



Office of International Programs and Exchange
Office of the Provost, Vice President for Academic Affairs

**A GUIDE TO THE PROGRAMS, INITIATIVES, AND SERVICES PROVIDED BY THE
OFFICE OF INTERNATIONAL PROGRAMS & EXCHANGE**

UNIVERSITY OF THE DISTRICT OF COLUMBIA

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Building 39, Suite 301H

Washington, D.C.

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THE UNIVERSITY OF THE DISTRICT OF COLUMBIA

The University of the District of Columbia is the only public urban land grant university in Washington, DC, the capital city of the United States of America. It is responsible for research, teaching, and providing services to the people of the District of Columbia, the nation, and the international community. The University System comprise of community college, the selective "Flagship" university, and the UDC Dave Clarke School of Law.

UDC serves a population that includes about 75% minority students and 15% international students, of the 75%, many are working full or part time and are the first in their families to attend college.

Noteworthy areas of research activity include cancer biology, health disparities, alternative energy, water resources and environmental science, computer science and information assurance, digital networking and image processing, and new college of Agriculture, Urban sustainability and the Environment with an experimental farm with research in food science/nutrition, and Cooperative Extension Services.

The University is a particularly exciting and a fast-moving at this time, as it pursues strategies to internationalize the curriculum expand educational opportunities; and accelerate research engagement focused on economic development in Washington, DC and globally.

THE OFFICE OF INTERNATIONAL PROGRAMS & EXCHANGE VISION & OBJECTIVES

The Office of International Programs & Exchange (OIPE) is responsible for coordinating and facilitating internationally focused partnerships and programs that integrate global approaches into all aspects of co-curricular life on campus. This includes study abroad programs, faculty and scholar exchanges, and the development of new curricular innovations. OIPE initiatives are designed to extend into the global arena as well as to encompass UDC's historic commitment to teaching, learning, scholarship and research, public service and outreach.

Vision:

To position the University of the District of Columbia to lead in the provision of local, national regional and worldwide cooperation in higher education

Mission:

The mission of the Office of International Programs and Exchange (OIPE) is building international and global partnerships to foster global competency as a learning outcome for all students; to provide services to international students and to integrate a global perspectives into the curriculum of our university system.

OIPE's mission is achieved by developing and maintaining cooperation with international institutions that facilitate learning experiences for students, faculty, staff and the community, regarding the substantive impact of globalization. OIPE is the principal resource for faculty, students and staff in the internationalization of education on campus. OIPE promotes effective communication between American and international students by facilitating their engagement in effective cross cultural exchanges. OIPE contributes to faculty development by coordinating a program of international co-curricular activities and the participation in international research through regional and international linkages.

OIPE promotes academic and cross-cultural learning through worldwide partnerships with government and non governmental agencies, and civil society institutions. OIPE works to facilitate academic mobility through innovative, affordable exchange, and study abroad programs. OIPE seeks to enhance the institutional infrastructure of UDC to foster campus internationalization.

ORGANIZATIONAL STRUCTURE

The Director/Ambassador at-Large of the Office of International Programs and Exchange ,Office of the Provost and Vice President for Academic Affairs. The staff of the office includes:

1. Coordinator - International Co-Curricular Programs
2. Coordinator – Exchange Programs International Partnerships and Study Abroad
3. SEVIS Coordinator
4. Administrative assistant *
5. Graduate Assistant*
6. Faculty /curriculum Specialist*

The Office of International Programs and Exchange (OIPE) implements a comprehensive program of faculty exchanges partnership and, which incorporates continental, regional, and study abroad service learning, and student exchanges.

OIPE contributes to the Global Awareness Curriculum Development and Joint research initiatives of the University.

PARTNERSHIPS & EXCHANGE

UDC has a rich legacy of participation in Study Abroad. UDC continues to review and strengthen its study abroad policies. There is a Study Abroad Application Process in place which comprises of eligibility guidelines, and an approval process.

The UDC OIPE functions as a clearinghouse and service center for the university's faculty and students. UDC students have participated in a number of study abroad programs in the past, and OIPE's aim is to expand and enrich the availability of opportunities and facilitate them with a more structured process.

UDC has had numerous undergraduate students spending academic semesters at the University of Sunderland, London in the school of Art Design, Media and Culture. UDC and Sunderland are actively engaged in a plan to deepen this relationship. OIPE is continuously working to establish alliances with additional institutions.

UDC/Maadi Program

Established in 1995, the Academic Cooperation Agreement between the University of the District of Columbia (UDC) and the Association of El Maadi Modern Academy (AEMMA) is an academic partnership between the University and the Academy. Academic programs offered through the University are baccalaureate degree programs in Engineering, Business Management, and Computer Science.

Agreement between the University of Sunderland, and the University of the District of Columbia

In keeping with the spirit of the Friendship Agreement between the City of the District of Columbia Capital of the US, and the City of Sunderland; and drawing upon a period of visits exchange of information and productive discussions the University of the District of Columbia and the University of Sunderland signed an agreement for cooperation.

