

1. Student submits application to Success Coach or Academic Advisor.

Student Name: _____

DSI Number: _____

Success Coach/Academic Advisor: _____

Success Coach/Academic Advisor email: _____

Date of Submission: _____

2. Success Coach or Academic Advisor confirms that student has COMPLETED ALL of the following:

- Application
- Copy of valid passport or proof of passport application
- Statement of Purpose (minimum 100 words)
- Student Finance sign off
- Satisfied required prerequisite (If applicable)
- Completed at least 15 credit hours for Undergraduate or 9 credit hours for Graduate (excluding transfer credits)
- Have a minimum 2.7 cumulative GPA for Undergraduate or 3.0 cumulative GPA for Graduate at time of application
- Hold(s) _____

3. Success Support Advisor signs off on application and submits it to home office by emailing to:

studyabroad@devry.edu

4. Success Coach or Academic Advisor scans the application packet into ImageNow

For more information on programs and application deadlines please visit <http://studyabroad.devry.edu>.

Questions or concerns please email studyabroad@devry.edu or call Choo Yaj at (510)574-1135.

Study Abroad: Undergraduate Application

Instructions: Please complete all sections, include all necessary attachments, sign and date the form. Submit all documents to your Student Support Advisor by **January 25, 2016**.

Session/Program Name: **MAY 2016, EMERGING TOPICS IN BUSINESS, CULTURE, & TECHNOLOGY – FIELD FOCUS: ACCOUNTING & FINANCE**

Study Abroad Course: **MGMT425IE**

Location(s): **BUDAPEST, HUNGARY; VIENNA, AUSTRIA; AND PRAGUE, CZECH REPUBLIC** Travel Dates: **JUNE 4, 2016 – JUNE 15, 2016**

1. Personal Information:

First Name _____ Middle Name _____ Last Name _____ DSI #: _____
 Gender: (check as appropriate) M F Date of Birth: month _____ day _____ year _____

Current Street Address _____ City _____ State _____ Zip Code _____ Valid Until _____

Phone: _____ Email Address: _____

Mailing Address (if different from current address) _____

Emergency Contact:

Name	Relationship	Email Address

Address	City	State	Zip Code	Phone (Home/Cell)	Phone (Work)

2. Citizenship and Passport Information:

Are you a US or Canadian citizen? Yes No Do you have a Visa or Green Card? Yes No
 Do you have a valid passport? Yes, I have a valid passport (Required) *Copy of passport is required with your application.*

Passport # _____ Place of issue _____ Date of issue _____ Date of expiration _____
 No, I do not have a valid passport but I have applied for one. Date of Application: _____ **Note: proof of passport application is required with this form.**
 What is the closest International airport to your home? 1st Preference: _____ 2nd Preference: _____

3. Academic Information:

Current degree program: _____ Campus/Center Location: _____ Online:
 # of credit hours completed to date:(excluding transfer credit) _____ (15 Required) Current Cumulative GPA: _____ (2.7 Required)

4. Program Costs:

- \$ **4,250.00**, includes roundtrip airfare, inter-city transport, hotel accommodations, daily breakfast, and all group activities. *Program cost does not include tuition. Students departing from airports outside the continental U.S. may incur additional cost.*
- Payment schedule once accepted: 1st installment: **March 2, 2016** Final balance: **April 27, 2016**
Note: Installment fees vary depending on Financial Aid qualifications.

5. References:

List the names of TWO references: One must be a DeVry professor and the other may be a second DeVry reference or a current/previous employer who will provide a reference for you.

Full Name	Position	Phone	Email Address

Full Name	Position	Phone	Email Address

6. Student Statement of Purpose:

Please submit a type written personal statement of purpose (**minimum** 100 words) and attach it to this application, answering the following question: What do you hope to achieve academically and personally during this study abroad experience?

Study Abroad: Undergraduate Application

7. Financial Aid Information:

Financial aid may be available to those who qualify to assist with study abroad expenses. For additional information on eligibility and financing options, please contact your local Student Finance consultant or advisor.

8. Attachments:

I have attached all of the following documents: Copy of valid Passport or Passport Application Student Statement of Purpose (# 6 above)

9. Terms and Conditions Statement:

I understand that my participation in the study abroad program is wholly voluntary and my acceptance into the program is based on the determination of the Study Abroad Selection Committee, in its sole discretion.

I understand I will be notified of my acceptance by an official letter from the Study Abroad Selection Committee that will be sent to the applicable address I have registered with DeVry University.

I understand that, upon acceptance, I will be required to sign an Agreement and Wavier of Liability and Release for Study Abroad Program that further describes the terms and conditions of the program.

I understand that DeVry University reserves the right to make changes to the study abroad program itinerary at any time and for any reason, with or without notice, and DeVry University shall not be liable for any loss whatsoever to participants by reason of any such cancellation or change.

I understand that the study abroad program includes health and accident insurance in force and effect for the entire duration of my participation in this study abroad program.

I further agree that I shall be subject to the supervision and authority of the faculty in charge and to the standards stipulated by the Code of Conduct. I further acknowledge that the supervising faculty has sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action. I further acknowledge the supervising faculty to obtain and provide medical treatment and/or services that I may require during this study abroad program.

I give the Study Abroad Selection Committee permission to order and release my student records and transcript to persons directly involved with the acceptance and processing of my application.

Other Requirements and Conditions:

- The course must be taken "for credit" and may not be taken as an audited course.
- Students must attend class events regularly and participate actively in classroom discussion.
- Absence from a class may be excused only for a legitimate medical reason.
- Students that require an ADA accommodation for the program should contact our ADA Officer at adaofficer@devry.edu or adaofficer@keller.edu for more information on how to receive ADA accommodations during your Study Abroad program.
- Students who may be expelled from the study abroad program are not entitled to any refund of tuition or fees.
- Students must observe the laws of the host country and all DeVry University Academic Integrity and Student Code of Conduct regulations.
- After the program is completed, the student is required to complete the online study abroad course evaluation.

10. Cancellation Policies and Penalties:

I further acknowledge and accept the schedule for penalties prior to departure, should I withdraw from the program. The following is the penalty schedule.*

up to 90 days prior to departure date	no charge
89-35 days prior to departure date	50% of program costs
34 days or less prior to departure date	100% of program costs
<i>Any financial obligations incurred from cancellation cannot be applied against financial aid.</i>	

**If airfare has been purchased before the time of the student trip cancellation, the student will be responsible for the price of the ticket plus the penalty defined in the penalty schedule above.*

11. Signature of Understanding:

My signature below certifies that I have read and understand the terms, conditions, requirements and cancellation/refund policy.

Student Signature: _____ Date: _____

To Be Completed by Student Central:

Fully covered by financial aid

Payments required: 1st Payment \$ _____ 2nd Payment \$ _____

Student Finance Signature: _____ Budget Worksheet Completion Date: _____

Academic Advisor/Student Support Advisor Signature: _____

Please send completed application packet to studyabroad@devry.edu by close of business on Monday, January 25, 2016.