

# ISEP-DIRECT 2010-2011 STUDY ABROAD APPLICATION

UW-Eau Claire students **can apply** for the following ISEP-Direct Semester/Year-long\* countries: **Brazil, Bulgaria, Canada, Chile, China, Costa Rica, Czech Republic, Ghana, Italy, New Zealand, South Africa, Spain, Thailand & Uruguay.**

\*Note some countries have multiple universities available.

## BEFORE THE LAST APPLICATION DAY FOR YOUR SEMESTER, YOU MUST:

### 1) COMPLETE AND TURN IN THE ISEP APPLICATION & ATTACHED ENROLLMENT AGREEMENTS. To do this:

#### a. Go to [http://www.isep.org/students/Apply/how\\_to\\_apply.html](http://www.isep.org/students/Apply/how_to_apply.html)

- \_\_\_ Read the Application Guide for the program for which you want to apply. (NOTE: There is a separate ISEP-Direct Application for New Zealand.)
- \_\_\_ Fill out the forms online and print. You are required to fill out and turn in **all** forms listed on the appropriate Application Guide's "Contents of an ISEP Application".
- \_\_\_ Write a \$60 check for the non-refundable ISEP-Direct application fee, payable to ISEP.
- \_\_\_ Make a photocopy of the ENTIRE application.

#### b. Request your Faculty Reference(s).

- Some programs require two separate references, others only one. Please refer to the online Application Guide for your specific program to learn the exact number to request.
- The person filling out the form should be a **UW-Eau Claire faculty member who has had you in class or your adviser.**
- Fill out the top section of the Reference form and give it to your reference.
- Give the person you ask **plenty of time** to complete the reference. Your reference **must be received** in the Center for International Education **by 4:30 p.m. by the final application day for your program.**
- Normally, the faculty member will return your reference form to the CIE prior to the deadline. If you give your reference **less than one week** to fill out the form, ask the reference to give you the completed form in a sealed envelope and **deliver it to the CIE yourself** before the deadline.

#### c. Request an official transcript from the Registrar's Office, 128 Schofield.

- It will be **at least 24 hours** before you can pick up the transcript. This means you must request it at least the day BEFORE the deadline.
- If you are a first semester freshman at UW-Eau Claire, you must attach an **official high school transcript.** If you are a transfer student, and this is your first semester here, you must attach **an official transcript from your former institution.** **Be sure to request these well in advance!**

### 2) READ AND SIGN THE ATTACHED AGREEMENTS.

### 3) TAKE THE APPLICATION FORM, WITH TRANSCRIPT ATTACHED, TO THE CASHIER'S WINDOW, 108 SCHOFIELD. PLEASE NOTE: the Cashier's Window closes at 4pm!

- \_\_\_ Pay the \$30, non-refundable application fee.
- \_\_\_ The cashier will stamp this form paid. This \$30 is applied to program fees.

### 4) RETURN THE FOLLOWING TO THE CENTER FOR INTERNATIONAL EDUCATION, 3 SCHOFIELD HALL:

- \_\_\_ This cover sheet with the stamp showing you paid the \$30 non-refundable application fee
- \_\_\_ UW-Eau Claire & UW System signed Enrollment Agreements
- \_\_\_ Completed ISEP-Direct Application Form
- \_\_\_ Photocopy of entire ISEP-Direct Application Form
- \_\_\_ Official Transcripts from every university you have attended
- \_\_\_ Non-refundable \$60 ISEP-Direct Application Fee Check

## APPLICATION DEADLINES:

We **begin accepting** applications for **FALL/ACADEMIC YEAR 2010 on SEPTEMBER 1, 2009.**

- **NOVEMBER 16, 2009** is the **ISEP-Direct application deadline** for **FALL 2010 and YEAR 2010-2011.**
- After this deadline, please **contact the Center for International Education to inquire if applications are still being accepted.**
- No applications will be accepted after January 29, 2010.

We **begin accepting** applications for **SPRING/CALENDAR YEAR 2011 on JANUARY 25, 2010.**

- **APRIL 1, 2010** is the **ISEP-Direct application deadline** for **SPRING/CALENDAR YEAR 2011.**
- After this deadline, please **contact the Center for International Education to inquire if applications are still being accepted.**
- No applications will be accepted after May 3, 2010

**SELECTION:** Complete applications are reviewed after the appropriate application deadline. Applicants for all programs must meet the requirements set forth for the specific program. Meeting minimum requirements does not guarantee admission to a program. Final admission decisions are made by ISEP.