This cooperation agreement includes collaboration between the two universities in areas such as journalism software and IT, renewable energy, sports, early childhood, history, English, politics, business law enterprise, workforce development and innovation. UDC and the University of Sunderland would undertake activities that would be mutually beneficial to the student body, faculty and university communities of both institutions

Osun State University Nigeria

UDC and Osun State University have exchanged visits and have an expressed commitment to deepen their cooperation. Of special interest to both institutions is cooperation in the area of Agricultural science.

Mellon Fellow Community Initiative

UDC is an affiliate of the Salzburg Global Seminar and a participant in the Mellon Fellow Community Initiative, as a part of the International Study Program (ISP). This initiative is funded by the Andrew W. Mellon Foundation. The participating institutions comprise a consortium of Historically Black Colleges and Universities, and the Appalachian College Association. The purpose of the program is to provide opportunities to develop and implement projects that bring broader international perspectives to their classrooms, campuses, and communities. This Initiative is aimed at better preparation of students for life in an ever-changing and globalized world.

INTERNATIONAL STUDENT SERVICES

Welcome to the United States and the University of the District of Columbia

For a new international student arriving in the U.S. to begin or complete a program of study, United States immigration laws can often be complex and even somewhat stressful to those who are not familiar with the system. The **Student and Exchange Visitor Information System (SEVIS)** Coordinator, of the University should be contacted on all matters relating to the following requirements:

Legal Requirements

Failure to maintain your non-immigrant visa status can result in serious immigration problems, which may lead to deportation from the US. Compliance with the law involves all of the following:

- Maintain the validity of your passport at all times. Contact the Consulate or Embassy of your country in the US for renewal procedures. If your passport is lost or stolen contact the Embassy or Consulate of your country, and notify an ISA.
- Enroll as a full time student during the fall and spring semesters. Undergraduates must enroll in at least 12 units each semester. Graduate students must enroll in a minimum of 9 units; summer session enrollment is not required.
- Do not accept unauthorized employment. All off-campus employment must be pre-authorized by the Department of Homeland Security, or an ISA.
- Report any change in your contact information, including physical address (the address where you actually live), email address, phone number, and home country address within 10 days by updating it with an ISA. Students registered in the NSEERS Special Registration must also file the NSEERS AR-11 form with the Department of Homeland Security.
- Keep your I-20 or DS-2019 valid at all times. You must apply for an extension of stay if you do not complete your program of studies at UDC within the time specified on the form. **The extension must be completed before the form expires.**

Necessary Documents

Form I-94 Arrival/ Departure Card

This small white card is issued to all non-immigrants at the time of arrival in the US, and must remain stapled in your passport at all times. Do not lose the I-94, as replacement is very complicated and expensive. The I-94 indicates the visa classification and the length of authorized stay in the US. This card is surrendered upon departure from the US and a new Form I-94 is issued upon re-entry. The length of authorized stay for F-1 students is noted on the I-94 as D/S and stands for “Duration of Status”. It allows F-1 students to stay in the US for the length of time indicated on the initial I-20 form, plus 60 days.

SEVIS I-20 Form for F-1 Students

This “Certificate of Eligibility for Nonimmigrant (F-1) Student Status” is issued to students when they are accepted to a school. It is used to apply for an F-1 visa at the American Consulate or Embassy in your country and is then presented to the immigration officer at the port of entry when you arrive in the US. The officer will stamp the form with a red entry stamp and return it to you. Students transferring schools within the US will not have the red entry stamp on their I-20 form. Keep it with your passport at all times. If you do not complete your degree by the date on your form, you must apply for an extension of program with an ISA.

Visa Information

The visa is the stamp placed in the passport at a US Consulate. It is the permit necessary to enter the US for the terms and conditions of that visa classification. The visa indicates the specific classification, the expiration date, name of the bearer, the number of valid entries, and the location and date it was issued. You must always have a valid visa in your passport when you enter the US. It is not required that the visa be valid while you are in the US. It is only when traveling outside the US that you must have a valid visa for re-entry.

Obtaining a New Visa

An F or J visa can only be obtained at a US Embassy or Consulate outside the US. There are no offices within the US to apply for these visa classifications. It is always easier to apply for a new visa in your home country. The Consular Officers there can more easily determine eligibility to obtain the new visa. The visa renewal process will be the same procedure that you followed the

first time you applied for the visa. Each time you apply for a visa you must prove to the consular officer you have enough funds to continue studying, you have been a full time student, and that you plan to return to your home country after completion of your degree. Check your Consulate's website for updated application procedures before your appointment. Consular and Embassy websites are found at <http://usembassy.state.gov>.

Applying for a Visa in Mexico or Canada

Students who are not citizens of Mexico or Canada are not encouraged to apply for a visa at a US Embassy or Consulate in Mexico or Canada. Although students may visit Mexico or Canada without needing a valid US visa to return, the law states that visa applicants denied the visa, must have a valid visa to re-enter the US. The automatic visa revalidation rule does not apply when an application is denied, the passport will be annotated to show there has been a visa denial, and re-entry to the US will be barred. If visa renewal in Mexico or Canada is unavoidable, appointments can be made on line at: www.nvars.com. Students going to Mexico to apply for a visa are required to have a business visa to enter Mexico. For more information, contact the Mexican Consulate in Washington, DC.

