



**NORTH PARK
UNIVERSITY**
CHICAGO

STUDY ABROAD HANDBOOK

**OFFICE OF
INTERNATIONAL AFFAIRS**

2018 - 2019

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I. WELCOME

Dear Student,

North Park University has a variety of programs tailored to students' different needs and interests. Are you wanting to study for a week, a quad, a semester, or longer? Are you majoring or minoring in a foreign language and want to hone your skills by using the language in context? Do you want to study abroad independently or would you rather experience an international culture with the familiarity that North Park classmates and professors can provide? You may you know exactly where and what you want to study or you may need more guidance; whatever the case, the Office of International Affairs is here to help.

Studying abroad and the process of applying to do so can be challenging; they require a great deal of planning and a certain degree of flexibility on your part. At the same time, the experience of living and studying in a culture other than your own is life changing; you will be transformed in ways you can't imagine and will want to share that experience with others.

Your first step in the process is to learn how studying abroad works. Here is a summary of student responsibilities during the study abroad application process:

- familiarize yourself with study abroad requirements
- identify your specific 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 (deadlines vary according to program; check the North Park Study Abroad site)
- if accepted, participate in required orientation sessions in the semester before your program and a series of re-entry activities; submit all necessary pre-departure forms; and fulfill any necessary conditions to obtain official North Park approval to study abroad;

In turn, the responsibilities of our office 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.

We look forward to working with you!

- The Office of International Affairs

II. THE OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs is located on the first floor of the Johnson Center in the Center of Student Engagement. Please email or call Study Abroad Advisor, Tessa Zanoni, to make an appointment.

Office Staff

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III. DESCRIPTION OF PROGRAMS

The Office of International Affairs 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.

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. Programs are offered in Sweden (fall semester) and Ecuador (spring, Quad A); other programs may be offered on a periodic basis.

Eligibility:	<ul style="list-style-type: none"> • 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:	<p>Students are charged their current NPU tuition rate with all financial aid applying. Students pay room and board to NPU.</p> <p>Tuition remission and tuition exchange funding applies to the Sweden Exchange program;</p> <p>Tuition remission and tuition exchange students on the Ecuador program are charged full program costs for tuition, room, and board.</p>
Placement:	Limited spots are available. Chance of placement depends on the number of qualified applicants.

North Park University Exchange Programs

Students are welcome to study individually at one of the universities in which North Park has an exchange agreement. All universities offer coursework in English, unless otherwise noted.

Blas Pascal <i>*All courses taught in Spanish</i>	Cordoba, Argentina
Universidad del Salvador <i>*All courses taught in Spanish</i>	Buenos Aires, Argentina
Swinburne University	Melbourne, Australia
Artevelde University	Ghent, Belgium
Aarhus University	Aarhus, Denmark
Tampere University	Tampere, Finland
Bergen University	Bergen, Norway
Sungkyunkwan University	Seoul, South Korea
Inha University	Incheon, South Korea

Jönköping International Business School	Jönköping, Sweden
University of Jönköping School of Education and Communication	Jönköping, Sweden
Liverpool Hope University	Liverpool, England, United Kingdom

Eligibility:	<p>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</p>
Costs:	<p>Students are charged their current NPU tuition rate with all financial aid applying.</p> <p>Students pay room and board to host institution (except Argentina, where tuition, room, and board are paid to NPU.).</p> <p>Tuition remission and tuition exchange funding applies.</p>
Placement:	Chance of placement is excellent for qualified candidates.

ISEP Exchange Programs

Students can study independently at more than 200 universities around the world through the ISEP network. See www.isep.org for a directory of countries and universities.

Eligibility:	<p>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</p>
Costs:	<p>Students are charged their current NPU tuition rate with all financial aid applying.</p> <p>Students pay room and board to North Park, though the host institution may require a refundable housing deposit.</p> <p>Tuition remission and tuition exchange funding applies.</p>
Placement:	<p>Chance of placement at specific universities varies; please consult the ISEP website or the Assistant Director of the Office of International Affairs for more details.</p> <p>Overall placement rate is excellent; North Park must average the same number of incoming and outgoing exchange students each year.</p>

ISEP Direct 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:	<p>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</p>
Costs:	<p>Students pay all fees as set by the host institution. North Park financial aid does not apply.</p> <p>Tuition remission and tuition exchange students are charged full program costs.</p>
Placement:	<p>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 Office of International Affairs before making plans to apply for ISEP Direct programs.</p>

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), or Contemporary Music (Nashville, TN). International programs are available in Australia, Costa Rica, Jordan, Northern Ireland, Uganda, and the United Kingdom. See www.bestsemester.com for specific program information.

