



UHV STUDY ABROAD APPLICATION PACKET

Study Abroad Application Procedures

Students must complete the following University of Houston-Victoria (UHV) study abroad application requirements in order to receive approval for study abroad. Students must also meet admission requirements set by their chosen study abroad program and be accepted into the program. International Programs Office approval **does not guarantee admission into any study abroad program.**

STEP I: Make Study Abroad advising appointment with the International Programs Office to discuss your plans. To schedule an appointment, you can call International Programs Office at 1-361-570-4106 or email StudyAbroad@uhv.edu. You can stop by the International Programs Office, but cannot guarantee that you will be able to meet with an advisor immediately.

STEP II: Submit the following documents to the International Programs Office

- Completed Study Abroad Application
- Completed Study Abroad Transfer Course Agreement Form (Faculty led Study Abroad Programs will not need to submit this Form)
- If you have questions completing the Study Abroad Application Packet, stop by the International Programs Office for advice. Please make sure you bring all your paper work for the appointment

STEP III: Upon confirmation of Study Abroad participation from the Study Abroad Advisor, students must submit the following documents to the International Programs Office:

- Copy of Passport (picture page, passport number and expiration date)
- Study Abroad Application Deposit _____ (varies according to the Study Abroad Program). Must be paid at the Student Billing.
- 2 Academic or Professional Letters of Recommendation
- 500 Study Abroad Essay
- Resume

Please return all the items to the International Programs Office, at University West 228 or you can scan and email the application before the deadline of the Study Abroad Application. Incomplete applications will not be accepted.

STUDY ABROAD DEADLINES:

Students applying for study abroad in the fall semester: March 1

Students applying for study abroad in the spring semester: September 15

Students applying for study abroad/ abroad internships summer semester: March 1

International Programs Office recommends that you keep a copy of all of your documents for your records.

Key Information:

Passport must be valid at least 6-months or more BEYOND your arrival back in to the United States

It is your responsibility to know if you need a visa to travel to another country. International Programs will assist you with the paper work process. If you are not a U.S. citizen, if you are a permanent resident or a student on a non-immigrant or immigrant visa status it is your responsibility to check with your home country government to confirm whether or not you would need a visa. You should also reference the State Department website to ensure that you obtain all proper immunizations for the country to which you will travel.



UHV STUDY ABROAD APPLICATION

Student Name: _____ UHV ID: _____
(Last) (First) (Middle)

Academic Major (s) _____ Minor (s) _____

Email: _____ Date of Birth (mm/dd/yyyy) _____

Phone: _____ Class Level FR SO JR SR GR OTHER

Program Name: _____ Program Duration: _____

Program Type: ___ Faculty-Led Program ___ Exchange ___ UHV Affiliated ___ UHV Other

Program Destination: _____

Academic Term: _____ Departure Date: _____

COMPLETED THE FOLLOWING:

- Are you a U.S. Citizen? ___ Yes ___ No If no, what is your immigration status: _____
- Do you have a valid passport? ___ Yes ___ No
 - If you have a passport, the passport Number: _____
 - If you have a passport, passport issuing country: _____
 - If you have a passport, passport expiration date: _____
 - Country of Citizenship: _____
 - If you do not have a passport when will you receive your passport: _____
confirmation #: _____
 - The passport expiration date must be 6-months or more BEYOND your arrival date back to
into the United States. The student is responsible to monitor the passport expiration date.
 - Do you hold dual citizenship? ___ Yes ___ No If yes, list the countries
_____ and _____
- Are you a resident of Texas? ___ Yes ___ No
 - If no, when did you move to Texas? _____
 - Explain the reason: _____
- Emergency Contact Information:

Emergency Contact Name	Emergency Contact Phone	Relationship to you



Study Abroad Estimate of Cost and Financial Aid Request Form

Student Name: _____ UHV ID: _____
 (Last) (First) (Middle)

Program Name: _____ Program Duration: _____

Program Type: Faculty-Led Program Exchange UHV Affiliated UHV Other

Academic Term: _____ Departure Date: _____

The Study Abroad Advisor or Faculty will fill in the following budget with reasonable cost that the student should expect to incur on the program. The cost of attendance for the Student Attending UHV may be adjusted to reflect reasonable costs associated with an approved Study Abroad program. In order for the Financial Aid department to adjust and formulate an official "cost of attendance" please schedule an appointment with one of their advisors to review this budget by contacting the Financial Aid Office. This form must be submitted prior to departure date.