Travel Information

Visits to Mexico and Canada

Before leaving the US to travel to Mexico or Canada determine that you have the proper documents to travel in those countries, and the proper documents to return to the US. Necessary documents include a valid passport, I-94 form with D/S, and a SEVIS I-20 or SEVIS DS-2019 recently signed for travel. To determine if persons from your country need a visa to visit Mexico, check with the Mexican Consulate in downtown San Diego. To verify visa requirements for Canada check with the Canadian Consulate in Los Angeles.

Automatic Visa Revalidation

Generally, it is not necessary to have a valid US visa for re-entry to the US if your stay in Mexico or Canada is 30 days or less. The visa is considered automatically revalidated, if all required papers are in order. Border Officials now require students to have a valid visa if their

SEVIS I-20 is not stamped with the red entry stamp. Students whose SEVIS I-20 does not have the red entry stamp should talk with an ISA before visiting Mexico.

Traveling Home or Abroad

F-1 students planning to return home or to visit another country should make sure your I-20, passport, and visa are valid; the third page must be signed by an ISA prior to travel. If your visa is not valid, you will need to renew it at a US Embassy or Consulate abroad prior to re-entry to the U.S.

Student and Exchange Visitor Information System (SEVIS)

Schools are required to maintain records on F-1 students and to report this information to the US government at regular intervals. SEVIS is the student and exchange visitor computer tracking system that schools use to provide the required information to the US Department of Homeland Security and US Department of State. SEVIS is under the jurisdiction of the US Bureau of Immigration and Customs Enforcement (BICE) in the Department of Homeland Security (DHS). The US Immigration and Naturalization Service formerly controlled the student and exchange visitor programs, however with the establishment of the Department of Homeland Security, the INS was eliminated. The SEVIS F-1 regulations mandated the SEVIS program to begin in 2003; the deadline for entering all student records into the SEVIS system was August 1, 2003.

The SEVIS regulations instituted new requirements for students and schools to follow that are much stricter than previous requirements. Students must be sure to maintain full time student status and to follow immigration regulations and procedures at all times.

How to Maintain Full Time Status

The US immigration regulations require international students to be enrolled full time each semester. UDC students must fulfill the full time enrollment requirement during the Fall Semester and the Spring Semester each academic year. UDC students are not required to enroll in Summer Session to maintain status. Full time enrollment consists of a minimum of 12 units each semester for Undergraduate students, and a minimum of 9 units each semester for Graduate

students. With the SEVIS system in place, it is more important than ever that students enroll in a full course load each and every semester as required.

Reduced Course Load (RCL)

Students taking less than the required number of units are considered to be taking a reduced course load. The SEVIS regulations allow a reduced course load under certain circumstances, and require that any reduced course load be pre-approved by the school's International Student Advisor.

Application for RCL

The International Student Advisors have developed strict procedures that students must follow to receive approval of a reduced course load. Students are required to submit the **Reduced Course Load (RCL) or Medical RCL form** before the reduced course load will be approved. It is your responsibility as an international student to remember to submit the RCL form.

Before enrolling in a reduced course load, review the following reasons to determine if your reason is eligible to be approved as a reduced course load. Some reasons may only be used once, while others are used as needed. Only the following reasons are approvable under the law.

RCL approvable justification

You may use one of these reasons during one semester only while studying at UDC.

- Initial difficulties with the English language and/or reading requirements
- Unfamiliarity with US teaching methods
- Withdrawal from a course due to improper course level placement

This reason is for undergraduates who take less than full time in their last semester.

- **Final semester to graduate**

You may only use this reason for a total of 12 months while studying at UDC.

- **Medical conditions**

These reasons may be used as needed.

- Graduate Teaching Assistantship or Graduate Assistantship
- Graduate Advisor recommendation for less than a full course of study
- Graduate student's final coursework before Thesis or Comprehensive Exams

Important RCL Deadline

The deadline to submit the RCL form to an ISA is prior to the start date of classes. Students are encouraged to submit the form as soon as they know they will be taking a reduced course load in a semester. It may be mailed or faxed to 202/274-6341, or returned in person. An ISA will evaluate each form to determine if the reasons given adhere to the immigration regulations, and will approve or deny the application. Students will receive email notification of the decision within 48 hours of submitting the form.

Consequences for Failure to Submit the RCL

Students who do not submit the RCL form, or whose form is not approved, will be terminated from the SEVIS system, will become ineligible for any benefits of the F-1 status, and face possible deportation. To ensure that you are maintaining proper status, submit the RCL form to an ISA by the deadline as required.

Concurrent Enrollment

F-1 visa students are permitted to be enrolled at more than one academic institution provided the combined enrollment equals a full course of study. UDC students usually utilize concurrent enrollment with Consortium institutions in the DC-Metro area. The course work at the other institution must be acceptable toward the degree and the other institution must be authorized by DHS to issue the I-20 Form. The majority of the coursework for each semester should be taken at UDC. You will need to speak with a representative from the Office of the Registrar prior to enrolling in another institution. Proof of concurrent registration must be submitted to an International Advisor during regular registration.

