

Independent Study Abroad Student Handbook



UC DAVIS



Where study abroad begins

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Overview

Creating Your Own Study Abroad Experience

Students are encouraged to explore all of their UC-sponsored study abroad options: UC Davis faculty-led programs such as Quarter Abroad and Summer Abroad and the UC system-wide EAP program. Students who cannot find a suitable program within the UC portfolio can enroll in a study abroad opportunity offered by another university or a third-party provider that best fits their academic and personal goals. The UC Davis Education Abroad Center (EAC) refers to these programs as “independent study abroad programs.” The world is at your doorstep!

If you have already decided to study abroad on a program offered by another institution or organization, it’s important to realize that you will need to do your own research to make it a successful experience. Because it’s not always obvious in a program’s description or web site, you will need to carefully research and understand what the program will provide. Some programs are quite structured and organize all aspects of the program such as housing, registration, excursions, insurance coverage, and onsite support; whereas, others will not offer much more than access to an overseas university and the student does the rest.

This handbook will get you started: the “why” “what” and “how”. It will help support your study abroad experience by including things for you to consider, criteria for choosing a reputable program, what documents you will need to gather and complete, and how to process them with the right departments before you study abroad, during the program, and after you return. University procedures may seem slow and tedious as you navigate throughout the process, but you will succeed if you carefully follow the information in this handbook and review the advice and checklists. The processes are set up to support your success, not to thwart your progress! Submitting the study abroad leave form (also referred to as the non-UC study abroad or “NUCSA Leave” form) is only one small part of the process.

Benefits of Filing for Study Abroad Leave, the “Why?”

Students who participate in independent programs **on study abroad leave** can:

- Have the freedom to choose among a wide variety of academic programs around the globe.
- Transfer academic coursework with a grade of C or better toward major, minor and GE requirements. Coursework must meet the academic standards of UC Davis and come from an accredited university recognized by UC Davis.

- Apply their federal and state financial aid (Pell, Direct Loans, Perkins, and Cal grants) toward the cost of the program. The following campus based grants and scholarships from UC Davis cannot be transferred to non-UC programs: UCG, USCH, SUG, UCDCF, MR50, MR51, MR49, NRH2, and NRH3.
- Get advice from the Education Abroad Center on how to choose a program and getting transfer credit.
- Maintain their UC Davis email, MyUCDavis, and SISWEB access. You are automatically assigned pass times which allows you to register for UC Davis courses on campus while abroad.

Classification of Programs

“**Affiliated**” programs are programs offered by another university or study abroad provider that offer classes at accredited universities abroad and have entered an association agreement or memorandum of understanding with UC Davis. Affiliates have been chosen for their commitment to academic quality, portfolio of opportunities, and reputation for their attention to student health and safety abroad. All affiliated program costs are paid directly to the provider. The specific program’s courses will be reviewed and pre-approved or denied for transfer credit to UC Davis through the leave process (details are described in the handbook section Applying for Leave), which is the same as the process for affiliated programs.

The term “**unaffiliated**” refers to third-party programs that are organized by a university or study abroad organization that do not have an agreement with UC Davis. Many of these offer reputable programs with a long history of receiving UC Davis students. The specific program’s courses will be reviewed and pre-approved or denied for transfer credit to UC Davis through the leave process (details are described in the handbook section Applying for Leave).

The term “**direct enrollment**” refers to the option of UC Davis students applying directly to a foreign university as a visiting international student. This is the most independent option for study abroad and requires students to be highly organized. Students are often required to research and apply for visas, housing, and transportation on their own and there may be little pre-departure support. Before applying to the foreign university, research the program carefully and consult the EAC Advisor for independent study abroad programs to make sure the university is authorized in general for transfer credit. The specific program’s courses will still be reviewed and pre-approved or denied for transfer credit to UC Davis through the leave process (details are described in the section Applying for Leave).

The study abroad leave procedure is the same for affiliated programs, unaffiliated programs, and direct enrollment.

Please review the following chart for issues to consider regarding your academic plan and, if applicable, financial aid status. The benefits of study abroad leave may include transferability of credit (courses for PELP or withdrawn students will not be pre-reviewed/approved), returning to classes at UC Davis without going through the re-admission process, your ability to register for future quarter classes while abroad, and the availability of university services which include UC Davis email, MyUCDavis and SISWEB.

UCD Leave options	Study abroad leave	PELP	Withdrawal	Summer
Length of Leave	1-3 Quarters Not summer	1 Quarter	Multiple quarters	Summer - not considered leave from UCD
Study Abroad Program Advising	EAC: meet with advisor to start the independent study abroad leave process	No advising needed	No advising needed	No advising needed
Academic Planning	The student follows the steps outlined in this handbook to complete the EAC "independent study abroad leave process.	Student only needs to meet with Major/Minor/College Advisor (not the EAC)	Student only needs to meet with Major/Minor/College Advisor (not the EAC)	Student only needs to meet with Major/Minor/College Advisor if they want the classes for GE's or their major (not the EAC)
Course Review by International Admissions Specialist	Yes. International Admissions Specialist will review program and courses and sign for verification of transfer units prior to departure and upon return.	No. Program transcripts will be reviewed only after study abroad program ends.	No. Program transcripts will be reviewed only after study abroad program ends.	No. Program transcripts will be reviewed only after study abroad program ends.
Course Credit if approved	Transfer credit will be noted on transcript, no grades or course titles are listed	Transfer credit will be noted on transcript, no grades our course titles are listed	Transfer credit will be noted on transcript, no grades or course titles are listed	Transfer credit, will be noted on transcript - no grades or course titles are listed
Financial Aid	Possible - if you are a current FA recipient, some of your aid may be available	No	No	No
Fee	\$300	\$60	\$60	\$0

Choosing a Program

Factors to Consider

The success of your study abroad experience depends on careful planning. From academic considerations such as how your course will fulfill university requirements to more personal ones such as the food and climate in your location, you need to research your options and choose the program that's right for you. The information below will help get you started on narrowing your focus and making a well-informed decision:

Why do you want to study abroad?

