

**Office of International Education (OIE)**

111 Schumacher Hall

SUNY Oneonta

Oneonta, NY 13820

Phone: (607) 436-2461**Fax:** (607) 436-2475**E-mail:** inted@oneonta.edu**Website:** <http://www.oneonta.edu/academics/inted>

The SUNY Oneonta requirements for all accepted study abroad students are described below. Questions about these requirements should be directed to Kate Bronk, Study Abroad Coordinator in the OIE, at inted@oneonta.edu or 607-436-3369. Students are also responsible for following all post-acceptance requirements of both the program's **administering campus** and **host institution**. Students who have been accepted to **non-Oneonta programs** should contact the administering campus with questions about the post-acceptance requirements for that campus.

Requirements for SUNY Oneonta Students Accepted to Overseas Academic Programs

Step #1: Notify the Office of International Education (OIE) that you have been accepted to a program by e-mailing inted@oneonta.edu. Include the following information in your e-mail:

- Your first and last name
- Term of your program (i.e. Fall, Winter Intersession, Spring, Summer)
- Administering campus (e.g. SUNY Oneonta, SUNY Brockport, Broome Community College)
- Host institution/program name (e.g. Yonsei University at Wonju, CAPA-Sydney)
- Country you will be studying in
- Major
- Whether or not you are a New York State Resident

Note: If your program is **not** administered by a SUNY school, notify the OIE, and identify the administering organization/program provider. **The study abroad process may differ for you.**

Step #2: Complete the SUNY Oneonta forms listed below as soon as possible (if applicable).

Submission Deadlines for Course Approval Form and Financial Arrangement Form:

- **December 1** for Winter Intersession and Spring programs
- **May 1** for Summer, Fall and Academic Year programs

Note: It is your responsibility to submit these forms in a timely manner, and not doing so could result in your inability to receive financial aid and/or inability to participate in your program.

Course Approval Form:

The course approval form requirements vary by program type. Please see below.

Students on Programs Administered by a 4-year SUNY School:

- Complete a ***Preliminary Overseas Course Approval Form*** (available in the OIE) and submit it to the OIE. See the attached "Instruction Sheet for the Preliminary Overseas Course Approval Form" for more information.

Students on Programs Administered by a 2-year SUNY School:

- Complete a ***Prior Approval for Transfer Credit Form***. If you will be studying abroad for a full semester or academic year, you will also need to submit an ***Academic Leave of Absence Form***. Both forms are available in the Academic Advisement Center and should be submitted there upon completion.

Students on Programs Administered by a Non-SUNY School:

- Meet with the Academic Advisement Center to discuss whether or not you will be able to receive prior approval for the credits to transfer back to Oneonta.

Financial Arrangement Form:

All study abroad students who will be using Financial Aid, Parent PLUS loans and/or Private Education Loans during their term abroad need to submit a financial arrangement form at SUNY Oneonta by the appropriate deadline (**December 1** for Winter Intersession/Spring programs, **May 1** for Summer/Fall programs) prior to their term abroad. The financial arrangement form requirements vary by program type. Please see below.

Students on Programs Administered by a 4-year SUNY School:

- Complete SUNY Oneonta's ***Financial Arrangement Form*** (available in the OIE) and submit it to the Student Accounts Office **after** meeting with your Financial Aid Counselor.

Note: If the administering SUNY campus for your program also requires a Financial Arrangement form, you can complete and submit that campus's form in place of SUNY Oneonta's form.

Students on Programs Administered by a 2-year SUNY School:

- You will need to complete a ***Consortium Agreement*** in addition to SUNY Oneonta's ***Financial Arrangement Form*** (available in the OIE). You will need to submit the Consortium Agreement and Financial Arrangement Form to the Student Accounts Office **after** meeting with your Financial Aid Counselor.

Students on Programs Administered by a Non-SUNY School:

- Meet with your Financial Aid Counselor to discuss whether or not you will be able to use financial aid for your program.

Note: You can complete your Financial Arrangement Form with your Financial Aid Counselor only AFTER 1) You have submitted your course approval form to Kate Bronk, Study Abroad Coordinator in the OIE, AND 2) You have received notification from the host institution that you have been officially accepted into the program.

However, even if you are still waiting to hear about your acceptance, you should make an appointment with your Financial Aid Counselor to talk about your financial aid eligibility for the program. Once you have received confirmation about your acceptance and have notified the Ms. Bronk in the OIE that you have been accepted, you will need to schedule a follow-up meeting with your Financial Aid Counselor to complete your Financial Arrangement Form.