Employment

On Campus

F-1 students are permitted to work up to 20 hours per week on campus while school is in session, and up to 40 hours per week during vacation periods. Permission from DHS or an ISA is not

required for on-campus employment.

Off Campus

F-1 students are allowed to work off-campus if after one academic year of study they have a proven severe unforeseen economic need. This work authorization must be obtained from the DHS by submitting documented proof of the change in financial circumstances, as well as filing an application and paying the required fee. For more information please see an ISA.

Practical Training

F-1 students may engage in practical training or work experience related to the field of study either during or after your studies at UDC. You must have been in status one full academic year prior to being eligible for Practical Training. There are two types of practical training: curricular and optional. Curricular practical training can only be used when an internship is an integral part of the curriculum during a course of study. Optional Practical Training can be used during or after a course of study, and may be used for a combined period of 12 months; for more information please see an ISA.

Employment of Dependents

F-2 dependents may not be employed under any circumstances.

Social Security

A Social Security (SS) number is an identification number required for working in the US. If you plan to engage in lawful employment, you will need to obtain a Social Security number. The Social Security office requires international students to present a letter from their ISA before they will issue a SS number. To request the letter from an ISA, complete the Social Security Request Form and indicate the SS Office to which you will apply. It will only be issued when you are enrolled in a full course of study. Do not request the letter until you are enrolled full time.

The Social Security office will use this letter as part of their check on your immigration status. It is recommended that you wait 2-3 weeks after entering the US to apply for the number. Take the letter with you to the Social Security Office along with your passport, I-94, I-20 or DS-2019, and EAD if applicable. You must also take proof of an on campus job offer. It is not necessary to have a social security number to open a bank account. The Social Security office will not issue you a social security card for banking purposes, or any other purposes aside from employment.

The Department of Motor Vehicles normally requires a Social Security number to obtain a DC/MD/VA Driver's License; however, international students are not eligible to obtain a number for this purpose. In lieu of a number, the Social Security Office will issue international students a letter stating they are not eligible for a number. This letter will allow you to apply to obtain a DC/MD/VA Driver's License. Go to the nearest Social Security Office to be issued this letter. There are several locations of Social Security offices in the DC/MD/VA area.

Taxes

All F-1 and J-1 students must file federal tax forms every year they are in the US even if they do not earn any money in the US. The deadlines to file the forms are April 15, if you have earned money in the US (including scholarships and assistantships), and June 15, if you have not earned money in the US.

Students earning money while in the US may have to pay federal and state income taxes. The completion of a W-4 form at the time of hire determines the amount of tax to be withheld from each paycheck. Students often mistakenly claim "exempt" on this form only to find they must pay a large sum of tax on April 15. Students should only claim "exempt" if they are positive it will not negatively affect their tax liability.

Federal tax information can be obtained from the IRS website at www.irs.gov. The IRS also offers tax-recorded information on a variety of topics through the Tele-Tax service at (619) 293-5020. Please visit your state income tax website for specific information regarding your state of

residence while in the U.S.

The following federal tax publications are of special interest to international students: Publication 519: US Tax Guide for Aliens; Publication 520: Scholarships and Fellowships; Publication 901: US Tax Treaties. They can be downloaded from the website www.irs.gov.

STUDY ABROAD

Policy

The University of the District of Columbia supports a broad range of activities which provide opportunities for Education Abroad. This policy include study abroad for a semester or year, faculty-led travel/study courses, internships abroad, and community-based service learning and research abroad. The risks and considerations associated with travelling to various international destinations vary depending on the destination, activity and travelers involved.

This policy provides guidance in the following areas: (a) general safety and security considerations to be taken into account in programming involving international travel; and (b) situations in which the University arranges and/or sponsors a program involving travel to a destination subject to a crisis or emergency, whether caused by political or military circumstances, public health crises, natural disasters, or other circumstances or events.

Travel Warning, Alerts, Advisories and/or Public Announcements

The Office of International Programs and Exchanges monitor country travel warnings, advisories and/or public announcements set forth by the U.S. Department of State or other agencies, e.g. The World Health Organization and the U.S. Centers for Disease Control and Prevention. If a U.S. Department of State travel warning is in effect for the date of intended university-sponsored and/or arranged travel, the Office of International Programs and Exchanges will cancel the trip.

If a travel advisory, alert or public announcement is in effect for the date of intended university-sponsored and/or arranged travel, the Director of International Programs and Exchanges will forward information to the provost for further review, including potential recommendations for trip cancellation if there is found to be substantial risk to the traveler. UDC reserves the right to cancel any faculty-led travel study program and to not approve any individual education abroad program given perceived risk factors.

Required U.S. Department of State Trip Registration

It is the responsibility of each student holding a U.S. passport to officially register with the U.S. embassy or consulate in the country or countries he/she is visiting at www.travel.state.gov. The traveler must forward confirmation and proof of the registration process to our office. A student holding a non-U.S. passport must officially register with his/her home country embassy designated jurisdiction, or consulate in the country or countries he/she is visiting. Confirmation and proof of the registration process must be forwarded by the traveler to our office.