- Are you interested in a specific location or field of study?
- Do you want to immerse yourself in a new culture?
- Do you want to learn a new language or improve your skills?

- Do you want to widen your global perspective?

What kind of experience are you looking for?

- Do you want to create your own program or have all the details organized by a program provider?
- Do you want to travel to several different locations or stay in one city?
- Do you prefer an urban environment or a rural one?
- Do you want to be with other Americans or do you prefer to be in classes with locals residents or other international students?
- Do you want to be taught by a UC Davis faculty member or do you want to learn from a professor in the country and experience a different way of teaching and learning?

What type of housing do you prefer:

- Living in a dorm?
- Sharing an apartment?

- Staying in a hotel or hostel?
- Living with a host family?

Other questions to ask yourself when setting your goals can be found on the “Factors to Consider” web page at <http://eac.ucdavis.edu/>.

Refer to the “Comparing UC and Independent Study Abroad Programs” chart (Appendix A) at the end of this handbook to compare and contrast the different program variations. There is also a checklist included to help you sort out your expectations.

Resources for Choosing a Program

Using the Web

UC Davis Affiliate Providers:

International Studies Abroad (ISA):

<http://www.studiesabroad.com/>

University Studies Abroad Consortium (USAC):

<http://usac.unr.edu/>

Study abroad **search engines** for further research:

- Go Abroad: <http://www.goabroad.com/>
- Institute of International Education Passport: <http://iiepassport.org/>
- Study Abroad: <http://studyabroad.com/>

Additional Resources

- Peer Advisors: Come into the EAC and talk to a front desk Peer Advisor to talk about all types and kinds of study abroad opportunities.
- EAC Advisor: Schedule an appointment with the professional staff advisor for the independent study abroad leave.
- Past students on a given program (contact your provider!)
- See the helpful worksheet in the Appendix for choosing a program

Academics

Ideally, students work out their 4-year plan with their Departmental Advisor and/or College Dean’s Office that incorporates their study abroad goals and plans as soon as possible.

An International Admissions Specialist, not the College or Major Department, is responsible for determining if courses taken at an institution abroad will be transferable to UC Davis. The criteria for transferability include: the host institution abroad must be recognized by the Ministry of Education in that country or be accredited by a regional accrediting authority recognized by UC; the coursework must not duplicate or overlap courses already completed at UC; the coursework must be comparable to courses

offered within UC. Courses are reviewed on a case-by-case basis **two quarters before** the student studies abroad (after the study abroad leave form is submitted by the student to the Education Abroad Center to start the process, see below on how transfer credit works).

The college and major department are responsible for determining if the transfer credit will satisfy major/minor requirements or GE requirements.

How transfer credit works...

... for general units toward graduation (this is mandatory for study abroad leave):

If a student only wants to **earn units abroad toward completion of total units to graduate**, then he/she can simply turn in the independent study abroad leave form with a list of classes which will be reviewed for transferability. It is not necessary to meet with either the Major Advisor or College Dean’s Office. The student then attends and completes the program abroad and has an official transcript sent to Undergraduate Admissions for final completion of the “transfer.”

...for your **major** (strongly recommended even if your classes abroad are not for the major)

If a student wants to take classes abroad that will fit his/her major, the student should first find a particular program(s) and then meet with his/her department advisor to review selected courses abroad to see if they might be satisfy certain requirements for the major. At that point, the student then submits the study abroad leave form **to the EAC** and waits for the review of the form listing proposed courses for transferability (this can take up to 3-5 weeks). The EAC will then inform the student when the classes have been reviewed for pre-approval and give the form back to the student. He/she then takes the study abroad leave form (with approval or denial of listed classes) to his/her department advisor to sign.

...for **General Education requirements** (optional)

If a student only wants to take classes for GEs, he/she would meet with the Dean’s Office to review suitability for the **GE requirements for that college**; however, the actual GEs will only be approved after the student returns from the program abroad and the student shows proof of completion and provides the supporting documentation (i.e. the syllabus and completed work). Recommendation: If you meet with your Dean’s office to discuss your GE’s to be taken abroad, get something in writing if possible about the meeting and what has been agreed to. The Advisor may not be able to pre-approve coursework; however, the student can get some

clarification of what courses abroad will or will not count for GE's.

Academic Credits/Units

In order to study abroad on a program abroad organized by a provider or host institution (i.e. outside the University of California system) and receive transfer units, the student on independent study abroad leave needs to understand how the study abroad company or host academic institution issues academic units or credits to the student.

In addition, units to be considered for transfer from a non-UC study abroad provider must be issued by an **accredited** institution. Universities around the world are accredited by the Ministry of Education (or comparable government entity) in that country. The student must research this or find out the information by contacting the study abroad provider. For study abroad programs partnering with American universities, a student can research whether or not the host institution is accredited by looking on the web site of the U.S. Department of Education.

When researching the program and completing the independent study abroad leave form, the student must be able to provide documentation of how the study abroad program issues units or credits to appear on the official transcript. Each university or study abroad company handles it differently. Some study abroad providers act as the host institution and some study abroad companies work with a partner academic institution (either foreign or a US school). The provider's web site should include this type of information and if not, the student must contact them for clarification.

For example, the student needs to know the number of weeks in the term (semester, quarter, trimester, etc.) and how many hours per week he/she will be in class. Will the study abroad company issue semester units or some other type of term's credits. The student should print this information for himself/herself and submit it with the list of classes on independent study abroad leave form (see more in the section below).