Eligibility:	<p>60+ 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 Compliance with CCCU's community covenant</p>
Costs:	<p>Students pay all fees as set by CCCU. North Park financial aid does not apply.</p> <p>Tuition remission and tuition exchange students are charged full program costs.</p>

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 Office of International Affairs before making plans to apply for CCCU programs.
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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 for more <http://travel.state.gov> for more information.

IV. RESEARCHING YOUR OPTIONS

1. To begin researching your options visit the NPU [study abroad website](#).
2. Attend a weekly study abroad information session during the Fall 2018 semester, **offered every Friday, 10:30-11:30 AM in Johnson Center 155.**
3. Make a list of the programs that appeal to you and offer courses in your specific major.
4. Decide whether you would prefer an NPU group program or one of the exchange programs (ISEP or NPU Bilateral Exchange Program) and why.
5. If one of your goals is foreign language study, check to see that you have satisfied the language requirements for a given program. If you prefer to study in English, make certain that the courses you need are instructed in English.
6. Consider any challenges you may encounter in your region(s) of interest. Do some preliminary research on the religious/ethnic/linguistic makeup of the country/region; its system(s) of political governance; and current events.
7. Meet with your academic advisor to discuss your interest in studying abroad, how it will complement your program of study and the ideal time for you to study abroad. Ask your advisor to help you identify which courses you should take abroad to fulfill your major, minor, and/or general education requirements.
8. Meet with the Assistant Director of the Office of International Affairs. Together we will address your specific goals for studying abroad, the application process and any additional questions or concerns you may have.

V. APPLICATION PROCESS

A. Primary Application Deadlines:

Students wishing to study abroad during the Summer 2019, Fall 2019, or Spring 2020 terms must submit their North Park Study Abroad application by the following dates:

Term/Program:	Deadline:
Summer/Fall 2019 programs	January 21, 2019
Spring 2020 programs	April 15, 2019

The Study Abroad Application is available online at www.northpark.edu/studyabroad.

**Late applications may be accepted for particular programs at the discretion of the Assistant Director of the Office of International Affairs.*

Application instructions:

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

1. Completed online application
2. Essay
3. Letters of Recommendations (number and type will vary according to program)
 - **Applicants for ISEP and NPU Exchange programs:** must submit **2** letters of recommendation from North Park faculty.
 - **Foreign Language study applicants** – at least 1 recommendation must be from a faculty teaching in the specific language of study
 - **Applicants for SVF program:** must submit **2** letters of recommendation from North Park faculty (1 required faculty reference) or staff (second reference could be a coach, University Ministries staff, work supervisor, residence director, etcetera).

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

- 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 pre-requisites have been verified, qualified applicants may need to complete an interview process with the Assistant Director of the Office of International Affairs or a selection committee, depending program requirements.

B. Secondary Application Deadlines

Students applying to bilateral exchange, ISEP or CCCU programs will need to check with the Office of International Affairs for program-specific deadlines. ***Before applying to a specific program, students must first apply and be accepted as a North Park study abroad candidate.***

Preliminary acceptance as a North Park study abroad candidate does not constitute acceptance to a particular program/host institution. It is the student's responsibility to meet program deadlines and provide all supporting documents for the application process. Please refer to the following places for your secondary application:

- ISEP: <https://www.isepstudyabroad.org/guides-and-tips/get-started/apply>
- CCCU: <http://www.bestsemester.com/apply>
- NPU Exchange Programs: please contact Assistant Director, Office of International Affairs for a copy of the application materials.

VI. 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
- 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. No student who is on academic probation will be allowed to study abroad. The Office of International Affairs 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.

