



STUDY ABROAD 201

STUDY ABROAD APPLICATION PROCESS



Access the application process for study abroad at <https://www.csbsju.edu/global/apply-now/> and apply through the [CSBSJU-Global Portal](#).

When preparing your application to study abroad it is very important to know **WHY** you want to study abroad. After you have decided on a program, or to help you decide, spend time reflecting on your **GOALS & ASPIRATIONS**. Your goals should be more substantial than “my brother went on that program”, “I think it will be cool”, or “I have always wanted to go to ___”. Write down your goals. This will help with your application.

The Writing Center is available to look over your essay questions. This is highly encouraged!

Academic:

- 1.
- 2.
- 3.

Personal:

- 1.
- 2.
- 3.

Professional:

- 1.
- 2.
- 3.

Apply from an educated perspective. You want to make sure that you know the basic information about the program before you apply. This will help you articulate your personal, professional, and academic goals. Here are a few ways that you can learn more about the programs.

- Consult the Center for Global Education (CGE) website for helpful links and program resources.
- Read more details about each program on the CGE website or [CSBSJU-Global Portal](#).
- Read through Study Abroad Ambassadors profiles. These are study abroad returnees who want to share their experiences abroad with you! Connect with the Ambassadors on the CGE website to learn about their personal experiences.
- If applicable, know a little bit about the faculty director for your program of choice.
- If you need more information about a program, schedule a DIVE DEEPER meeting with a CGE program manager in the [HIVE](#) with the following CGE staff:
 - *Nicole Clements: Chile, France, South Africa, Summer: Finland*
 - *Jessica Dickau: Australia, Greece, Ireland-Cork, Japan; Summer: Spain*
 - *Joy Ruis: Ireland-Dublin, United Kingdom-London; Summer: Italy, Global Fellowships*
 - *Tracy Skluzacek: Austria, Germany, Italy, Spain*

Application Tips & Tricks

- Start your application early and take your time. Please note that the average application will take between 3 and 4 hours to complete. You can save your application at any time.
- Make sure that you have read over (and proofread) your answers and that they are a good representation of you and what you will bring to the program. Remember that this is a competitive application process, so be professional!
- Be honest & upfront: your behavior record will be considered during the application process. If you have violations on your record, it is best to speak about them in a straightforward manner. Your faculty director will be aware of any violations that are on your CSB+SJU judicial record.
- When appropriate, CGE has given suggested word counts on essays!
- Review the Selection Criteria on the application website. You must meet the minimum requirements. Selection will be made based on a combination of all of the selection criteria.
- GPA: If you have a GPA below 2.5, but are not on academic probation, you can apply, and your application will be reviewed on a case-by-case basis. *NOTE: The Cork - Ireland program has a minimum GPA requirement of 3.0. The Dublin - Ireland program has a minimum GPA requirement of 2.75. If you are interested in one of these programs, but do not meet the minimum GPA requirement, meet with the program manager prior to application to discuss options.*
- You only submit one application for a single program but keep a second choice in mind. Some programs may be competitive.
- All applications received by the **priority deadline** will be reviewed after NOON on February 1, and notifications of acceptance will be sent on February 14. Applications received by the **regular deadline** will be reviewed after NOON on February 17, and notifications of acceptance will be sent on March 1. The **final application deadline** for fall programs is March 15 and for spring programs is September 1.
- The \$300 application fee for semester programs and \$200 application fee for short-term programs is not meant to deter your study abroad application. CGE offers a payment plan in which you can spread out your application fee in 2 or 3 monthly payments of \$100 each. Make a Dive Deeper appointment in the [HIVE](#) to discuss financing study abroad and to be approved for the payment plan.

Resume

You will need to upload a PDF of your resume as part of the application process. XPD offers a variety of services to assist you in developing a resume. Take advantage of these!

Resume Tips & Sample Resumes: Utilize resources in the Resume Writing module through XPD's Canvas Course: <https://csbsju.instructure.com/courses/15383/modules/55633>. The module includes a step-by-step guide, short videos, a handout, and links to sample resumes to help as you create a strong resume for your study abroad application.

Resume Reviews: Study Abroad resume reviews are available by scheduling with a Career Ambassador in Handshake or on a drop-in basis in the Experience Hub (Clemens Library). To schedule a resume review, sign up through [Handshake](#) to meet with a Career Ambassador.