The following is an example of how one study abroad company describes their credit policy on their web site:

"Semester/year students in Italy complete 4-5 courses and receive 12-18 credit hours per semester session. Quarter students complete 4 courses and receive 13 credit hours per quarter session (10 semester credit hours). Most courses are equivalent to three semester credits each, though some language classes may be worth four or more credits. The program fee includes a maximum of 16-17 credits per semester session (except for the 18 credit super-intensive programs in Florence, Rome, and Tuscany); however, students may take additional courses for credit for an additional fee per course. Students in all semester programs are required

to take at least one Italian language course per session. Students are strongly encouraged to enroll in at least one Italian language course per semester. Summer students complete 1-2 courses and receive 3-7 credit hours per summer session, or approximately three credits per course. The program fee includes a maximum of seven credits per summer session; however, students may take additional courses for credit for an additional fee per course."

Senior Residency

All students must meet the Senior Residence requirement for their College. In many cases, the Senior Residence requirement prohibits study abroad on independent study abroad programs during the last two-three quarters at UC Davis; however you must meet with your College Dean's office to determine their policy. Each student has different issues that could impact this requirement (for example, participation in the UC program in Washington D.C.). The College Dean's office can do a "degree check" with the student to make sure senior residency has been reviewed for that student's particular case and their desire to study abroad on a program outside the UC system.

Duplication of Courses

So how does a student know if a course abroad duplicates one that he/she has already taken at UC Davis? The student should carefully read the course description of the class offered abroad and compare it very closely to the course already taken. The UC Davis General Catalog has course descriptions of all campus courses. If the academic content of the class abroad looks very similar, then the student can assume that it will not be transferable if he/she has already taken it at some point in the past at UCD. When the student is selecting classes for a study abroad program and is concerned about "duplication of coursework", he/she should compare the actual syllabus of the course taken in the past at UC Davis to the class abroad's syllabus (if one is available). If the majority of the academic content looks very similar, it may be denied for transfer credit. A student can consult an academic advisor or dean's office advisor for additional assistance.

An example of this situation is as follows: a student has taken intermediate level Japanese at UC Davis prior to departure and when he arrives in-country, the study abroad provider gives him a language placement test to determine his language level. The study abroad provider places him in an intermediate Japanese class that has a lot of the same content as the intermediate level Japanese class he already took at UC Davis. However, he is not allowed by the host institution to enroll in the higher level because his Japanese comprehension and verbal skills are not adequate for the higher level but this means that he will potentially not earn full or partial transfer credit for the units earned abroad. This student had to determine if he would take the class for personal enrichment (and forgo the units) or choose another one that didn't duplicate the prior coursework so that he would earn full credit. In his case, he had to find another one because his financial aid

was dependent on him having a minimum load of **transferable** units (12 units to maintain compliance with Financial Aid for the semester).

Returning to Classes

Readmission is guaranteed for students on the study abroad leave assuming you resume academic work by enrolling in courses, satisfy any holds that may have been placed on your registration and pay your registration fees by the established deadlines for the quarter specified for return. If you fail to enroll in courses on the agreed-upon quarter, you will be automatically withdrawn from the university.

Financial Aid

If you are granted study abroad leave, you may be eligible to use Federal and State (not campus) Financial Aid for your study abroad program including loans. Financial Aid recipients must maintain a full-time course load while abroad and ensure that courses will transfer back to UC Davis, otherwise, aid may be revoked if already disbursed. More details about the process are found in the section "Stage Three" on page 5 and on page 7 "What UC Davis students on study abroad leave need to know/do".

The following funds **are not** disburseable to students on study abroad leave:

- University Grants: **UCG, USCH, SUG**
- University Campus Fee Grant: **UCDCF**
- Regent Scholarships: **MR50, MR51, MR49, NRH2, NRH3**

Applying for Leave

Eligibility

To be eligible for study abroad leave, students must:

- be registered undergraduate students at UC Davis.
- have not completed a previous study abroad leave during their undergraduate career.
- be enrolled in a recognized (i.e. accredited) study abroad program for credit.
- maintain a full-time course load during the entire term abroad.

Stages of the Leave Process

STAGE ONE

Schedule an Advising Appointment

If you need advice on how to select a program or you have selected your preferred program(s) and are ready to apply for the study abroad leave, set up an appointment to meet the EAC Advisor handling independent study abroad leave at least **two quarters prior** to the program start date.

You will meet with the Advisor to go over your plans, review any questions not answered by the handbook or questions about your responsibilities while on leave from UC Davis, and get the leave form. You may not request this form by email. It will only be given to you after you have had an in-person advising appointment to discuss your study abroad plans and understand the process.

Submit the Leave Form to the EAC

It is imperative that the form includes as much academic information about the program and courses as possible, including how the units will be issued (see "Academic Credits/Units" section). The leave form will not be processed without adequate academic details and course descriptions! Syllabi are helpful but not required if the course descriptions include enough detail (for example, but not limited to, learning outcomes/objectives of the course, the number of hours per semester/term and/or the number of times that the class meets). In addition, students should find and print out the provider's policy on course credit or transcript information, usually found somewhere in the provider's web site.

In addition, the fee for the study abroad leave is \$300. The **non-refundable** fee will be posted to your UC Davis student billing account **when the leave form is first submitted to the Education Abroad Center**.

When to submit the form?

Leave forms will be processed by the Education Abroad Center (EAC) **three times a year** according to the following schedule which varies according to the program's start date. Forms submitted earlier than these dates will not be processed in advance of the deadline below. Forms that have been completed without all required information will also not be processed.