The Office of International Affairs 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.

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 Office of International Affairs that they wish to re-apply using their previous application. It may be in the student's best interest to revise 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 Office of International Affairs. The student's appeal will be considered by the Assistant Director of the Office of International Affairs, 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 Office of International Affairs 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.

VII. RESPONSIBILITIES OF NPU STUDY ABROAD PARTICIPANTS

Before You Leave

Study Abroad Orientation: Students participating in study abroad or short-term study tours must attend study abroad orientation sessions required by program sponsor. The orientation may include topics such as of cultural adaptation, health and safety, and host country information.

Academic Affairs: It is the student's responsibility to make sure that studying abroad and courses taken abroad fits into their 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.

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. Please contact the Office of Residence Life for more information and important deadlines.

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. It is the student's responsibility to provide all supporting documents and meet program deadlines. Failure to do so may result in removal from the program.

Course Registration and Course Approval:

- Participants in group programs must register in WebAdvisor for North Park courses with the correct location (e.g., Cuenca, Jönköping, etc.).
- Participants in individual programs must register in WebAdvisor 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 from academic departments prior to departure to transfer individual course credits back to North Park. Please work with the Office of International Affairs on this process.
- In some cases, full course descriptions or the course registration process may not be available until students arrive at the host university. Please keep this in mind when choosing a program and courses.

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.)
- It is the student's responsibility to ensure that courses and numbers of credits are pre-approved by the appropriate departments prior to departure. Office of International Affairs cannot guarantee courses to transfer.

Health and Safety Abroad:

- Students are required to register online with the U.S. Department of State at <https://step.state.gov>. 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. Please contact the North Park University Health Services or your personal doctor for any vaccinations or medications required for travel.

While You're 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.
- Study abroad and short-term study participants are subject to North Park University Community Standards during all off campus travel. All off campus programs are an extension of the North Park campus. It is your responsibility to review and follow the Community Standards found in the [University Student Handbook](#).
- Students that do not adhere to the host country's local laws and/or to the host university's student handbook and are reported to North Park University will go through the North Park student conduct procedures and hearing.
- North Park University also reserves the right to withdraw a student from their study abroad program due to behavioral concerns.
- 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.
- Note: all participants in North Park Group and Short Term programs are required to attend all class and program activities, including field trips, excursions, and other group activities.

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 with a hold on their account are not permitted to register.

Communication: Students on non-group programs are required to maintain bi-weekly email contact with the Assistant Director of the Office of International Affairs. In the event of an emergency, students should seek assistance from on-site program coordinators and contact the Assistant Director of Office of International Affairs (contact information will be provided in pre-departure orientation).

Early Termination: A student's decision to terminate or withdraw early from or a program that continues to operate may result in financial penalties. The student is responsible for bearing all costs associated with early termination.

Before You Return

Transcripts: It is the student's responsibility to request that a transcript from the host institution be mailed to the North Park Office of International Affairs, *not* to the Registrar's Office. The Office of International Affairs 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:

Tessa Zanoni
Office of International Affairs
North Park University
3225 W. Foster Avenue - Box #24
Chicago, IL 60625

ISEP Students ONLY:

International Student Exchange Programs
1655 N. Fort Myer Drive
Suite 400
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.

After You Return

- All returning students are required to participate in a program evaluation at the end of their time abroad
- Students may also be invited to participate in special events and programs geared toward both returned and future study abroad students.

VIII. 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
- Weather-appropriate clothing, depending on the climate of your location
- One dressy outfit for special occasions
- Flip flops (good for warm climates and in hostel showers)
- Rain coat
- Photocopies of important documents (passport, visa, plane tickets, proof of health insurance, 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). Be sure to let your bank know in advance that you're traveling abroad so your card isn't declined.
- 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)
- 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)
- Small plastic bottles for toiletries for use in your carry-on or 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)
- Adaptor (changes the shape of the electrical plug) and converter (reduces or increases the current's voltage) for small appliances
- Journal (you may prefer to write online, however, you might not have internet access daily, especially while traveling, so 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. 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.