Cost			Total Cost
Tuition and Fees			
Room and Board			
	Room and Utilities		
	Meals		
Books and Supplies			
Transportation			
	International Flight		
	In-Country Transportation		
	Excursions, Tours and Field Trips		
Miscellaneous			
	CISI Health Insurance		
	Travel Documents		
	Miscellaneous Program Expenses		
	Personal Spending Money		
	Administrative Fees		
Estimated Additional Expenses			
Total Estimated Cost			

 UHV Financial Aid Rep Name Signature Date

International Programs Office _____(Name) _____(Signature) _____(Date)



STUDY ABROAD APPLYING FOR FINANCIAL AID

You must complete the Free Application for Federal Student Aid (FAFSA) for the academic year in which you are planning to study abroad in order to be eligible to receive aid awards. You can apply online at www.fafsa.gov. If you have not had financial aid previous to this academic year or you do not currently have a financial aid in this academic year, please see [Applying for Financial Aid](https://www.uhv.edu/financial-aid/getting-started/how-to-apply/) at <https://www.uhv.edu/financial-aid/getting-started/how-to-apply/>

Once you have completed the FAFSA and if you are chosen for verification as noted on your Student Aid Report, you can view these requirements via the financial aid portal or contact our office for required documents. This process can take up to 3 weeks or more to be completed, so plan in advance.

If you are required to turn in the “Satisfactory Academic Progress Appeal Form”, please turn this in with any supporting to determine aid eligibility.

Be sure to monitor your requirement online via the financial aid portal to see if any additional documentation is needed to determine your aid eligibility.

Using Financial Aid to Study Abroad

You must be enrolled at UHV in a degree-seeking program and participating in a University-approved study abroad program, enrolled at least half-time, and making Satisfactory Academic Progress as defined by the University and by the [Office of Scholarships and Financial Aid](https://www.uhv.edu/financial-aid/financial-aid-policies/) at <https://www.uhv.edu/financial-aid/financial-aid-policies/>

You may not postpone your graduation in order to study abroad and receive financial aid. In these cases, participation must be at your own expense.

There is no guarantee that you will receive enough financial aid to completely cover the total cost of the study abroad program.

You will need to pay all required deposits for your study abroad program, since financial aid funds are generally not available on your student account until ten days before your classes for study abroad begin.

Receiving your financial Aid

Financial aid for studying abroad, as with all other enrollment periods, cannot be authorized for disbursement to your student account until approximately 10 days prior to the start of your study abroad classes.

It is recommended that you are sure of your refund preference as funds will be delivered to you based on the method chosen. You can check out your refund preference at [General Refund and Withdrawal Information](#)

IF ANY INFORMATION CHANGES (i.e. dates, credit hours , or anything else about the program) the student is required to notify the office of Student Financial Aid. Your eligibility may then need to be recalculated.



Health and Counseling Form

Student Name: _____ UHV ID: _____
(Last) (First) (Middle)

Program Duration: _____ Program Name: _____

Study Abroad Health Questionnaire:

An important component of your experience abroad is the state of your health. Because we want this experience to be positive and because we also want to be of help to you in case of sickness or injury, we ask that you complete this questionnaire as completely and as candidly as possible. Please keep in mind that your answers do not affect your status at the program participant. Also this information will be held in strict confidence, to be share with program staff only on a need-to-know basis.

7. Do you have a chronic health condition? ____ If so, please describe this condition.

8. Do you take, regularly or sporadically, a medication or medications? ____ If so, please identify medication(s) and your dosage schedule: _____

9. Do you have a physical condition that could affect your participation in program events (or require special steps on our part to make your participation possible)? ____ If so, please describe this condition

10. Do you suffer from an allergy or allergies? ____ If so, please elaborate. _____

11. Do you have any dietary restrictions? ____ If so, what are they? _____

12. Is there anything in your medical history-illness or injury-about which it would be potentially useful for us to know (to ensure your full participation in the program)? ____ If so, please elaborate

I, _____ (student name) have submitted the above the best of my ability. I am aware that I have purchased the mandatory health insurance I will need to travel to _____ and I am aware that I am responsible to inform the International Programs Office any and all medical conditions and issues, I am aware that I am responsible to meet with my doctor/physician in the U.S. and fill my prescriptions needed for my travel abroad.