Study abroad program dates	Deadline:
Jan – Mar 2012	Oct 1, 2011
Apr – June 2012	Dec 1, 2011
Aug – Dec 2012	May 1, 2012

STAGE TWO

Review of the Study Abroad Leave

Your form will be reviewed and returned approximately one week after the respective deadline above. The courses on the form will individually be pre-approved or denied for transfer credit. You will be notified via email once the leave form is ready to be picked up at the front desk of the Education Abroad Center. You will take the original of the form with you abroad (so

that you remember which classes were pre-approved) or proceed with Stage Three below.

STAGE THREE (OPTIONAL)

Financial Aid Process

After Stage Two (and not before), the advisor will email you the PDF of a special financial aid form for study abroad leave to send to your provider to complete, sign, and fax to the UC Davis Financial Aid office. The financial aid process **CAN NOT** start until the form has been reviewed and a minimum load of coursework is approved for transferability.

Recommendation: After the financial aid form is completed and sent by the study abroad company/host institution to the UC Davis Financial Aid office, have your provider mail you a copy of what was faxed. This is important to have for your records so that nothing falls through the cracks between the provider and the UC Davis Financial Aid office (during certain periods of the year, the UC Davis Financial Aid office receives hundreds of faxes in one day!). The UC Davis Financial Aid office will then prepare your financial aid package at the same time they process financial aid for all campus students (not before). You may contact the Financial Aid office directly if you have any questions by visiting the front desk in Dutton Hall or sending an email to undergradfinaid@ucdavis.edu. It is recommended to bring a copy of the fax that was sent by your provider to their office so that you have a copy of the full fees for your program. The advisor at the EAC will not be able to see how and when the financial aid is disbursed as she does not have access to student's individual billing records.

and/or....

Submitting the Leave form to your department

If you would like the classes to be taken abroad to fulfill major/minor requirements, you will then need to take the signed form to your Major/Minor Advisor to review and sign (after UA reviews the coursework and approves classes for transferability). You should not take the independent study abroad leave form to the Major/Minor Advisor before the EAC has processed it and the International Admissions Specialist has signed the leave form. However, you can meet with the Advisor to discuss your proposed classes and review the syllabi for course equivalencies.

More about the Financial Aid Process

After the list of courses on the leave form has been pre-approved for transferability, as mentioned above in Stage Two, you will be sent via email from the EAC advisor a PDF of a special financial aid form for study abroad leave. This form is called the "financial aid **contractual agreement**" or "financial aid **consortium agreement**" depending on your provider (the EAC Advisor will make this determination and send you the correct form for your

provider). You will then forward the PDF to your provider or host institution to complete the information, which includes the tuition, fees, and living expenses of the program. The provider often takes several weeks to complete the form and fax it to the UC Davis Financial Aid office. In addition, the Financial Aid office may also take several weeks to process the fax and take the necessary next steps to alter your aid package for studying abroad. This is why the study abroad leave process (Stage One) cannot be started at the last minute or your financial aid abroad might not get re-packaged in time.

Withdrawing/Cancelling

If you decide not to participate in the study abroad program and want to withdraw from the study abroad leave, send an email to the Education Abroad Center advisor explaining the nature of your cancellation. You will then be re-coded in SISWEB to show that you plan on taking classes in Davis, not abroad and therefore, you will need to register for your classes at UC Davis. **No students will be refunded the \$300 fee (no exceptions).**

Pre-departure Planning

What all students studying abroad should know before they go

The Education Abroad Center's web page devoted to "**Considering Study Abroad**" includes information on getting started, types of programs, factors to consider, and how to finance study abroad. The web site is: <http://eac.ucdavis.edu/prospective>

It may sound obvious, but make sure you have a valid [passport](#) and one that has an expiration date at least 6 months past the date you plan to return to the United States. It can take up to 8 weeks to get a passport so don't leave it to the last minute. UC Davis students can submit their passport applications and take photos at the Business Center at the ARC, open evenings and Saturdays. If you are not a permanent US resident, discuss with your program provider what supplemental documentation you need to have for entry requirements for the program destination (such as a tourist or student visa) or any special documents you will need to re-enter the United States.

What students in your program should know

In addition to the web site describing the program, your provider will probably send you a pre-departure guide that will include both general and country-specific information. It will probably include the following topics (or you can ask them before you decide to enroll):

Housing

What kinds of accommodations are provided in the price of the program? How far is the local transportation from the housing to the classroom site? What's the neighborhood like? You can also ask yourself the following: do you prefer living with local people, in an apartment on your own, or with locals, or with foreign students or with other Americans, in a dorm, or staying in a family's home? What will be the implications if you live with locals versus living with other American students? Will you enjoy getting to know students from around the world if you live in an international student dormitory? What kind of meals will be offered at the housing location or will you be cooking your own meals and want your own kitchen facilities? If you choose a home-stay with a local family, do you prefer to live with a family without children? How flexible are you and adaptable to changing your lifestyle based on a family's daily habits?

Travel

Research the program's information on flight recommendations and booking your airfare as it may be part of the program price, what are the required arrival and departure dates, what do you do if you arrive early or leave late, researching the location's geography and political climate, cultural preparation for your destination, how to register yourself with the [State Department](#) and/or local embassy, entry/exit requirements such as if you need a visa, local currency, a packing list for what to bring, how you will get to the classroom location and using public transportation, etc.

Program Information

Your provider may describe the number of units and/or hours of class time and how you will register for your courses abroad, the details of the academic program such as a syllabus or itinerary, and what types of field trips or excursions, if any, are organized or included in the price. You may also have questions about communication such as internet access, whether or not you need to bring a laptop or buy a local cell phone, and if there will be a study center or place where students can meet with the local staff. Your program should also provide an onsite orientation.

Make sure you understand the provider's cancellation policies and deadlines. No matter which program you select, consider **trip cancellation/interruption insurance**.