IX. DOCUMENTS REQUIRED FROM ACCEPTED STUDENTS

All participants in North Park off-campus programs must submit the following documents, which will be provided by the Office of International Affairs:

- **Participant Information Sheet**
- **Trip Waiver**
- **Medical History Form**
- **Immunization Release Form**

Study abroad participants must also provide the following:

- **Photocopy of Passport**
- **Proof of International Health Insurance**
- **Confirmation of STEP enrollment**

Additional documents may be required, depending on program. Explanation of trip documents will be part of study abroad orientation.

X. 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.
- The visa application fee varies by country, and it is the responsibility of the student to pay this fee, separate from all other program expenses.
- It may take up to three months to obtain a visa from particular countries; students are strongly encouraged to plan accordingly and begin researching the visa application process documents program acceptance.
- Visas are obtained from the host country's consulate within the U.S. 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. Applicants may be required to

travel to the nearest Embassy or Consulate.

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

XI. 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 Office of International Affairs to authorize visa validity. International students must speak to the Office of International Affairs 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 an Immigration Attorney for more information. Non U.S. Citizens should meet with the Office of International Affairs for more information before participating in any study abroad program.

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 Office of International Affairs 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 and participation in North Park University commencement may be delayed due to transcript processing. Students in their final semester are strongly discouraged from participating a semester abroad.

Graduate Students

It is uncommon, but not impossible, for North Park's graduate students to study abroad. Graduate students who are interested in study abroad should talk with their academic advisors and the Assistant Director of the Office of International Affairs as soon as possible.

XII. 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. In this case, students are encouraged (but not required) to travel with the group.

XIII. TRAVEL WARNINGS AND ALERTS

North Park and its partners monitor world events closely 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 international partners, 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.

XIV. INTERNATIONAL INTERNSHIPS

Students wishing to complete an internship in a location outside the U.S. must work with North Park University's Career Development and Internships Office and the Office of International Affairs. An internship may be taken for 1-4 credits (note: no more than 8 credit hours of internship may be applied towards graduation). Tuition is charged at the same rate as other courses.

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.

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 Spring Semester internship, by March 15 for a Fall Semester internship, and by May 15 for a Summer internship. See the [Internships Office website](#) for application materials and more information.

Once an international internship has been approved, students must meet with the Assistant Director of the Office of International Affairs. Students on international internship will be responsible for the same required documentation as students studying abroad.

XV. 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 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 <https://www.northpark.edu/wp-content/uploads/Withdrawal-Form-online.pdf>
- Fill out a Transfer of Credit Form for each class taken while abroad. Submit completed forms to the Student Administrative Services Office. This form can be found online at <http://www.northpark.edu/wp-content/uploads/Transfer%20Credit%20Application.pdf>
- 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.

If a student chooses to participate in a non-North Park University study abroad program, the university does not operate, pay for, supervise, direct, or otherwise provide support for the program or student. Students choosing to withdraw from the university to study abroad on their own will assume all risk and personal responsibility.

XVI. SUMMER STUDY ABROAD PROGRAMS

North Park summer study abroad program options vary by year but may include:

- ISEP summer programs
- CCCU Summer Semester in Oxford
- NPU Faculty-Led short-term study programs (generally offered in May or August)
- Independent international internships

Summer study abroad students participating on a North Park University program must follow all outline processes and procedures, including orientation programming. The Office of International Affairs will provide you with more information regarding your responsibilities as a summer study abroad participant.

Students enrolling in any non-NPU summer study abroad programs assume all risk and responsibility.

APPENDIX: ADDITIONAL RESOURCES

You may find the following websites helpful as you prepare to study abroad. They are provided for your information only. North Park University is not responsible for the content of these websites and does not specifically endorse any of these organizations.

Health and Safety Abroad

- [US Centers for Disease Control and Prevention](#): Provides country-specific health information, including recommended vaccinations and medications.
- [US Department of State](#): Provides country-specific information and recommendation regarding travel and safety abroad.
- [SAFETI Clearinghouse](#): Safety Abroad First—Educational Travel Information
- [Sexual Harassment And Prevention In College Students Studying Abroad](#): The SAFETI On-Line Newsletter addresses issues of safety in study abroad. This article explores how women can minimize their risk of being sexually harassed while traveling abroad.
- [Sexual Assault Support & Help for Americans Abroad](#): Offers resources to assist American citizens and legal permanent residents who are sexually assaulted in a foreign country.

