.fi/opas/index.htm?uiLang=en&lvv=2011 | Students are charged their current NPU tuition rate with all financial aid applying. | Housing ($1000-2400 per semester) and meals (approximately $1300 per semester) paid in host country. | Airline ticket; Finnish Residence Permit Application fee; International Student ID Card; Health Insurance; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; Host Institution Application | Excellent |
| Bilateral Reciprocal Exchange | Bergen, Norway: University of Bergen | Fall or Spring Semester | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; Attendance at NPU for at least two semesters; 18 years of age | None | Course offerings vary by year. Check www.uib.no/info/english | Students are charged their current NPU tuition rate with all financial aid applying. | Housing (approximately $2000 per semester) and meals (approximately $8-20 per meal) paid in host country. | Airline ticket; Norwegian Residence Permit Application fee; International Student ID Card; Health Insurance; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; Host Institution Application | Excellent |
| Bilateral Reciprocal Exchange | Reykjavik, Iceland: University of Iceland | Fall or Spring Semester | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; Attendance at NPU for at least two semesters; 18 years of age | None | Course offerings vary by year. Check https://english.hi.is/university/courses_english | Students are charged their current NPU tuition rate with all financial aid applying. | Housing ($1300-1900 per semester) and meals (approximately $5-30 per meal) paid in host country. | Airline ticket; Icelandic Residence Permit Application fee; Refundable Housing Deposit; Health Insurance from an Icelandic company; International Student ID Card; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; Host Institution Application | Excellent |
| Bilateral Reciprocal Exchange | Akureyri, Iceland: University of Akureyri | Fall or Spring Semester | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; Attendance at NPU for at least two semesters; 18 years of age | None | Course offerings in English vary by year. Check http://english.unak.is/?d=4&m=page&f=viewPage&id=226 | Students are charged their current NPU tuition rate with all financial aid applying. | Housing ($1300-1900 per semester) and meals (approximately $5-30 per meal) paid in host country. | Airline ticket; Icelandic Residence Permit Application fee; Refundable Housing Deposit; Health Insurance from an Icelandic company; International Student ID Card; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; Host Institution Application | Excellent |
| Bilateral Reciprocal Exchange | Seoul, South Korea: Sungkyunkwan University | Fall or Spring Semester | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; Attendance at NPU for at least two semesters; 18 years of age | None | Course offerings vary by year. Check www.skku.edu/eng | Students are charged their current NPU tuition rate with all financial aid applying. | Housing ($1700-1900 per semester) and meals ($4-10 per meal) paid in host country. | Airline ticket; Korean Residence Permit Application fee; Health Insurance; International Student ID Card; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; Host Institution Application | Excellent |

| TYPE OF PROGRAM | LOCATION | TERM | ELIGIBILITY | PRE-REQUISITES | COURSES TAKEN | TUITION COST | ROOM AND BOARD COST | OTHER COSTS | APPLICATION PROCEDURE | CHANCE OF PLACEMENT |
|---|---|---|---|---|---|---|---|---|---|---|
| Bilateral Reciprocal Exchange | Buenos Aires, Argentina: Universidad del Salvador | Fall or Spring Semester (Spring semester runs March through June) | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; GPA of 2.5 in Spanish; Attendance at NPU for at least two semesters; 18 years of age | Five or more Spanish classes completed before departure; all classes are taught in Spanish. | Course offers vary by year. Check www.salvador.edu.ar/vrid/dcii/opii_int_cursos_sugeridos.htm | Students are charged their current NPU tuition rate with all financial aid applying. | Students are charged the current rate for a shared NPU dorm room and a 15 meal plan. | Airline ticket; Argentina Residence Permit Application fee; Health Insurance; International Student ID Card; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; Host Institution Application | Excellent |
| Bilateral Reciprocal Exchange | Moscow, Russia: International University in Moscow | Fall or Spring Semester | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; Attendance at NPU for at least two semesters; 18 years of age | None | Courses are offered in Russian language and culture. Check www.interun.ru/c_RFL.html | Students are charged their current NPU tuition rate with all financial aid applying. | Paid to the host institution | Airline ticket; Russian Residence Permit Application fee; Health Insurance; International Student ID Card; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; Host Institution Application | Excellent |
| International Student Exchange Program—ISEP Exchange | See www.isep.org for site listings. | Fall or Spring Semester (semester dates at some sites may conflict with the North Park academic calendar) | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; GPA of 2.5 in foreign language, if required by program; Attendance at NPU for at least two semesters; 18 years of age<br><br>Some programs may require a higher GPA. | Depends on the host institution | Depends on the host institution | Students are charged their current NPU tuition rate with all financial aid applying. | Students are charged the current rate for a shared NPU dorm room and a 20 meal plan. | ISEP Exchange Application Fee ($375, as of 7/2012); ISEP Health Insurance ($58/month, as of 7/2012); Airline ticket; Visa application fees; Refundable housing deposit (at some sites); Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; ISEP Application | Overall chance of placement is excellent; North Park must average the same number of incoming and outgoing exchange students each year. Chance of placement at specific sites varies. |
| International Student Exchange Program—ISEP Direct | See www.isep.org for site listings. | Fall or Spring Semester (semester dates at some sites may conflict with the North Park academic calendar) | 45+ semester hours; Cumulative GPA of 2.75; GPA of 2.5 in preceding semester; GPA of 2.5 in foreign language, if required by program; Attendance at NPU for at least two semesters; 18 years of age<br><br>Some programs may require a higher GPA. | Depends on the host institution | Depends on the host institution | Students pay full program costs; North Park financial aid does not apply, though Federal and State Aid may still apply. See the Director of Financial Aid for more information. | Included in ISEP Direct program costs for most locations. | ISEP Direct Application Fee ($375, as of 7/2012); ISEP Health Insurance ($58/month, as of 7/2012) Airline ticket; Visa application fees; Textbooks; Discretionary spending | North Park Study Abroad Application; Interview; ISEP Application | Very Limited. North Park sends a very small number of students on ISEP Direct and CCCU programs combined each year. |