The following are not endorsed or recommended by UC Davis; however, they are a good place to start your research:

- [Travel Guard](#)
- [STA Travel- Travel Insurance](#)
- [Travel Insurance Services](#)
- [Insure My Trip](#)

Medical Insurance & Health Matters

While on the study abroad leave, you will not be covered by UC Davis SHIP health insurance or services. Therefore, you are responsible for acquiring adequate health insurance coverage while abroad and between terms. Study abroad providers may include coverage, some have elective coverage, and some may require students to provide their own insurance coverage. You must contact the provider directly for more information. If you have a private insurance policy, you should ensure that coverage will extend abroad. Make sure you read up on any immunizations required for the destination. The Center for Disease Control's web site has country-specific travel tips: <http://wwwnc.cdc.gov/travel/>.

Some students in the past have used the following search engine to find health insurance, <http://studentsabroad.com/resources.asp#Insurance>, or compared plans and rates of companies such as HTH, TravelGuard, Medex, and STA Travel's insurance. UC Davis does not recommend or endorse any specific company and all students should thoroughly research companies based on their own criteria for selection.

Emergencies (natural disaster, medical, program)

UC Davis cannot provide assistance for emergencies to students on independent study abroad programs. Therefore, there are many issues you need to consider before you choose a program and during your time abroad. Every student has different needs as far as how much help or independence she/he prefers or needs during an emergency (and in some cases, how much emergency support the parent prefers/needs). Questions that a student might want to consider: how does your provider describe their risk management and health and safety procedures? What kind of onsite support do they provide during an emergency? What happens if there's a natural disaster or political unrest occurs and do they communicate regularly to their students or expect them to stay abreast of current situations on their own? What are their communication policies? What happens if you have an accident (major or minor) and what do you expect of your provider or host institution? How will your family reach you if there's an urgent matter back at home in the U.S.? You and your provider might not know answers to all these questions but it's a good idea to consider them and factor in how important they are to you and your parents. The more emergency support a third-party provider or host institution provides might have an impact on the program costs.

What UC Davis students should know/do while on study abroad leave:

Financial Aid for UC Davis students

Every student's aid package is individual and based on their need as calculated by the UC Davis Financial Aid Office. If you enroll in less than a full-time load when you

arrive and register for classes at your host institution, your aid may be affected. If you withdraw completely from your study abroad program and your aid has already disbursed, you may be required to refund the money to the UC Davis. You must communicate **any changes that affect your full-time status** (less than 12 transferable units per quarter) to the Education Abroad Center independent study abroad advisor immediately AND the UC Davis Financial Aid office.

Medical Insurance

SHIP insurance covers students only during terms in which they have paid fees, and only for the dates of that term. While on the study abroad leave, **you will not be covered by UC Davis SHIP health insurance** or services. Summer coverage is initiated by spring quarter fees; therefore, students on study abroad leave during spring quarter will not be covered by SHIP insurance during the summer. Additionally, there may lapse between your last day at UC Davis and your study abroad program start date, and/or between your study abroad leave end date and when you return to UC Davis. You are responsible for securing insurance for coverage during this time.

Safety Abroad

The safety and security of UC Davis students abroad is of the utmost importance. While we encourage students to participate in educational opportunities throughout the world, when there are dangers or regional instabilities, students should consider alternative locations. However, participation in an independent study abroad program through the UC Davis study abroad leave is allowed in countries with State Department travel warnings with the understanding that it's at the student's own risk. If there's a travel warning, students should understand the risks and proceed with great caution. Students must sign a waiver of liability while applying for leave. If you have any questions, please meet with the independent study abroad advisor.

In the event of an emergency, you should understand and follow your provider's policies and protocol. If you are unable to reach your provider or host institution's emergency personnel, you may contact UC Davis Campus Dispatch at 530-752-1230. The call will be reported and channeled to the Education Abroad Center staff who will attempt to contact your provider on your behalf.

Free UC Travelers' Insurance for all UC students

Register at least 30 days prior to your departure at <http://uctrips-insurance.org/>. This free insurance covers students for security extraction, emergency medical evacuation, and repatriation and other travel assistance services. This insurance is supplement to your primary international health insurance, not a replacement.

Availability of University Services

You are not considered a regular UC Davis student during

the time of your leave and are not eligible to receive normal university services except for the following:

- You will retain your UC Davis email account
- You will have online access to MyUCDavis and SISWEB.

Registering for Classes

During your study abroad leave, you are considered a "continuing student" and will be issued registration appointments via SISweb (same as the normal procedure while you are in Davis). Your registration pass times may occur while abroad. Plan to register during your pass times, taking into consideration the difference in time zones.

Words of advice from a past UC Davis student on independent programs

"While abroad, stay in contact with your Academic Advisor(s). The benefits are twofold: (1) You can ask them about specific courses once you are on your program (re: transferring credit for major/ minor academic requirements) and (2) they'll remember you when you return, making the entire process potentially smoother—send them a postcard and bring back a small souvenir. SAVE ALL OF YOUR WORK, including syllabi, essays, in class assignments, prompts, midterm exams, final exams (it is better to over-save than under-save). Saving your work will give you a better shot with your academic adviser regarding transferring coursework for major/ minor academic requirements. You will appear organized and prepared for your return meeting—advisers love this (they are short on time). Pay close attention to the time difference while abroad when noting your pass times. Many students miss their pass times because they forget to factor in the time difference. Understand the university system: the EAC 's role, the Major/ Minor (Dept) Adviser(s)' role, the host institution's role (if applicable), the study abroad provider's role (if applicable), and YOUR ROLE." (Rachel Goldstein, Israel, 2008).

While Abroad

Resources

Visit the EAC "**While Abroad**" web page <http://eac.ucdavis.edu>.