Gender Identity Abroad

- [AllABROAD.us](#): A website that has some responses from recent study abroad students about gender differences they encountered while abroad.
- [Culture Shock](#): The *CultureShock!* series of books is useful to aid in understanding gender issues in your host country.
- [Diversity Abroad](#): Preparation tips and strategies for questions about race/ethnic, class, financial, gender, ability, religious, sexual orientation, first generation, and more dynamics abroad.
- [Amnesty International](#): Resources to understand gender and sexual orientation discrimination and issues in the world.
- [Her Own Way: Advice for the Woman Traveller](#): The Canadian Consular Affairs Bureau provides information about security, packing, culture shock and more in this article for women travelers.
- [JourneyWoman](#): An on-line travel resource for women.
- [Women Abroad](#): Safety tips, student comments, and other resources from University of Michigan's International Center.
- [Women Travelers \(US State Department\)](#): Information for Women Travelers
- [U.S. Department of State](#): Resources for LGBTIA travelers and important things to consider.
- [National Center for Transgender Equality](#): Considerations for transgender people when travelling.
- [U.S. T.S.A.](#): Resource for transgender passengers.
- [Transrespect vs. Transphobia](#): Country-specific guides detailing the human-rights situation of trans and gender-diverse people.

Resources for Students of Color

- [Travel Noire](#): A website featuring tools and resources created by a global community of black travelers.
- [Diversity Abroad](#): An organization that provides resources on diversity abroad, including materials specific to race and ethnicity.
- [All Abroad: What About Discrimination Abroad?](#) Articles on the differing experiences of discrimination abroad for African-American, Asian/Pacific Islander-American, Latino/Hispanic-American and Native American students.
- [NAFSA Diversity Resource Page](#): NAFSA: Association of International Educators advances public policies promoting international education and endorses critical, public discourse on the valuation and import of international education. This particular page features resources, organized by category, that address diversity and underrepresentation in education abroad.
- [Columbia University](#): "Reflections of Asian-American Students" Quotes from Asian-Americans students who studied abroad in a European or Asian country.
- [PLATO Project](#): This website collects resources for Native American students, Latinx/Chicanx students, Asian/Pacific Islander students, African Diaspora Students.

Resources for Students with Disabilities

- [Mobility International USA's National Clearinghouse on Disability & Exchange](#): Travel tips, country accessibility information, student accounts, scholarship opportunities and program suggestions for students with cognitive, hearing, learning, mental health-related, physical, systemic, vision, and other disabilities.
- [Abroad With Disabilities](#): Resources, advice, and strategies on everything from navigating through the airport to getting that extra confidence boost to decide to travel.
- [Transitions Abroad](#): This website houses resources for those who want to live, work, or volunteer abroad, including those who will be living abroad with disabilities.
- [Diversity Abroad](#): An organization that provides resources on diversity abroad, including materials specific to those with disabilities.
- [U.S. State Department](#): The U.S. government provides resources and a list of items to consider for those who will be travelling with disabilities.

Resources for Religion Abroad

- [U.S. State Department](#): The state of religious freedom in various countries.
- [DiversityAbroad](#): Preparation tips and strategies for questions about various identities abroad, including [religious identities](#).
- Many denominations have their own church directories for places of worship abroad. A simple internet search of your denomination and host city and country is a great first step.

Money and Correspondence

- [Currency Conversions](#)
- [Metric Conversions](#)
- [US Postal Service](#) International Mailing Services
- [International Calling Codes and Time Zones](#)

Study Abroad Scholarships

- See [North Park Study Abroad Website](#) for more information

Language and Cultural Adjustment

- [U.S. Department of State](#): Adjusting to a New Culture and Culture Shock
- [GoAbroad](#): Various articles written for study abroad students about what they need to know before they go abroad
- [What's Up with Culture](#): In-depth online training module for students to learn about cultural adjustment
- Country-specific resources from [ISEP](#) and [IESAbroad](#)