

EXCHANGE PROGRAM APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

1. The deadline to submit exchange program applications is the last Friday of October for Spring term exchanges and the last Friday in March for Fall term exchanges. Applicants applying after the stated deadline will be considered at the International Programs Office's discretion. Some programs may have a limited capacity. Please read the Acceptance Policy and Procedures section in this application for more information.
2. Depending on the exchange program, you may have to fill out an application for the Host University you wish to attend and/or GE3. Please make sure you are aware of these application dates as they are often before our own. For the GE3 application deadline, please visit <http://www.iie.org/programs/global-e3/>.
3. Applications must be completely filled out and all required supplemental items must be submitted as instructed below for an application to be considered.
4. All exchange applications are to be filled DIRECTLY on this PDF file. Please, **NO** handwritten applications as they will not be accepted. After filling out the application completely, print it out and submit it to your International Programs office:

Daytona Beach: Room SCA-263 in the Student Center Annex

Prescott: Center for International Programs and Services

5. Unless you have an Acrobat Writer, you will not be able to save any changes that you make to your application. Therefore, you must complete the entire application in one session and print it out. Because of this, please make sure you review the application so that you have the required information to completely fill it out. This is particularly true for the Course Selection section – if you don't have a list of classes that you already know will be offered abroad that you would like to take, please refrain from filling out this application. You can, however, print it out and fill it out by hand as you get the information you need. When the application is complete, fill it out once again on the PDF file; this will be the final version to be turned in to the International Programs Office.
6. You must have a 2.5 cumulative GPA or higher to be eligible to participate in ERAU exchange program. If you are planning on participating in a Dual Degree program, you need a 3.0 GPA or higher. Exceptions may be made at the International Programs Office's discretion.
7. Make sure you carefully read the entire Release Statement at the end of the application. After you fill it out completely please sign and date it.
8. If you have any questions, please contact us at study.abroad@erau.edu for Daytona Beach students and at printstu@erau.edu for Prescott students.

ADMISSION POLICY AND PROCEDURES

International exchange programs work, to the greatest extent possible, on a one-to-one basis. That is, we are able to send as many students abroad as we are able to accept from any given academic institution so as to maintain exchange parity. Due to the growing popularity of ERAU's exchange programs, the spots that are available every year may be less than the amount of students interested in filling them.

Furthermore, the international nature of our programs requires that only qualified, motivated, and responsible students participate to ensure not only the smooth running of their experience abroad, but their own safety as well. Moreover, to maintain the integrity of the relationships built with our foreign partners, it is in the International Programs Office's interest to send only those students it deems will represent Embry-Riddle Aeronautical University well abroad. Finally, as can be expected, priority needs to be given to students who may not have another opportunity to participate due to their class status and impending graduation.

Due in large part to the reasons mentioned above, the procedure for accepting students for participation in exchange programs involves a careful review of the student's academic and personal integrity, including, though not limited to, extra-curricular participation, rapport with his or her professors, and overall academic performance especially in the courses that directly relate to the courses the student wishes to take abroad. A "first come, first served" policy will not be the guiding consideration when reviewing Exchange Program applications

SUPPLEMENTAL ITEMS CHECKLIST

Please submit all of the following supplemental items with your application to the International Programs Office.

To be turned in by all applicants at the time of application:

- Sealed copy of your official transcripts.
- Two letters of recommendation. At least one of them must be from one of your past and/or current professors.
- One page (double spaced) essay describing why you would like to study abroad and what you expect to get out of your experience. If you are applying through GE3, you can use the essay required for their application to fulfill ERAU's requirement.
- Two passport-sized photos (refer to the end of the application for further information on where to get these) with your application.
- Host university application and any supplemental items required outside of ERAU's requirements (if applicable).

Note: If the foreign institution requires an official transcript as well, you do NOT need to get a second transcript. Please turn in only one.

- Housing application (if applicable).