.....
Student Signature

.....
Date

.....
UHV ID

.....
Student Name



Study Abroad Statement of Responsibility and Assumption of Risk

In consideration of being allowed to participate in a University of Houston-Victoria (UHV) study abroad program, I hereby agree to the following conditions of participation:

1. **Personal Conduct:** I understand that as a visiting student in a foreign country, I shall be subject to the laws of that country and the rules and regulations of the institution which I am engaged. I further understand and agree to the following conduct stipulations: **a.** While enrolled in an attending the Study Abroad program (herein after referred to as Program), students are expected and required to abide by the rules and regulations established by University of Houston-Victoria. The actions that constitute misconduct for which for which is available at Student Code of Conduct <https://www.uhv.edu/handbook/code-of-conduct/> and Student Handbook <https://www.uhv.edu/handbook/> **b.** Violations of the rules of student conduct as described above may result in the University instituting disciplinary or administrative action proceeding. Regulations governing student conduct as well as disciplinary proceedings and appeals can also be found in the Student Code of Conduct at <https://www.uhv.edu/handbook/code-of-conduct/> and Student Handbook <https://www.uhv.edu/handbook/> **c.** The disciplinary process may result in dismissal of the charges, a verbal or written warning, program probation, or termination from the program. Termination from the program will result in the loss of academic credit from the program. Students terminated from the program will be held responsible for all program costs incurred on their behalf. **d.** For the duration of the program students are considered to be engaged in an official University activity and must comply with all the rules and regulations that pertain thereto.
2. **Academic Responsibility:** I understand that I am responsible for attendance at all classes and scheduled activities. I also understand that the UHV student conduct code will apply to me while I am enrolled in the Study Abroad program and it is my responsibility to be informed of the code and resulting misconduct proceedings, should a violation occur. These regulations and procedures can be found in the UHV student handbook: <https://www.uhv.edu/handbook/>
3. **Financial Liability:** I agree to bear any additional costs if approximate rates quoted by the University increase due to currency exchange rate fluctuations or inflation prior to my departure and during my residence abroad. I also understand
4. **Responsibility During Free Time:** I understand that during free time within the period of the program I may elect to travel independently at my own expense. I agree to inform the proper authorities abroad of my travel plans and understand that UHV and/or staff or its counterparts overseas are not responsible for me while I am traveling independently during such free time.
5. **Theft and Other Crimes:** I agree to release UHV and its staff from any liability for damages to a loss of my possessions, injury, or death arising out of crimes during the period of the program.
6. **General Release and Waiver:** I waive UHV and its staff from any liability for damages to or loss or property, injury, illness, or death during the period of the program arising on the part of fellow participants, host family members, agencies, and educational organizations, persons or groups with which the University contracts for the provision of services for the program or which have been suggested by program faculty as resources for the students.
7. **University of Houston-Victoria Responsibility:** I understand that as a UHV study abroad student, I will be viewed as a representative of my university and my country. It is my intension to act as a good will ambassador and conduct myself in a fitting manner.

Student Name: _____ Student Signature: _____



Study Abroad Student Conduct Form

STUDENT

Student Name: _____ UHV ID: _____
 Last First Middle

Program Duration: _____ Program Location: _____

I hereby consent the Student Conduct Representative of the institution I am currently attending to provide University of Houston-Victoria with the information on the form below and I hereby waive my right of access to any statements said by the Student Conduct Representative evaluating me and my activities.

Signature: _____ Date: _____

STUDENT CONDUCT REPRESENTATIVE

The student name above has applied to participate in a study abroad program at University of Houston-Victoria (UHV). All statements and comments will be kept confidential.

1. Has this student been subject to any disciplinary action which the outcome was suspension or expulsion?
___ Yes ___ No

If yes, please explain. If no, do not complete question three.

2. Are any disciplinary charges pending? ___ Yes ___ No
If yes, please explain.

3. Is this student eligible to re-enroll at the University? ___ Yes ___ No ___ Conditionally
If no or conditionally, please explain.

4. Does this student have a record on file? ___ Yes ___ No

Print Name: _____ Signature: _____

Title: _____ Institution: _____

Phone: _____ Email: _____

Please return this form to: International Programs Office
University of Houston-Victoria, 3007 N Ben Wilson Street
Victoria, TX 77901



Study Abroad Program Refund and Withdrawal Policy

Student Name: _____ UHV ID: _____

Program Name: _____ Program Duration : _____

REFUND

Any payments made to University of Houston-Victoria (UHV) for participation in Study Abroad programs will not be refunded under any circumstances.

RISK

Travel abroad involves some risks and uncertainties not present at UHV, including risks of injuries, damages, or other harm that may arise during the overseas study period. UHV students accept these risks and uncertainties as well as accept responsibility for their own safety. University of Houston-Victoria (UHV) cannot guarantee students safety while living abroad.