**All items must be received by 4:30 pm on the deadline date** for an application to be considered in the review process.

**Early submission is encouraged!**

# ***EAU CLAIRE CENTER FOR INTERNATIONAL EDUCATION ENROLLMENT AGREEMENT***

I, \_\_\_\_\_, hereby apply for admission to a University of Wisconsin-Eau Claire study abroad program.  
(student name)

Program name: \_\_\_\_\_ Semester/Year of Participation: \_\_\_\_\_

## **In joining this program, I understand:**

1. That every effort will be made to prepare a budget that accurately reflects actual program costs, but that due to fluctuations in the international value of the dollar and changes in program contracts, additional charges may be necessary before or after the program begins. I agree to pay such charges upon written notice from the UW-Eau Claire Business Office.
2. That the \$30.00 fee that accompanies this application is non-refundable and applies to program costs.
3. That UW-Eau Claire, its faculty, staff, and students have made commitments to this program in consideration of my enrollment therein. I agree that I am committed for the entire period of the program as indicated above, and that I will pay a non-refundable\* deposit of \$150 within three weeks of formal acceptance. The deposit is credited to the program cost and is not transferable across academic years.
4. That program cancellation must be made IN WRITING to the Center for International Education. Refunds of program payments, aside from the application fee, deposit and any funds already committed, are available until JULY 1 for fall and year-long programs, NOVEMBER 1 for spring semester programs, and APRIL 1 for summer programs. **NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS AFTER THESE DATES.** \*
5. That the University, acting through its faculty and staff, may terminate or alter my participation in the program for the following reasons: (a) Failure to maintain good academic standing or academic requirements of the program, or to meet as defined and published under Academic Policies and Regulations in the UW-Eau Claire Catalogue. (b) Personal conduct adversely affecting other students or faculty and/or conduct that violates the rules and regulations published in the Student Services and Standards handbook. (c) Conduct which violates the laws of the country in which the program occurs.
6. That the officials of UW-Eau Claire reserve the right to cancel, make changes, or substitutions in the program whenever they deem such cancellations, changes or substitutions to be in the best interest of the group. Program cancellation due to lack of participants will be announced at least three months prior to the intended start date.
7. That UW-Eau Claire and its faculty and staff are not responsible for any injury, loss, damage, delay, irregularity, or expense arising from the use of any common carrier, vehicle, accommodations, or services resulting from accidents, strikes, war, weather, sickness, quarantine, government restrictions, and other matters beyond the university's power or control.
8. That the Center for International Education will conduct a background check to determine my appropriateness for participation in this program with:
  - a) the Office of Student Development and Diversity and
  - b) the Housing Office and
  - c) the Dean of your College
9. That UW-Eau Claire Counseling Services receives a list of all study abroad program participants and may require me to meet with CIE staff to determine whether appropriate support will be available for me at my proposed site.
10. That program payments must be made on or before the due date, that a \$48 late fee will automatically be charged for late payments, and a \$30 reinstatement fee will be charged if my participation has been canceled due to late payment. I further understand that payment must be made in full prior to my departure for the program. My canceled check is my receipt.
11. That it is my responsibility to make travel arrangements to and from the program site unless otherwise notified. In addition, I understand that opportunities for individual travel are plentiful, and the University does not wish to discourage participants from taking advantage of them. The University, however, takes no responsibility for students when they are traveling independently before, during, or after the program.
12. That my enrollment status for all semester or year programs is considered that of a full-time student earning a minimum of 12 credits per semester. That my enrollment status for all summer programs except the Central European Travel Seminar is considered that of a full-time student earning a minimum of 6 credits. The Travel Seminar grants 3 credits and does not comprise full time summer enrollment.
13. That the Center for International Education (CIE) may release my name, email, and address to the resident director and other students enrolled in my program as requested.

\*If a student is forced to withdraw for medical reasons, or due to an emergency in the immediate family, the deposit/program payments may be transferred to another program semester, or refunded or partially refunded upon review by CIE staff. Medical reasons, student or family, must be documented by a physician.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