To be turned in by all applicants, but not necessarily at the time of application:

- A copy of your passport. If you do not have a passport at the time you submit your exchange program application, **APPLY FOR ONE IMMEDIATELY**. Check your passport expiration date; it must be valid for at least 6 months after you return to the U.S.
- A copy of your travel itinerary must be submitted to the International Programs Office no later than one month prior to your departure.

To be turned in/completed by all GE3 applicants:

- Confirmation of submission of GE3 application that can be found at https://ww2.iie.org/cgi-bin/ge3/student_app_login.cfm.
- GE3 Program of Studies Form—dual degree candidates may use the corresponding pre-filled form
- GE3 Essay (fulfills ERAU's essay requirement as well)

To be turned in by all Dual Degree applicants:

- All required items for GE3 applicants (including the online application)
- Résumé in French (please inform the IPO if you need help with this).
- One page (double spaced) essay in French describing the reasons you would like to participate in a Dual Degree program (please inform the IPO if you need help with this).
- EPF Program of Studies Form

INTERNATIONAL PROGRAMS OFFICE

EXCHANGE PROGRAM APPLICATION – OUTGOING STUDENTS

| PROGRAM INFORMATION: | | | |
|---|-------------------------------|---|--|
| Program Type | Foreign Institution | Term | Year |
| <input type="checkbox"/> Bilateral Exchange Agreement <input type="checkbox"/> GE 3 Exchange Agreement <input type="checkbox"/> Dual Degree <input type="checkbox"/> Other | | <input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Fall & Spring <input type="checkbox"/> Summer | |
| Last Name: | | First Name: | |
| | | Middle Name: | |
| (As it appears on your passport or birth certificate) | | | |
| Gender: | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Date of Birth (mm/dd/yyyy): / / Age During Program: |
| Place of Birth: | | Country of Citizenship: | |
| Do you have a Passport? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | If yes, Passport Number: | |
| | | Expiration Date (mm/dd/yyyy): / / | |
| Degree Program: | | Current Grade Point Average: | |
| Declared/Intended minor(s): | | Current academic year: | |
| | | <input type="checkbox"/> Fr. <input type="checkbox"/> So. <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Grad | |
| Preferred E-mail: | | Alternate E-mail: | |
| Permanent Address: | | Mailing Address: | |
| Street: | | Street: | |
| City: | State: | City: | State: |
| Zip/Postal Code: | | Zip/Postal Code: | |
| Country: | | Country: | |
| Telephone number: () | | Telephone number: () | |

Please list any medical conditions the International Programs Office should know about (your admission into the program will not be affected by your response):

Other comments or concerns:

In case of emergency, please list the names of two different contacts:

Name 1:

Name 2:

Relationship:

Relationship:

Telephone number:

Telephone number:

()

()

LANGUAGE SKILLS

1. Native Language:

2. Other Languages Spoken:

(Please indicate any languages studied and what level of proficiency (Beginner, Intermediate, Advanced, Working Knowledge, Fluent, or Native Speaker) you have acquired)

SCHOLARSHIP

Please list any academic achievement, award or scholarship received while attending ERAU:

1.

2.

3.

4.

5.

EXTRACURRICULAR ACTIVITIES

Please list all of the clubs and organizations in which you have played an active role. Please specify when you participated and the role you played (President, VP, member, etc):

1.

2.

3.

4.

5.

OTHER ACTIVITIES

Please list all other activities you have participated in during your time at ERAU. Include athletics (varsity, intramural, and/or amateur teams), teaching experience (tutor, lab/professor assistant), and any publications published in a recognized media outlet (e.g. The Avion, local, national, and/or international publications). This does not include articles written about the applicant.

1.

2.

3.

4.

5.

PRACTICAL EXPERIENCE

Please list the most recent or most relevant position held. You may list additional experience in the Comments section of the application.