Registration

To find out when you can register for your classes, visit the Registrar's web site:

http://registrar.ucdavis.edu/html/academic_calendar.html. If you need more help, you can download the current term's *Class Schedule and Registration Guide* (available by navigating through the Registrar's Office's web site). It shows that Pass Times are made available starting on a certain date (for example, November 1st for Winter

Quarter but the actual Pass Time 1 registration period does not begin unit November 8 through November 19).

Academic Reminders

- Save your documentation! You will need your syllabi, notes, papers, and tests if you are fulfilling a G.E. or major/minor requirements. Ask your department or Dean's Office what specifically you will need when you return to Davis.
- If you have any questions about academic issues while you are abroad, contact your Advisor, your Dean's Office or the EAC.
- If you need to withdraw while you are abroad, you will contact both your provider or host institution AND the independent study abroad advisor at the Education Abroad Center. If you do not notify the EAC in writing (email is fine), you will be in violation of the terms of the leave. If you do not notify the EAC and you are receiving financial aid, you will be in violation of the conditions of financial aid and will be subject to any consequences as outlined in your terms.
- Give instructions to your provider or host institution to have your **official transcripts** sent to (1) UC Davis Undergraduate Admissions and (2) yourself. It's always a good idea to have a set for yourself in case the paperwork does not arrive at its intended mailed destination (if you hand-deliver it to the Undergraduate Admissions office in Mrak Hall, it must be in a **sealed** envelope).

Mail the official transcript to the following location at UC Davis:

**Undergraduate Admissions
University of California, Davis
One Shields Avenue
Davis, CA 95616**

Don't forget to...

- Register for your classes at UC Davis while you are abroad for the quarter you return. When registering during your pass times, taking into consideration the difference in time zones.
- Financial Aid students: if you return to UC Davis during a new academic year (Fall), DO NOT forget to complete and submit a FAFSA application by the deadline in early March (www.fafsa.ed.gov)

Withdrawing from your program after the start date

If you withdraw in your study abroad program after it has begun (or elect to take less than a full load of coursework), you must notify the Education Abroad Center. This will affect your leave status (and if you are on financial aid, you should also notify the Financial Aid office of the change of your academic plans).

Upon Return

Resources

Visit the EAC "**Returning Home**" web pages for up to date advice, resources and campus links, and information about staying involved in the international education community: <http://eac.ucdavis.edu/returninghome.cfm>.

Academics

As noted in the above section "While Abroad," you will have already given instructions to your provider or host institution to have your transcripts sent to UC Davis for the transfer units. If you are also petitioning to fulfill major/minor or GE requirements, you will need to submit your syllabi, notes, papers, and tests where appropriate, i.e. to your major department or to your college Dean's Office.

Stay in Touch

The Education Abroad Center wants to hear from you! Your fellow Aggies want to know about your experiences abroad so the following web page is devoted to this purpose (and don't forget to enter your favorite photos in the EAC Photo Contest!):
<http://eac.ucdavis.edu/aggiessay>.

Frequently Asked Questions

General and Academic Questions

What courses can I take while on an independent study abroad program offered by a third-party provider or host institution?

By carefully planning and applying for the study abroad leave, you can earn units on a study abroad program that a) are pre-approved for transferability and b) potentially meet your GE or major requirements at UC Davis. After selecting a program, you will work with the Advisor for independent study abroad programs at the EAC and in most cases with your department advisor or College Dean's office to carefully plan what courses you could take while abroad to maintain your progress toward degree completion requirements. Depending on the study abroad program, you can enroll also in courses that fulfill your major or minor requirements, or in courses that will apply toward the completion of elective, language, or general education requirements.

Are there specific programs designed for my major?

If you find a study abroad program that is offered by another American or foreign university or third-party provider that looks like a good fit for your major, you should meet with your Major Advisor as soon as possible to find out if the courses offered will potentially be eligible

for credit for the major. Having the advisor review and pre-approve the actual courses is critical if you want to make sure that the course fits into your requirements for the major. More details about this process are in the advising handbook for independent study abroad. The International Admissions Specialist will first review the selected courses for general transferability, then the major advisor will determine if they fulfill major requirements.

Don't forget to check out your options within the UC portfolio of study abroad programs. Both the UC Davis Summer Abroad and Quarter Abroad programs offer subject-focused coursework. The UC EAP program also has specific programs that have coursework abroad that can satisfy your major requirements. Please visit the Major Advising Pages (MAPs) online to see if your department and the EAC have recommendations for your major.

What are the prerequisites and eligibility requirements to study abroad?

It depends on the program. All prerequisites and eligibility requirements should be listed on the program web sites.

How can I go on a semester program when UC Davis is on quarters?

Students on Fall Term programs will miss Fall Quarter at UC Davis (assuming your program ends no later than December, but some Fall programs abroad end as late as February and therefore, you would be missing Winter Quarter in Davis), but will earn 18-24 quarter units of credit. Students on Spring Term programs will miss Winter and Spring Quarters and earn 18-24 quarter units. Students on year-long programs need to earn 36-48 quarter units, comparable to a year on campus. It is very important to confirm the program start and end dates because some programs do conflict with the UC Davis academic calendar.

How can I meet senior residency requirements and study abroad my senior year?

You may be able to participate in a UC study abroad program during your last quarter/summer at UC Davis, provided you haven't exceeded your 225 units (Engineering majors excluded). All college and major requirements must be fulfilled before you leave or during your year abroad. If you want to go on an independent provider's program (outside the UC system), you must receive **written prior approval from your college Dean's office.**

Will I graduate on time if I study abroad?

Yes. Creating an academic plan with your major advisor will help you choose a program and courses that will fit with your degree. The earlier you begin this process, the better it will work!

How can I avoid reaching my Unit Cap and still study abroad?