Study Abroad and Faculty Exchange Opportunities

UDC Study Abroad Venues – Outbound

The office of International Programs and Exchange seeks to build on a tradition of Study abroad program activities; by drawing upon the interest of its rich pool of diverse faculty members who have led a number of activities in various countries, in addition to individual student initiatives in association with established programs.

University of the District of Columbia and University of Sunderland

In keeping with the spirit of the Friendship Agreement between the US capital and Sunderland; and drawing upon a period of visits exchange of information and productive discussions the University of the District of Columbia and the University of Sunderland have signed an agreement for cooperation.

The content of the cooperation includes collaboration between the two universities with a view of establishing legal partnerships in areas such as journalism software and IT, renewable energy,

sports, early childhood, history, English, politics, business law, workforce development, enterprise and innovation.

Study Abroad Conditions of Participation:

**University of the District of Columbia
Office of International Programs & Exchange**

Study Abroad Programs and Study Travel Tour Conditions:

PARTICIPANT NAME: _____

PROGRAM NAME: _____

PROGRAM DATES: _____

Certain conditions must be adhered to in order to preserve program integrity. Those conditions are listed below. We ask that you read them carefully, and indicate with your signature that you understand them fully and will comply with them. If you are a participant under the age of 18, your parent or guardian’s signature is also needed. In this document, “UDC” or “the University” refers to the University of the District of Columbia, or an authorized agent or representative thereof. “Participant”, “student”, and “you” refer to you, the student signing this form.

Participation

Participants must maintain an adequate standard of academic work in the program, and behave responsibly both in their living situation and on group excursions. The participant agrees to participate fully in all portions of the program and further agrees that any deviation from the program must be requested in advance and in writing by the participant, and must be approved by the program director or the program instructor. This includes any intention by the participant to spend any night away from the program site and/or to stay in or to leave the country in which the program is based.

Academic Credit

Unless arrangements are made to enroll in the course throughout the Continuing Education program, the participant acknowledges that s/he is taking the course for academic credit or audit.

Letter grades will be awarded upon completion of the course. Please see the University of the District of Columbia catalog for the policy on course withdrawal.

Policy

The participant agrees to read and abide by the policies and conditions established by the University System of the District of Columbia.

Host Regulations

The participant agrees to abide by all the host country's laws pertaining to his/her participant status. The participant also acknowledges and understands that if s/he develops legal problems with any foreign nationals or the government of the host country, the participant will attend to the matter personally, with his/her own personal funds. The University of the District of Columbia is not responsible for providing any assistance to the participant(s) under such circumstances.

While in the host country, for their own safety, all participants must refrain from all political activity. Participants in overseas programs may not participate in such political activities as: joining a political party, a union, or a demonstration; distributing political materials; picketing. Breaches of the local laws of the host community or country are referred to and handled by the appropriate law enforcement authorities.

Medical Treatment

The participant accepts sole responsibility for securing all necessary immunizations prior to departure. The participant agrees to fully describe any health and physical or psychological problems or conditions that s/he may have on the UDC Application Form. Failure to disclose any mental or physical health problem shall be considered an assertion that no such problem exists. The participant is required to obtain a health insurance policy for foreign countries visited. It shall be the sole responsibility of the participant to obtain such insurance. Failure to obtain insurance will result in a cancellation of participation in the program. In the event of illness or injury to the participant, the undersigned authorizes any official representative of the

University or Program to secure medical treatment on the participant's behalf, including surgery and the administration of an anesthetic. Further, the undersigned and/or the participant fully accepts all financial responsibility for such treatment.

Payment Deadlines

The participant is aware of the nature and the cost of the program, and will guarantee that all financial obligations will be met by the deadline(s) specified in the information provided by the program director. Please note that the University will not authorize any deferral of payment(s) based on financial aid disbursements.

Dismissal from the Program

The University reserves the right to dismiss any participant from a program for reasons of unacceptable personal behavior and/or unsatisfactory academic participation. Such dismissal will be without refund, and return transportation to the point of origin will be at the dismissed participant's expense. In addition, participants dismissed from the program will be denied access to any accommodations arranged by the University or Program.

The participant agrees that the University or Program may terminate his/her participation in the program if:

- The participant engages in action endangering himself/herself, or others; and
- The participant's acts or conduct are considered to be detrimental to, or incompatible with, the best interests and welfare of the program and its participants, at the sole discretion of the program director or staff.

There are some basic rules related to every program:

- Illegal drugs in any form are not tolerated, and individuals dependent on thereof use should not apply to a program. Laws state that possession and/or use of illegal drugs is punishable by fines, imprisonment, and/or deportation. Participants in a program who are found using or are in the possession of illegal drugs in any form are subject to immediate dismissal from the program.
- Any violent behavior will result in immediate dismissal from the program.

- Behavior which is either disruptive to the program or offensive to the host culture may result in the automatic dismissal from the program.