Company/Organization Name:

Dates Employed: From / / to / /

Position Title:

Description of duties, responsibilities:

Description of accomplishments:

(Please retain this page for your records – do NOT submit with the application)

COURSE SELECTION/PROGRAM OF STUDIES:

Selecting the right courses is one of the most crucial steps in the Exchange Program process. The Program of Studies Form must be filled out with the list of potential courses that you would like to take while abroad. **If you are participating in a GE3-sponsored program, do NOT fill out this section.** You may use their form instead.

Please make sure that you research the foreign school you wish to attend thoroughly and find a list of classes you would like to take there to transfer back. Make sure that your list is flexible and contains more than just four or five classes unless you are certain that they will be offered at the foreign institution during your term(s) abroad. Keep in mind that many times the actual classes offered abroad may change between the time you apply and the time you actually start classes so flexibility is key.

Make sure that you get your advisor to review the courses you will want to take. Wherever possible, provide your advisor with a copy of the descriptions of the courses you would like to take. This information is usually found on the Host University's website. Please contact us if you have any problems with this. In some cases, especially for highly advanced or degree-specific courses, it may be necessary to clear the courses with your department chair as well.

(Important note for Dual Degree Program participants: Your courses abroad are predetermined so there is no need to fill out this section. Please contact us for a pre-filled Program of Studies form.)

COURSE SELECTION FORM

| | COURSE NUMBER – ERAU | COURSE TITLE – ERAU | # OF CREDIT HOURS | COURSE TITLE – HOST UNIVERSITY |
|---------|----------------------------|-----------------------|-------------------------|---|
| Example | SS 325 | International Studies | 3 | Recent Changes in European Sociopolitical Relations |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

*** Please provide a copy of the Host University’s course descriptions with your application; if not available, please contact us.**

**** Please note that you MUST register for classes at ERAU before you go abroad. A copy of your registration form must be turned in if you are selected to participate before the end of the semester prior to your departure.**

ADVISOR CONSENT FORM

Advisor Name:

Advisor Phone: () -

Advisor Fax: () -

Advisor E-mail:

After you show your advisor your list of classes and confirm that they will apply to your program, please have him or her fill out the form below. If the classes you wish to take don't apply to your program, you can still participate in your program of choice. However, you will do so knowing full well that the credit you receive from classes taken abroad may not count towards your graduation. It can, however, count towards a minor in some cases, but make sure you discuss this with your advisor.

I have reviewed the degree plan for _____ and approve the above courses listed to count toward the student's degree plan.

Signed: _____ Date: _____
(Student Advisor)



IMPORTANT INFORMATION! PLEASE READ CAREFULLY!

CANCELLATION POLICY:

If you decide to cancel your participation in a program after you have been accepted, **please notify the International Programs Office immediately**. It is also your responsibility to contact the Host University you applied to attend to let them know that you will no longer be going unless you have yet to be accepted by them (where applicable).

PASSPORT AND VISAS:

All students traveling abroad must have a valid, current passport. The expiration date **should exceed your return date by at least six (6) months**. Students who do not already have a passport should apply for one immediately. Normally, the process takes 4-6 weeks; however, in peak travel seasons it may take twice as long. Apply early to ensure receipt of your passport as it will be needed for your visa application. It is your responsibility to track the status of your passport application at all times. **A copy of your passport must be furnished to the International Programs office before your departure.**

Passport application forms for both new applicants and renewals are available by going online to www.state.gov and downloading the appropriate forms. In most cases you can apply for your passport in any main US Post Office. For Daytona students, you may go to the Post Office located at 500 Bill France Boulevard (386 274-6326). For Prescott students, you may go to the 2nd floor of the Courthouse in downtown Prescott (928-771-3312).

All participants of an exchange program will need to obtain a student visa from the consulate of the country they wish to study in. Make sure you contact the nearest consulate to become familiar with the requirements of obtaining a visa, as well as the costs, and time delays. It is the responsibility of the student to obtain his or her visa, and in no way will ERAU will responsible for any consequences of a lack thereof. The International Programs office will, however, help the student in any way it can to help the student in the obtaining of a visa, including supplying any needed paperwork it can provide for the student.