| TYPE OF PROGRAM | LOCATION | TERM | ELIGIBILITY | PRE-REQUISITES | COURSES TAKEN | TUITION COST | ROOM AND BOARD COST | OTHER COSTS | APPLICATION PROCEDURE | CHANCE OF PLACEMENT |
|---|---|---|---|---|---|---|---|---|---|---|
| Council for Christian Colleges and Universities | See www.bestsemester.org for site listings. | Fall or Spring Semester | 60+ semester hours;<br>Cumulative GPA of 2.75;<br>GPA of 2.5 in preceding semester;<br>Attendance at NPU for at least two semesters;<br>18 years of age;<br>Compliance with CCCU lifestyle agreement<br><br>Some programs may require a higher GPA. | None | Depends on program | Students pay full program costs; North Park financial aid does not apply, though Federal and State Aid may still apply. See the Director of Financial Aid for more information. | Included in CCCU program costs. | CCCU Application fee ($50);<br>Visa application fee (if applicable);<br>Health Insurance;<br>International Student ID Card (international programs only);<br>Discretionary spending | North Park Study Abroad Application;<br>Interview;<br>CCCU online application | Very Limited. North Park sends a very small number of students on CCCU and ISEP Direct programs combined each year. |
| North Park Study Tours | Locations vary by term. Watch Daily Announcements for details. | Usually occur during school breaks. | Consent of instructor. | Depends on course. | If study tour is part of an academic course, student must be enrolled in the course during the semester. | Cost of course is included in semester tuition. | Cost of the study tour is in addition to the tuition cost for the course and is the full responsibility of the student. Exact cost determined by instructor. | Airline ticket;<br>Discretionary spending;<br>Visa fees (if applicable);<br>International Student ID Card;<br>Health Insurance | Apply with instructor | Depends on course |

## XVII. APPENDIX B: SECONDARY APPLICATION INSTRUCTIONS

**ISEP Applications**

ISEP applications are available in the study abroad office or online (www.isep.org). If you use the online form, you may type information onto the online application, save it to your own files, and print. Applications are due February 1 for fall placements (and select spring placements) and September 1 for spring placements but must be submitted to the North Park International Office in advance so they can be postmarked in time. **Do not mail anything directly to ISEP.**

A complete ISEP application will include the following:

1. Application checklist
   - The Assistant Director of the International Office will complete this form.
   - Please make sure to include payment information.
2. Participant Profile
3. Host Site Request List
   - Please list the international sites in which you are interested, in order of preference.
   - If you are determined to study abroad, make sure that you list at least one site that has a "good" or "excellent" chance of placement (see www.isep.org for more information).
   - Check the appropriate box to indicate whether you're willing to be considered for a site other than those you've listed.
4. Language Proficiency Report—Applicant
   - Only required of students planning to pursue coursework, excluding beginning language courses, in a language other than English.
5. Language Proficiency Report—Language Instructor
   - Only required of students planning to pursue coursework, excluding beginning language courses, in a language other than English.
6. Personal Statement
   - If you are applying to study in a language other than English, your essay must be written in English and the other language.
7. Academic References (2)
   - Have your reference complete the chart in part A.
   - Then, have your reference *type* a letter, *on NPU letterhead*, which answers the questions in part B.
   - You are encouraged to use the ISEP reference forms in place of the forms in the NPU Study Abroad Application to save yourself that step later.
8. Course Request List
   - Fill out one form for each site you listed on the "Host Site Request List."
   - It is possible that university websites will not yet have actual course lists available for the term in which you hope to study abroad. Use whatever course lists you can find online, making sure that your list includes the *types* of courses you are interested in taking. List courses in the appropriate subject (sociology, biology, Spanish, etc.) and at the appropriate level (beginning, intermediate, advanced). This will give ISEP an idea of what courses you want or need to take.
   - If you must complete a particular course during your time abroad (for graduation requirements, etc.) please indicate that course with an asterisk.
9. Official Transcripts
   - For North Park transcripts, you will need to fill out an official Transcript Request Form from the Student Services building. Your first transcript from North Park should be free of charge.
   - Order transcripts from any other schools you've attended and have them sent directly to ISEP. See the Assistant Director of the International Office for the address.

**Bilateral Exchange Partners**
Please see the Assistant Director of the International Office for application materials and deadlines.

**CCCU Applications**
Complete an application online at www.bestsemester.com. The International Office will receive an email notification when you start and complete your application. Applications are due March 31 for fall placement (early admission deadline: February 15) and October 1 for spring placements (early admission deadline: May 1).

Two components of your application must be sent in by mail:

1. Official Transcripts
    - For North Park transcripts, you will need to fill out an official Transcript Request Form from the Student Services building. Your first North Park transcript should be free of charge.
    - Order transcripts from any other schools you've attended and have them sent directly to CCCU.
2. Certification Form
    - Please bring this form to the Assistant Director of the International Office for the appropriate signatures.

## XVIII. APPENDIX C: RESOURCES FOR MORE INFORMATION

You may find the following websites helpful as you prepare to study abroad. They are provided for informational purposes only. North Park does not specifically endorse any of these organizations.

### Health and Safety Abroad

US Centers for Disease Control and Prevention (www.cdc.gov/travel/default.aspx)
US Department of State (www.travel.state.gov)
SAFETI Clearinghouse: Safety Abroad First—Educational Travel Information (www.globaled.us/safeti/)
Worldwide Emergency Numbers (www.911dispatch.com/911/911_world.html)

### Resources for Women

Her Own Way Magazine (http://www.voyage.gc.ca/publications/woman-guide_voyager-feminin-eng.asp)
Journey Women Online Magazine (www.journeywoman.com)
University of Michigan International Center (www.internationalcenter.umich.edu/swt/study/women_abroad.html)

### Resources for Students of Color

Access International Education (www.ucis.pitt.edu/aie/students/)
All Abroad (www.allabroad.us)
Michigan State University (www.studyabroad.msu.edu/people/studentsofcolor/articles.html)
Project for Learning Abroad, Training, and Outreach (www.globaled.us/plato/resources.html)

### Resources for LGBTIQ Students

International Gay and Lesbian Human Rights Commission (http://www.iglhrc.org)
NAFSA (Association for International Educators) LesBiGay Special Interest Group (www.indiana.edu/~overseas/lesbigay/student.htm)

### Resources for Students with Disabilities

Mobility International (www.miusa.org)
Diversity Abroad (http://www.diversityabroad.com/disable-students-abroadl)

### Study Abroad Scholarships

North Park Study Abroad Website (http://www.northpark.edu/studyabroad under "Resources")

### Money, Correspondence, and Travel Resources

Currency Conversions (www.xe.net/ucc)
Metric Conversions (www.metric-conversions.org/)
US Postal Service (http://uspsinternationalshipping.com/)
International Calling Codes and Time Zones (www.countrycallingcodes.com/)
Worldwide Tourism Offices (www.towd.com)
International Youth Hostels (www.hihostels.com)
Eurail Passes (www.eurail.com)

### Culture, Language, and Culture Shock

Glimpse Magazine—Articles by young adults living and studying abroad (http://glimpse.org/)
University of North Texas—Foreign Language Learning Center (http://fllc.unt.edu/)
Culture Matters—Peace Corps Cross-Cultural Workbook (http://multimedia.peacecorps.gov/multimedia/pdf/library/T0087_cmespanol.pdf)
What's Up with Culture—Online Cultural Training Resource (www.pacific.edu/sis/culture/)