Withdrawal from the Program

The Undersigned acknowledges that, in the event of the participant's voluntary withdrawal from the program while abroad, The University, in consultation with the foreign trip coordinators, will determine the amount to be refunded, if any. In general, there are NO REFUNDS for withdrawal from a program after departure. Final determination of a refund, if any, may not be made until the program ends. Cancellation of a participant's enrollment in a program prior to departure is subject to the refund policy of the specific overseas program. Cancellation insurance is recommended.

Travel and Accommodations

The Undersigned acknowledges that s/he is responsible for obtaining his/her own passport as well as necessary visas.

The Undersigned acknowledges and agrees to accept all responsibility for loss or additional expenses due to sickness, weather, strikes, delays or other changes in the means of the transportation or other services, or other unforeseen causes. The Undersigned acknowledges and fully understands that the University of the District of Columbia assumes no liability whatsoever for any loss, damage, destruction, theft or the like to the participant's luggage or personal belongings. The student also certifies that s/he has retained adequate insurance, or has sufficient funds to replace such belongings.

The Undersigned acknowledges and understands that in the event the participant becomes detached from the program group, fails to meet a departing bus, airplane, or train, becomes ill or is injured, the participant will bear all responsibility for determining the group's next available destination and for contacting the group at that destination as soon as may be practicable; and that the participant shall bear all costs attendant to contacting and reaching the group at its next available destination.

All services and accommodations are subject to the laws of the country in which they are provided.

Indemnification

I release UDC, the program, any member school, affiliate, employee, servant, officer, director, or representative thereof, from any liability or illness or injury to myself or damage to or loss of my possessions caused by acts or omissions of any hotel, restaurant, transport carrier, educational organization, fellow student, person, or group associated with UDC the program, any member school, affiliate, employee, servant, officer, director, or representative thereof. I further agree to indemnify, defend and hold harmless UDC the program, any member school, affiliate, employee, servant, officer, director, or representative thereof, from any claims of any nature made by me which may arise in any way related to my participation in the program.

By signing below, I certify that I have read, understood, and agree to abide by all of the terms contained in this document.

Signature of Participant

Date

If the participant signing above is not yet 18 years of age, the parent or legal guardian of the participant must also sign and date this form.

Signature of Above-Named

Date

Signature of Participant's Parent/Legal Guardian

Date

10 Study Abroad Facts

Fact: Many scholarships are available to help make studying abroad more affordable. Federal loans, scholarships, and grants can be used to study abroad. Careful advance planning can help you find a program that is within your budget.

Fact: There are many programs available in English in both English-speaking countries and non-English-speaking countries. And studying abroad can be an excellent opportunity to pick up new skills in a foreign language.

Fact: If you plan carefully and well in advance, studying abroad should not delay your graduation. Consult an academic advisor at your institution to make sure the courses you plan to take can be applied to your degree.

Fact: Many programs have a GPA requirement of 2.75.

Fact: Almost all fields can be studied abroad although you may not find your field of study at every location. Many students complete their major at home and complete electives while abroad. Consult with an academic advisor and check out our program finder to find a program that is suited to you.

Fact: If you plan carefully, you will receive credit for all the courses that you take. If your home school will not accept the Council Academic Record then you can apply through a designated U.S. educational institution and receive a U.S. transcript. You can then transfer the credit to your home school. You should work with an academic advisor at your educational institution, while planning your studies abroad, to ensure that the courses you take meet the requirements of your institution.

Fact: In today's global economy, overseas experience can be a valuable asset to many employers. Employers look favorably at students with experience abroad since this indicates an ability to cope with new experiences and, often, competency in a foreign language.

Fact: Most grants and loans can be used for studying overseas. You are still considered to be a full-time student at your educational institution when you study abroad, so any benefits that depend on this condition should be unaffected. In some countries you are allowed to work part-time while you go to school.

Fact: Studying abroad looks good on your résumé no matter what field you are in. And all educational institutions have general education requirements that can be fulfilled by studying abroad.

Fact: As long as you have at least one semester of college and your home institution has no semester restrictions, you can study abroad at any time. You can use your time abroad to fulfill your general education requirements and then choose a major based on your experiences abroad. Studying abroad can help you decide what you want to do with your life.

Source: CIEE: Council on International Educational Exchange

BE A PART OF THE UDC VISION

An aspect of the UDC vision is to build the competence of citizens locally, nationally, and globally.

Students are educated to be able to function effectively and successfully in a multicultural, technologically dynamic competitive and globalizing world.

The University reaffirms its commitment to excellence through service, as it prepares students for the 21st Century.

African American students comprised less than four percent of the U.S study abroad students each year. Historically black colleges and universities do not appear among the report's rankings of the top institutions that participate in study abroad programs. In light of growing economic impact on foreign study, many U.S. colleges and universities are recognizing the need to increase their efforts to internationalize their campuses.