Application References – Semester Programs only

Carefully consider who you will ask to complete your references. Speak with these individuals before you submit your application and make sure they are willing to complete your reference form. You will request your references by submitting their email addresses on your application form in the [CSBSJU-Global Portal](#). YOU WILL WANT TO REQUEST REFERENCES ASAP! You can check if these people have completed their references and resend reminders on the application form in [CSBSJU-Global Portal](#).

1. Faculty/Academic Advisor _____

This person will talk about your four-year plan and how study abroad can fit into this plan. This is not a character reference, but a logistical one. They need to be able to answer the question: Does study abroad fit with your academic goals?

2. Faculty Reference _____

This person is your academic character reference. They should be able to speak to your abilities in the classroom.

3. Non-Faculty Reference _____

This person serves as a second character reference. They should be able to speak to your abilities and involvement outside of the classroom. This cannot be a student peer or family member, but can be an RD/FR, work study supervisor, coach or advisor for a club or organization. The non-faculty reference can be on or off campus. (Note: They may be a CSB+SJU Faculty member, but they are talking about your skills outside of the classroom.)

4. Language Reference _____

*Students applying to **Chile, Germany, or Spain** are required to request a Language Reference.*

Troubleshooting

- **Missing recommendations?** If you requested references, but they have not yet been submitted, you can always open your application and “resend” the recommendation request. This is especially useful if you requested the recommendations more than 1 week ago – the request may have gotten lost in your reference’s inbox! *You can complete and submit your application even if you have recommendations that are still outstanding. Your references will still be able to submit the recommendation forms.*
- **Recommendation form problems?** If your references are having trouble with the recommendation form, please have them contact cge@csbsju.edu. We have some troubleshooting ideas we can share!
- **Application fee confirmation:** You will pay your application fee through the CSB/SJU Touchnet system. This may take 48-72 hours to update in your study abroad application. Don’t panic if your application still says your online application fee is “not paid” - if you got the email confirmation that your payment was received, you are all set!
- **GPA or other Banner information not updated?** Log out of the application system, clear your cookies/cache, and log back in. This should update your GPA and other Banner information!
- **Open the CSBSJU-Global Portal using a Chrome browser** for the best user experience.

Submitting Your Study Abroad Application

SUMMER STUDY ABROAD/GLOBAL FELLOWSHIPS:

Complete the online application (includes \$200 application fee) before the deadline:

WEDNESDAY, FEBRUARY 1, 2023 AT NOON.

SEMESTER STUDY ABROAD:

Complete the online application (includes recommendation request & \$300 application fee) by the **priority deadline** for maximum program choices and opportunities available:

WEDNESDAY, FEBRUARY 1, 2023 AT NOON.

Complete the online application by the **regular deadline** for acceptance into programs on a space available basis:

FRIDAY, FEBRUARY 17, 2023 AT NOON.

Complete the online application by the **final deadline** for acceptance into programs on a space available basis:

WEDNESDAY, MARCH 15, 2023 AT NOON – FALL PROGRAMS

FRIDAY, SEPTEMBER 1, 2023 AT NOON – SPRING PROGRAMS

Prep for your Study Abroad Interview: Semester Programs & Global Fellowships

After submitting the application, the next big step for semester study abroad and Global Fellowship applicants is your interview! You have made the huge decision to study abroad and gone through the tough process of picking a program. Individual interviews will last 15 to 30 minutes.

Be Prepared: It is key that you go into your interview prepared. You don't have to know everything about the program you are applying to, but you should know some highlights and how this program will meet your Academic, Personal and Professional goals. Being prepared also means coming with questions. This is your chance to ask questions on how this program aligns with your study abroad goals.

Put Your Best Foot Forward: Make a good first impression and dress well. Be articulate and let your passion for this experience shine through. Think about it from the faculty director's point of view... Why are you the best candidate for this program? What do you plan to learn, gain from this opportunity? Why would they want to spend a semester with you? Have your act together.

Know the Selection Criteria: The best way to prepare for selection is to know how the decisions will be made. You need to think about each criterion and how you meet the requirement. You still have time to influence some of these factors, others show past performance.

Practice Interviews: XPD

- There is no better way to be prepared for interviewing your best than a practice interview! Sign up for a 20-30 minute study abroad practice interview that will take place between Mon. Jan. 30 – Fri. Feb. 10 with an XPD Career Ambassador. Sign up will open on Mon. Jan. 23 through [Handshake](#). Make sure to sign up early!
- Study abroad applicants who used the Experience and Professional Development Office (XPD) for practice interviews told us that doing this extra step helped them feel confident and comfortable for their actual interview. Also, practicing your interview skills can also reduce stress for the interview as well.