VOLUNTARY WITHDRAWAL

UHV students who choose to withdraw from the study abroad program must be aware that UHV will not assume any financial responsibility for such a voluntary withdrawal. Furthermore, UHV students must pay careful attention to the cancellation/withdrawal policies of the host university program or program provider.

The International Programs Office will notify Financial Aid of your withdrawal. Please note that students who withdraw after a program begins should expect to repay any financial aid, including scholarships and loans, awarded for the Study Abroad program.

INVOLUNTARY WITHDRAWAL

Though very rare, UHV students may be required to withdraw from a Study Abroad program involuntarily. Reasons could- but are not limited to – medical needs, political instability, natural disasters or other evacuations. The International Programs will make every reasonable effort to advocate for refunds of unspent expenses. However, University of Houston-Victoria will not assume any financial responsibility for such involuntary withdrawals. It is expected that after a program is cancelled or after it is determined that a student must withdraw from a program involuntarily, the student will depart from the program location within 24 hours. In some cases, a student be asked to sign a document acknowledging that her/his participation in the program has concluded.

The International Programs Office reserve the right to cancel any overseas program where the security of UHV students might be threatened. This may occur even if the United States Department of State has not issued a travel warning or travel alert. UHV will not assume any financial responsibility for a cancelled study abroad program.

If a host university or program provider terminates the participation of a UHV student in a study abroad program, UHV will not assume any financial responsibility for such an involuntary withdrawal.

The International Programs Office will notify Financial Aid of all involuntary program withdrawals. Please note that students who are involuntarily withdrawn from a program after it begins should expect to repay any financial aid awarded for the program.

All of the information that I have entered is correct to the best of my knowledge. Additional, I have read, understand, and accept each of the above listed conditions. **Student Signature:** _____



Study Abroad Information Release Consent Form and Survey

Student Name: _____ UHV ID: _____

Program Name: _____ Program Date: _____

STUDENT

- I consent to allow the International Programs Office to release information regarding my participation in the Study Abroad Program. This may include my name, hometown, telephone number, major and email address. This information can be shared with the following parties (Please check to which of the following parties you agree to release your information)
- Anyone
 - UHV Marketing for promotions, flyers, brochures to promote UHV (no phone or email will be shared)
 - I authorize UHV to use image, performance, artwork or other social media postings to promote UHV and Study Abroad programs
 - My parents only
 - Name of parent: _____
 - Name of parent: _____
 - Other family members. If yes, list the names: _____
 - Faculty and/or Staff (at UHV and your program abroad)
 - I consent UHV and the Study Abroad institution to release my official transcript
 - Students interested in Studying Abroad through UHV in the future
- I do not consent to have my information released

DURING EMERGENCY SITUATIONS

University of Houston-Victoria (UHV) is committed to providing a learning environment that not only promotes the safety and well-being of its students but also an environment conducive for students to develop. In case of an emergency situation please list who UHV is allowed to give out information pertaining to your situation.

Emergency Contact Name	Emergency Contact Number	Relationship

I consent UHV to provide all information related to my health and safety during an emergency situation to the above mentioned individuals.

Student Signature: _____ Date: _____



UHV STUDY ABROAD ACKNOWLEDGEMENT FORM

Student Name: _____ UHV ID: _____

Program Name: _____ Program Date: _____

I understand that in order to participate and receive credit for my study abroad it is my responsibility to abide by the following:

- Read and understand the Academic Advising and Transfer Credit Agreement
- I have met with my academic advisor
- I have met with a Financial Aid Representative
- Research and understood the course credit and grading system at my host institution
- Completed all required study abroad forms by their deadline
- Submit passport copy to the International Programs Office
- Submitted proof of payment and know the payment due date for my program
- I know the program withdrawal date and process
- I am aware that withdrawal after the Study Abroad Program will not grant me refunds
- I am aware to attend mandatory pre-departure orientation

EXCHANGE PROGRAMS

- Completed the Exchange University application online
- Submitted the required documents for the exchange program

FACULTY-LED PROGRAMS

- Register for the courses
- Paid the mandatory deposits
- Paid tuition and fees for my study abroad program by the deadline
- I have signed the school program requirements for Study Abroad programs
- If applicable, completed all requirements by the _____ (school)
_____ (department)

OTHER UHV AND NON-UHV PROGRAMS

- I have met all program and application requirements
- I have submitted the payments before the due date
- I have worked with my advisor on course/internships
- I am registered for the Study Abroad Program

I understand that in order to complete my application and maintain my status as a Study Abroad participant, I must comply with the acknowledgement statements above.

Student Signature: _____ Date: _____

Return this form to: International Programs Office

University of Houston-Victoria or email to StudyAbroad@uhv.edu