Study Abroad www.studyabroad.com

Institute of International Education www.iie.com

Critical Languages Scholarships Program www.CLScholarship.org

UNCF Special Programs Corporation www.uncfsp.org/IIPP

Fulbright <http://fulbright.state.gov>

STUDY ABROAD APPLICATION

INSTRUCTIONS TO APPLICANTS

1. Use this application for all accredited study abroad programs that have been approved by the University of the District of Columbia.
2. Print all information legibly or use computer font Times New Roman 12. If necessary, attach additional sheets.
3. Be sure to sign the forms and/or obtain signatures in all areas indicated.
4. In conjunction with the study abroad experience, each applicant is required to propose a seminar topic in his/her major field of study for presentation at Office of International Programs and Exchange, subsequent to completion of the study abroad experience.
5. Remember to provide ALL of the requested information *and signatures* before submitting your Study Abroad Application to the Office International Programs & Exchange.

ELIGIBILITY FOR STUDY ABROAD

- The applicant must be currently enrolled in a degree-granting program at UDC, and have completed 30 credit hours in residence. Graduate students must have completed fifty percent (50%) of the requisite number of credit hours for their degree programs.
- A minimum cumulative GPA of 2.5 is required both at the time of application and at the time of departure to be considered for participation in study abroad opportunities at the University of the District of Columbia. Graduate students must have a minimum cumulative GPA of 3.0.
- Must have written approvals from your academic advisor, department chairperson, and dean; *and prior approval of courses* to be taken abroad.

- Must not be in the final semester of your degree program during the period abroad.
- Must have the approval of the Office of the Provost and Vice President for Academic Affairs.

Office of International Programs & Exchange
4200 Connecticut Avenue, N.W. Building 39 - Suite 301, Washington, DC 20008

Name: _____

UDC ID Number: _____ Classification: _____

Expected Date of Graduation: _____ Date of Birth: _____

Current Address:

Permanent Address:

E-mail Address: _____

Home Number: _____ Cell Number: _____

Emergency Contact Person: _____ Relationship: _____

Emergency Contact Telephone Number _____

Major: _____ GPA: _____

Academic Advisor: _____

Do you have a passport?: _____ If Yes, date of expiration: _____

Country (location) of Study Abroad Program: _____

Semester/Year of Proposed Study Abroad: _____

Study Abroad Program/Contact Person: _____

Telephone Number: _____ E-mail Address: _____

Please submit with this application a passport-size photo and a copy of your UDC transcript which can be obtained from your Academic Advisor.

Study Abroad Course Approval Form

Approval of courses to be taken abroad is required *prior* to departure. When this form is completed, return it with your application to the Office of the Provost and Vice President for Academic Affairs. Academic grades and credit will be awarded only after an official transcript is received from the institution abroad.

Name: _____ UDC: ID Number _____

Name of Study Abroad Program: _____

Location: _____

Inclusive Dates of Program: From: _____ To: _____

Proposed Seminar Topic _____

Course Title / Number and Description	UDC Course Equivalent or Department Requirement Fulfilled	Initials of Appropriate Faculty/Department Chairperson	MAJOR Credit Hours

TOTAL CREDITS: _____

We have discussed with the student how the course(s) taken abroad will meet his/her degree requirements and approved the course(s) listed above.

Signature, Academic Advisor

Date

Signature, (Major) Department Chair

Date

Signature, Academic Dean

Date

Study Abroad Budget Worksheet

Name: _____

UDC ID Number: _____

PROGRAM COSTS:

Tuition and Fees

Meals

Housing

Books, Supplies

Airfare

Passport

Immunizations

Other (Please list)

Total Expenses

AVAILABLE RESOURCES:

Savings

Parents/Guardian

Financial Aid (Please List)

Outside Scholarships (Please List)

Total Resources: _____

Net Difference: _____

Signature, Financial Aid Advisor

Date

Study Abroad Agreement

All applicants must review and sign the following agreement that constitutes conditions for participation in all University of the District of Columbia (UDC) Study Abroad Programs.

1. As a participant in a UDC-approved study abroad program, I understand that I must attend a *mandatory pre-departure orientation session*.
2. I recognize that I am subject to the student conduct regulations described in the UDC Student Handbook. I further understand that I am also subject to the conduct regulations of the foreign institution I will attend.
3. I understand that my participation is subject to termination if I engage in actions endangering to myself or others; if I am involved in the use, distribution, or selling of drugs; if I fail to regularly attend classes or classroom meetings; or if I engage in criminal activities.
4. I understand that I am subject to the laws of the host country and agree to abide by those laws. It is further understood that UDC waives its responsibility for my actions in this regard, may be limited in its ability to provide assistance in the event of arrest, and reserves the right to institute disciplinary actions upon my return to the University.
5. I am aware of the cost of my chosen study abroad program and understand that it is my responsibility to ensure that all financial obligations are met, including the purchase of *mandatory travel insurance*.
6. I have read and understand the conditions governing my participation in a study abroad program approved by the University of the District of Columbia. I further understand the possible legal actions that can be taken against me should I act in a manner that is inconsistent with these conditions.

7. In acknowledgement of the gravity of the above, I solemnly pledge to conduct myself in a manner that brings honor to my home country and the University of the District of Columbia.

