Study Abroad Application
Semester/Year

Please review the application guide carefully before filling out the application forms. Students applying for exchange will be selected on the basis of their academic record and their ability to benefit academically and personally from studying and living abroad. Study abroad is open to undergraduate students who:

· are classified as sophomores and have completed at least 12 hours at UNCA
· will engage in full-time study towards their UNCA degrees while abroad
· are in good academic standing at UNCA with a minimum GPA of 2.50
· will be good representatives of UNCA and the United States while they are abroad

Guidelines for Applicants: The following guidelines are intended to assist you in the completion of your application. In order to be considered for exchange, you will need to submit all of the following documents to the UNCA Study Abroad Office, 28 Ramsey Library, CPO#1560. If you have any questions concerning the application process, please contact Bonnie Parker, Director of Study Abroad at 828-251-6666 or bparker@unca.edu.

Contents of a Complete Application:

___ Application Form
___ Course List
___ Statement of Purpose
___ Official transcript(s) of all courses taken (including past colleges/universities)
___ Processing Fee
___ Academic Reference Forms (2)
___ Permission to Study Abroad form
___ Participation Agreement
___ App from Outside program (if applicable)

Application Form: Complete all sections of the Application form; be sure to sign and date it.

Processing Fee: See Study Abroad website for fees. You may pay by cash, check or money order (made payable to UNCA).

Course List: Consult the host university’s prospectus available on the university’s website. List the courses and areas of study you are most interested in pursuing. Discuss your proposed academic program with the Director of Study Abroad, your academic advisor and/or with professors in the fields you wish to study. Provide as much detail as you can about what you want to study. We suggest that you list more courses than you intend to take so there is some flexibility in your final program.

Permission to Study Abroad Form: Once you have been accepted into the exchange program, you will also need to complete a Permission to Study Abroad form (available in the Study Abroad office).

Academic Reference Forms: You must submit two Academic Reference Forms from UNCA professors. Complete the first section of each Academic Reference Form; read the waiver and sign it, if you wish. Your professors should answer questions 1 and 2 on the first page, write their comments on the second page (or submit a separate letter), and return the forms directly to the Study Abroad Office (RAM 28, CPO# 1560). If you are studying on an outside program, you may submit copies of the references for that program.

Statement of Purpose: Prepare a short essay (about 500 words), introducing yourself and presenting your reasons for wanting to participate in this exchange program. Use this essay to tell us about your strengths and special interests that may not be evident in other materials you have submitted. There is no form for the Statement of Purpose. Please use plain white paper. Your Statement of Purpose must be typed.

Official Transcript(s): Please have your transcript(s) sent directly to the UNCA Study Abroad Office.