Passport/Visa photographs:

Make sure you get four copies of the picture! The passport application requires that you submit two photos and you are also required to submit two photos to the International Programs Office. In Daytona, you may go to any local **Walgreens** or **Eckerd**, both located on the corner of Beville and Clyde Morris Blvd. In Prescott, you may go to **Walgreens** located at 178 Sheldon St., 776-1614 or any of the **UPS** stores: 7760 HWY 69, 772-0000; 303 E Gurley St., 445-0099; 1042 Willow Creek Rd., 445-4560.

STATEMENT OF STUDENT RESPONSIBILITY:

The following statement is given to all students studying abroad in Embry-Riddle Aeronautical University sponsored programs. Your signature below indicates your acceptance of the rules and regulations as detailed.

Student Conduct

In all Embry-Riddle Aeronautical University sponsored programs abroad, students are expected to behave in a mature, responsible manner, and at all times abide by university regulations and the policies embodied in the Embry-Riddle Aeronautical University Student Standards of Conduct. Directors and/or faculty leaders have the authority to dismiss a student from the program at any time, who is following a course of action or behavior harmful to the student, to others, or to the program, including violation of Embry-Riddle Aeronautical University rules and regulations. In such a case, the student will be asked to leave the host University including program housing and will not be permitted to attend classes. No refunds will be due from Embry-Riddle Aeronautical University, and return transportation costs in such circumstances are the responsibility of individual students.

Embry-Riddle Aeronautical University does not condone and strives to prohibit the unlawful possession, use, distribution, or manufacture of illicit drugs and alcohol by students on its property or as part of any of its activities. Specific statements of the university's policies can be found in the (Student Services CD).

Student Liability

It is understood and agreed that Embry-Riddle Aeronautical University, cooperating organizations, or individual faculty leaders and directors do not assume liability for any injury, loss, damage, accident, delay, irregularity or additional expense arising from the use of any vehicle or services, or from strikes, weather, quarantines, sickness, government restrictions or regulations, or from any act or omission of any railroad, motor coach, airline, or other transportation company, or for any cause whatsoever. Nor is any responsibility assumed for loss or damage to a participant's baggage or personal possessions. All such losses or expenses will be borne by the participant.

ACCEPTANCE AND RELEASE STATEMENT

I understand that I am ultimately responsible for my own behavior during this Exchange Program, and am aware that any unruly and disturbing behavior, or acts in violation of Embry-Riddle Aeronautical University's (ERAU) Student Standards of Conduct, may be grounds for immediate expulsion from the program.

Financial Responsibility. I understand that I am financially responsible for providing my meals, visa fees (if applicable), and any other miscellaneous costs involved in studying abroad.

Assumption of Risk. I understand that participating in the Program entails inherent risks in the various activities which I will participate in during this program. I have been given the chance to ask questions concerning the Program. All such questions have been answered to my satisfaction. Having read this form, I am fully aware of the risks and hazards associated with the Program, and hereby elect to voluntarily participate in the Program. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me as a result of participating in the Program, unless it is caused by the gross negligence or willful misconduct of ERAU, its officers, trustees, agents, employees or volunteers (the "Releasees").

(Please retain this page for your records – do NOT submit with the application)

Liability Release. In consideration for ERAU allowing me to participate in the Program, I agree I will not sue the Releasees. I release the Releasees from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature, whatsoever, arising out of any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, arising from the Program and its activities or while upon the premises where the Program is being conducted, excepting those claims arising from the gross negligence or willful misconduct of the Releasees.

Indemnification. I agree to indemnify and hold harmless the Releasees from and against any loss liability, damage or costs, including court costs and attorneys' fees, that Releasees may incur arising from my involvement in the Program, excepting those claims arising from the gross negligence or willful misconduct of the Releasees.