Signature, Applicant

Date

Study Abroad Required Approvals Form

Name: _____

UDC ID Number: _____

Study Abroad Program: _____

OFFICE	Signature	Date
Registrar The above referenced student is in good academic standing.		
Student Affairs The above referenced student is not on social probation and does not have a record of reprimand for discipline that will prevent him/her from participating in a UDC sanctioned study abroad program.		
Student Accounts The above referenced student does not have an outstanding balance on his/her account.		
Financial Aid The above referenced student has discussed the study abroad budget worksheet with me and has the requisite funds as listed on the budget worksheet to participate in the specified study abroad program.		
Health Services The above referenced student has been provided information on issues regarding health and safety while abroad.		

<p>Academic Affairs The above referenced student has completed all requirements for participation in the referenced study abroad program.</p>		
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Frequently Asked Questions

Admission / Transfer of Credit

How do I get college credit for Advancement Placement (AP) or International Baccalaureate (IB) classes?

At UDC, credit is decided by individual departments in consultation with the Office of Recruitment and Admission; please see the Transfer Admission Advisor located in the office of Recruitment and Admission.

What are UDC application deadlines for International Students?

Fall	May 15
Spring	September 15
Summer	March 15

Am I an international student?

At UDC, we distinguish our students in two ways. You are an “international” student if, regardless of where you went to secondary school, you are neither a citizen nor a permanent resident of the United States. You are an “international” student if, regardless of your country’s citizenship, you attended secondary school or university outside of the United States.

How many countries are represented at UDC?

Students from more than 90 countries are represented at UDC

Funding and Student Involvement

Does UDC offer financial aid to foreign students?

Some need-based assistance and merit-based scholarship aid are available to foreign students who are applying as freshman via the college, school, or department to which you are applying (please inquire directly with your academic advisor). However, federal financial aid is not available to international students who hold non-immigrant visas. U.S. citizens and permanent residents who live abroad receive the same type of financial aid awards as our domestic students and should refer to our main Financial Aid web pages, <http://www.udc.edu/fa>; or you may conduct your own internet search for appropriate funding.

Academic Programs Offered At UDC

College of Agriculture, Urban Sustainability & Environmental Sciences

Baccalaureate Degrees

- Architecture
- Environmental Science - General
- Environmental Science - Water Quality
- Environmental Science - Urban Sustainability
- Nutrition and Food Science

Master's Degrees

- Architecture
- Nutrition/Dietetics

Professional Science Master's

- Water Resources Management

College of Arts & Sciences

Baccalaureate Degrees

- Administration of Justice
- Art (BA)
- Biology (BS)
- Chemistry (BS)
- Early Childhood Education *
- Elementary Education*
- English
- French

- Graphic Communications
- Graphic Design (BFA)
- Health Education
- History
- Mass Media
- Mathematics
- Music
- Nursing (BSN)
- Physics
- Political Science
- Psychology
- Respiratory Therapy (BS)
- Security Studies (ONLINE)
- Social Work
- Sociology/Anthropology
- Spanish
- Special Education
- Speech & Language Pathology
- Theater Arts
- Urban Studies

Master's Degrees

- Cancer Biology Prevention and Control
- Counseling
- Early Childhood Education
- English Composition and Rhetoric
- Mathematics
- Special Education
- Speech and Language Pathology - Clinical

Professional Science Master's

- Applied Statistics

School of Business & Public Administration

Baccalaureate Degrees

- Accounting
- Business Management
- Computer Information and Systems Science
- Economics
- Finance
- Marketing
- Procurement and Public Contracting

Master's Degrees

- Business Administration (MBA)
- Public Administration (MPA)

School of Engineering & Applied Sciences

Baccalaureate Degrees

- Civil Engineering
- Computer Science (BS)
- Electrical Engineering
- Fire Science Administration
- Information Technology
- Mechanical Engineering (BSE)

Master's Degrees

- Computer Science
- Electrical Engineering

The Community College of The District of Columbia offers a variety of certificate programs and associate degrees.

Certificate Programs

- Nursing Assistant
- Office Technology
- Practical Nursing

Associate Degrees

- Administrative Office Management
- Architectural Engineering Technology
- Automotive Technology New!
- Aviation Maintenance Technology
- Business Technology
- Construction Management New!
- Computer Accounting Technology
- Computer Science Technology
- Corrections Administration
- Education
 - Infant / Toddler Education
 - Early Childhood/School Age (Pre-K – Grade 3)
 - General Education (Elementary and Secondary)
- Fashion Merchandising New!
- Graphic Communication Technology

- Graphic Design
- Hospitality Management & Tourism
- Law Enforcement
- Legal Assistant
- Liberal Studies
- Mortuary Science
- Music
- Nursing
- Respiratory Therapy

**The baccalaureate teacher education programs listed above are under review in light of rising national expectations and changing requirements for teacher certification. New and continuing students interested in teaching but not yet admitted into a baccalaureate (B.A., B.S.) teacher education program are strongly advised to (1) see an academic advisor; (2) consider majoring in an academic program in a subject area in which you plan to teach and, (3) plan to enroll in a master's level program to complete teacher certification requirements.*