Cash Advances

Students who will have excess aid, after their SUNY tuition and fees have been covered at SUNY Oneonta, may be eligible for a cash advance. BEFORE a student can request a cash advance from Maureen Vandeusen in Student Accounts, the student must have been accepted into a program, as well as submitted a course approval form and financial arrangement form (and a consortium agreement, if applicable). PRIOR to issuing a cash advance, Ms. Vandeusen must verify that a student's semester bill has been cleared, and the grades from the end of the term prior to studying abroad must have been posted. Ms. Vandeusen will only issue an advance for excess aid that has been APPROVED. Any additional aid that a student receives that was not yet approved at the time that an advance was issued will be disbursed to the student as a refund in the form that the student has chosen using his/her Oneonta Red Card.

Step #3: Ensure that SUNY Oneonta receives documentation so that your credits can transfer.

The process for SUNY Oneonta's receipt of documentation varies by program type. Please see below.

Students on Programs Administered by a 4-year SUNY School:

- The administering campus will automatically send your transcript to Ms. Bronk in the OIE at SUNY Oneonta, as long as you have fulfilled all programmatic and financial requirements of the administering and/or host campuses.

Students on Programs Administered by a 2-year SUNY School or Non-SUNY American School program:

- You will need to request a transcript from the administering campus and have it sent to SUNY Oneonta's Registrar's Office (130 Netzer Administration Building, SUNY Oneonta, Oneonta, NY 13820).

Students on Programs Administered by a Non-SUNY School/Non-American School program:

- You will need to request and send a transcript to WES (World Education Services) and ask to have a copy of the evaluation sent to SUNY Oneonta's Academic Advisement Center (100 Netzer Administration Building, SUNY Oneonta, Oneonta, NY 13820).

See "Instruction Sheet for the Preliminary Overseas Course Approval Form" on the next page.

Instruction Sheet for the Preliminary Overseas Course Approval Form

The Preliminary Overseas Course Approval Form must be submitted to Kate Bronk, Study Abroad Coordinator in the OIE, by all SUNY Oneonta students who have been accepted to a program administered by a 4-year SUNY School. Your submission of the form serves two purposes: 1) Provides you preliminary approval for the courses listed on the form to fulfill course requirements at SUNY Oneonta; 2) Initiates your registration in the study abroad placeholder course "OVER 370."

Note: If you have been nominated for a program by an administering 4-year SUNY School, but have not yet been officially accepted by the host institution, you should still submit the Preliminary Overseas Course Approval Form to the OIE by the deadline below. However, you must notify Ms. Bronk at the time of submission that you are waiting to receive confirmation of your acceptance. Ms. Bronk will not submit your form to the Registrar's Office for processing until she hears from you regarding confirmation of your acceptance.

Submission Deadlines for Course Approval Form:

December 1 for Winter Intersession and Spring programs; **May 1** for Summer, Fall and Academic Year programs

Form Instructions:

- Complete the "Student Information" and "Overseas Program Information" sections.
- List the courses you are planning to take at the host institution. Attach course descriptions, if available.
 - If you are unable to identify which courses are offered through your program on the program website, contact the administering campus for assistance.
- Meet with your faculty advisor and obtain a signature from him/her indicating that you have discussed your study abroad plans with him/her. Bring your arrow sheet with you to your meeting. (**Note:** If you are a dual-major, obtain signatures from all advisors. If you are an Education major, obtain signatures from your Education Advisor **AND** Advisor for your concentration or second major).
- Meet with your Academic Department Chair to seek approval for major-related courses to fulfill major course requirements and/or discuss your study abroad plans. Bring your arrow sheet with you to your meeting. (**Note:** If you are a dual-major, obtain signatures from all Department Chairs. If you are an Education major, obtain signatures from your Education Department Chair **AND** Department Chair for your concentration or second major. The Department Chairs must indicate which major course requirements the courses will fulfill, and sign their initials next to each one for approval).
- **IF** you will be seeking approval for courses to fulfill minor course requirements, you should also obtain a signature from the Department Chair who oversees the minor. The Department Chair must indicate which minor course requirement the courses will fulfill, and sign their initials next to each one for approval.
- Meet with the Academic Advisement Center to seek approval for courses to fulfill general education requirements.
- Finally, obtain a signature from Ms. Bronk in the OIE.

After Submitting the Form:

- If you decide to take any courses that were not listed on your course approval form, you must e-mail the titles and descriptions of these courses to Ms. Bronk in the OIE at Katherine.Bronk@oneonta.edu, as well as Eileen McClafferty and Rachael Price in the Academic Advisement Center, at Eileen.McClafferty@oneonta.edu and Rachael.Price@oneonta.edu.
- If you are on a semester program, you must take a minimum of 12 U.S. credit hours to maintain your financial aid eligibility and scholarship eligibility (in most cases). If you are not sure how many U.S. credit hours your planned overseas coursework will be worth, ask your administering campus for clarification.
- If you plan to withdraw from your overseas program at any point after you have submitted your Preliminary Overseas Course Approval Form (i.e. before the program starts or while you are overseas), you must inform Ms. Bronk in the OIE immediately!