If you study abroad on a Spring semester program (but please read the program's information carefully as there are some variations), you will typically be absent from the UCD campus for 2 quarters, but will only be receiving 18-24 units of credit for your semester abroad. This will decrease the number of units you earn for that academic year.

What affect will studying abroad have on my GPA?

Coursework taken on programs administered by the University of California should figure into your GPA. Coursework taken on an independent study abroad program is transfer coursework and will not be calculated into your GPA.

What if I failed a class abroad? It won't appear on my transcript or be calculated into my overall GPA, will it?

For UC programs, it will appear on your transcript and be factored into your GPA. For independent study abroad programs, grades will not be included in your UC GPA. However, like a UC transcript, that record is permanent and will stay with you; for example, when you are applying for graduate school. Failed classes will not transfer and therefore, will not satisfy any requirements. Please note, there are consequences if you are on financial aid and fail your classes you will be liable to return your aid (the

I am abroad and some of the courses I listed on my study abroad leave form that were reviewed and approved by the International Admissions Specialist are not offered this semester at my host institution abroad. What do I do? How do I select courses that I didn't list on the form? Will they transfer? Will I get units and credit?

Students are encouraged to include additional alternate courses on the leave form: 6-8 courses for the semester (or quarter) and 12-14 courses for the year. This will allow you the flexibility to choose courses that have already been reviewed and pre-approved for transfer credit (and if applicable, satisfying requirements for your major).

The Education Abroad Center has no control over courses offered by a third-party provider or host institution; therefore, there is a chance that you may have to take alternative courses abroad beyond those you listed on the leave form. In this case, you can email the new course descriptions (and syllabi or other academic documentation) to the EAC advisor you worked with prior to studying abroad. The advisor will work with the International Admissions Specialist to review the new courses for transferability and communicate with you via email. Keep in mind that it may take a few weeks to process and you may need to work with your program to concurrently enroll in multiple courses or reserving a spot for you in the alternate courses while awaiting final approval.

Can I go on an independent study abroad program during the summer?

You may attend an independent study abroad program over the summer if you'd like. However, there is NO study abroad "leave" during the summer. The independent study abroad leave (also known as NUCSA) is only for students who want to get pre-approval for transfer credit on non-UC study abroad programs during the **regular academic terms of Fall, Winter, Spring semesters or year**. You will not be able to get pre-approval for transfer units for summer study abroad. You will only be able to submit your official transcript (along with detailed course descriptions and syllabi) AFTER you return from your study abroad experience and hope that the units transfer. Undergraduate Admissions does not have the staffing or resources to pre-approve your summer classes offered outside the UC system but they are willing to process your official transcript upon return (simply mail it to them within 60 days of the study abroad program).

Leave Procedure Questions

Should I meet with an EAC advisor about going on a program offered by another school or third-party provider?

Yes! First, you can come into the EAC to attend a **First Steps Workshop** which is offered daily at 1pm. In addition, you can come by the EAC for a drop-in visit and meet with a peer advisor or you can schedule an appointment with the advisor for independent study abroad programs to discuss your options and the study abroad leave process. When? You should start the process **2 quarters** before your study abroad program.

How do I receive GE credit for courses taken abroad?

By submitting and completing the study abroad leave form, you will have already received pre-approval for general transferability of units earned abroad; however, this does not guarantee that the courses will satisfy the GE requirements. If you want pre-approval for GE credit for an independent study abroad program, you will need to meet with the Dean's office of your College to find out which courses abroad will be eligible for GEs. After your program is completed and you return to Davis, you will bring a copy of a detailed syllabus and all coursework to the Dean's Office for their review of actual coursework. In most cases, GE credit is only reviewed and approved after you return.

How and when will my time abroad be noted on my transcripts?

Similar to how transfer units are noted on transcripts. Units are posted soon after Undergraduate Admissions receives an official transcript for your program. The units will appear as a "bulk transfer" (i.e. 24 units, New Zealand). Your host institution, course titles and grades will not appear; therefore, it is important to request a host institution transcript from your provider or host institution for your own records.

How do I get an official transcript/ documentation of my coursework (and grades received) from my host institution/ study abroad program? How long will it take? What do I do with it? Do I need to turn it in to Undergraduate Admissions?

You need to contact your provider or host institution to find out about their policies and procedures and how long it will take. You must submit it to Undergraduate Admissions within 60 days after the program ends.

Can I extend my program for another quarter/ semester? How do I do that with the study abroad leave?

Yes, for consecutive terms only. Process is the same as requesting a review of alternative or new courses. There is no additional fee.

Can I go on a program for more than 1 quarter? What about a full academic year?

Yes, if approved for the study abroad leave (students may be on study abroad leave for a quarter, two quarters, or year). An important note to consider: students who opt to file a PELP Leave instead of the study abroad leave may only be on leave for one quarter during their studies at UC Davis.

What does "pre-approval" mean?

Undergraduate Admissions, not the College or Major Department, is responsible determining if courses taken at an institution abroad will be transferable to UC Davis. The criteria for transferability include: the host institution abroad must be recognized by the Ministry of Education in that country or be accredited by a regional accrediting authority recognized by UC; the coursework must not duplicate or overlap courses already completed at UC; the coursework must be comparable to courses offered within UC. Courses are reviewed on a case-by-case basis. The major department determines whether or not a course satisfies the major requirements.

Please note: all courses reviewed for the study abroad leave (NUCSA) are 1) provisional and 2) credit is not based on the school alone.

- 1) Provisional because if admissions approves a course before departure and that course ends up being materially different when the student takes it (fewer units, different assessment, etc.) there is a possibility that the transfer credit could change when admissions receives the transcript. Students should be aware that UCD is provisionally approving based on what is submitted and the EAC cannot be responsible for any changes that the host institution may make after the fact. Final transfer credit is always determined when admissions receives the transcript. At program completion, students should ALWAYS reconfirm courses with their

departments, check in with the EAC if they change their enrollments, etc.