Statement of Physical Fitness. I am physically fit and in a condition that will allow me to participate fully in the Program. I maintain medical insurance that covers me for accidents and illnesses while I am participating in this Program. Releasees are relying on my warranty of my physical condition. I understand the Releasees have not made, nor will make, any investigation into my physical fitness or ability to participate in the Program and Releasees are relying on my warranty of my physical condition. I assume full responsibility for payment of medical expenses not covered by insurance incurred as a result of my participation in the Program.

Emergency Medical Treatment. I grant the Releasees permission to authorize emergency medical treatment as they deem appropriate, and agree that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

Program Changes. I understand that ERAU reserves the right to make cancellations, changes or substitutions in the Program in cases of emergency or changed conditions, or in the best interest of the group. Should ERAU cancel the program, full refunds will be made unless the cancellation is due to political, natural, technological or other problems beyond its control in which case ERAU will be able to refund only uncommitted and recoverable funds.

Insurance. I understand that ERAU requires that all students maintain medical insurance while participating in the Program. The participant shall be financially responsible for any and all medical expenses arising from the Program. In addition, I understand that the payment for medical expenses may have to be advanced by me and reimbursement sought later from the insurance carrier. ERAU also requires that students planning to operate a motor vehicle obtain auto liability and collision insurance that will cover them in the applicable foreign country(ies) they travel in. ERAU also recommends that participants obtain personal property insurance to cover losses to personal property while in the Program.

Behavioral Expectations.

- a. I understand that all students are subject to ERAU regulations and program guidelines and the laws of the host country. In the event I violate any of these, or I sustain academic failure, or I exhibit behavior which is considered by ERAU to be detrimental to myself, other students, or to the Program, ERAU shall have the right to dismiss me from the program while retaining all tuition and fees. I understand that I shall be responsible for any extra expense I may incur as a result of this dismissal.
- b. I understand that I, as a participant in this program, will be viewed as an ambassador of ERAU and the United States and by signing this agreement pledge to deport myself in a manner that reflects favorably on both.

It is my express intent that this Agreement shall bind the members of my family and spouse (if any), my estate, heirs, administrators, assigns or personal representatives. I agree that this Agreement and any claim arising from my participation in the Program shall be construed in accordance with the laws of

(Please retain this page for your records – do NOT submit with the application)

Florida (for Daytona Beach campus students) or Arizona (for Prescott campus students), without regard to its conflict of law provision. The courts in Volusia County, Florida and Yavapai County, Arizona shall be the forums for any lawsuits arising from the Program or incident to this Agreement. The terms of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal or unenforceable, the validity of the remaining portions shall not be affected thereby.

RELEASE STATEMENT SIGNATURE PAGE

(To be printed, completed, and submitted to your International Programs office)

In recognition of the facts stated in the Acceptance and Release Statement, I, _____, acknowledge that certain risks are inherent in the various activities which I will participate in during this program. I understand that my host university and ERAU as well as their faculty and staff have no control over these risks, and are not responsible for my personal welfare beyond ordinary precautions taken for the safety of students. I therefore agree to assume all responsibility for any and all claims for damages including medical expenses, personal injury or death, disability, loss of wages, loss of earning capacity, and property damages which I may incur or may be incurred against me during my participation in this program.

In signing this Agreement, I acknowledge that I have read this Acceptance and Release Agreement, including the "Statement of Student Responsibility" and any attachments, understand the terms and information in each, and agree to be bound by their terms. I further acknowledge that I sign this Agreement voluntarily.

I have read the above and have willingly signed this document with full understanding of its purpose.

Student signature _____ Date _____

Parent or Guardian Signature _____ Date _____
(If student is under the age of 18 years)

Title of Study Abroad Program concerning this application

U.S. Citizen _____ (Please initial the statement that applies to you.)

Non-U.S. Citizen _____, I understand that I must check with the appropriate authorities to determine if a visa or other documentation is required to enter another country from the U.S. I also understand that no refunds will be given to a student due to a lack of proper documentation to enter the country of destination or the U.S. upon return.