- 2) Some third-party providers also have a *working agreement* with UC EAP (the University of California system-wide study Education Abroad Program). Under this agreement, EAP courses are reviewed and awarded UC credit under the academic oversight of UC Faculty (EAP Study Center Directors, System-wide EAP, and the Academic Senate). Students who choose to direct enroll at the same institution where EAP students study are subject to the same transfer credit review as non-EAP institutions. The Education Abroad Center recommends that students participate in an EAP program at the schools unless there are extenuating circumstances that have been discussed with an EAC advisor.

I will not be able to get the exact course names, numbers, or units from the study abroad provider until very soon before school starts. What should I do?

Turn in your study abroad leave form with course descriptions for the past classes offered by the provider that you want to take **IF** the provider can tell you that they will likely be offered when you are attending the program.

Then once the official classes are posted, resubmit the actual courses that you will take if they are different than the ones on the original leave form. Alternatively, you can wait until the deadline for the leave form, hoping that the host university will be able to come up with a true schedule of classes offered.

How do I register for classes before I return to UC Davis?

Students on study abroad leave can register for classes before returning to UC Davis by using SISWEB. The leave ensures that you will still have access to your email, MyUCDavis, and SISWEB while you are abroad. It is important that students monitor their UC Davis email account while abroad for information sent from the Registrar's Office about registration dates and pass times. Students should consult with their academic advisors before going abroad to plan the courses that they will take while abroad and also to plan their classes for their first quarter back at UC Davis.

Financial Questions

How expensive will study abroad be compared to staying at Davis?

Many programs are comparable in price to UC Davis or even less, as are the costs of living. In addition, financial aid is available if you complete the study abroad leave process. Scholarships are sometimes offered by the company or institution organizing the program. Visit the EAC's web site "Finances" page in the "Considering Study

Abroad" section to learn more about funding your study abroad program.

When/how do I start the financial aid process?

In order to get your financial aid packaged in time for your term abroad, you must start the study abroad leave process 2 quarters before you plan to study abroad. The reason is that it will sometimes take up to 3-5 weeks for the International Admissions Specialist to review your proposed courses abroad on your leave form to determine each course's transferability. And you will only get financial aid while on the independent study abroad leave if you are taking a **full load of approved courses** that can be transferred to UC Davis (usually about 12 units per quarter).

In addition, you will not receive the special financial aid form for the leave (called the "contractual agreement" or "consortium agreement" depending on your provider) from the EAC Advisor until the International Admissions Specialist has reviewed your proposed coursework. So it's a step by step process that takes time. You cannot wait until the final deadline to submit your independent study abroad form to the EAC or your financial aid may not get packaged in time for your program abroad. The financial form given to you by the EAC Advisor will need to be sent to your provider or host institution (who then faxes a completed and signed version to the UC Davis Financial Aid office). The provider sometimes take several weeks to complete the form and fax it to the UC Davis Financial Aid office. The Financial Aid office often takes several weeks to process the fax and do the necessary procedures for re-packaging your aid.

Will my financial aid be available for an independent study abroad program?

It depends. If you apply for and are granted study abroad leave status, you may be eligible to use some of your Financial Aid for your study abroad program. If you are not a Financial Aid recipient and you would like to apply, please visit the [UC Davis Financial Aid Web site](#) for information regarding the process. Financial Aid recipients must maintain a full-time course load while abroad and ensure that courses will transfer back to UC Davis, otherwise aid may be revoked (even if already disbursed). If you choose not to apply for study abroad leave (for example if you withdraw from UC Davis or file a PELP leave), financial aid will not be available for your program. Financial Aid is not available for independent study abroad programs during the summer.

Glossary of Terms

Contractual Agreement: This is a term used by the UC Davis Financial Aid Office and the Education Abroad Center for a particular financial aid form for students on study abroad leave (NUCSA). This form is sent to the student to send to his/her provider or host institution. The provider completes the required information about the cost of the program, fees, housing, living expenses, etc. This information is required for the UC Davis Financial Aid to appropriately re-package the correct amount for a student's financial aid while abroad.

Consortium Agreement: This is similar to the "contractual agreement"; however, this form is for third-party providers who are part of a "consortium" agreement with UC Davis. The form is sent to the student on independent study abroad leave to send to his/her provider or host institution. The provider completes the required information about the cost of the program, fees, housing, living expenses, etc. This information is required for the UC Davis Financial Aid to appropriately re-package the correct amount for a student's financial aid while abroad.

Faculty-led: Instructors are from home university and teach subjects in their specialty abroad and credit is issued by US university leading the program. Examples: UCD Summer Abroad, UCD Quarter Abroad, and some independent study abroad programs which would be led by faculty from other institutions, not UC Davis, and therefore credit is issued by the university organizing the program.

Immersion or Direct Enrollment: Through the study abroad program, students enroll directly in a partner institution in a foreign country and take courses alongside regular degree-seeking students of that institution. Examples: some but not all Education Abroad Program "EAP" programs and some independent programs that

offer this type of program. Although students may take regular coursework, they bypass much of the regular admissions process of the host institution and are not matriculating for a degree in the same way native students are.

International School: Students take courses with other study abroad (international) students from around the world, but generally not with students from the host country. Examples: some Education Abroad Program "EAP" and independent study abroad programs, it varies widely.

Island: The study abroad provider creates special courses/programs for American students that may or may not be offered in conjunction with a host university. Examples: EAP, UCD Summer Abroad, UCD Quarter Abroad, and some independent study abroad programs. These are also similar to "Branch Campus/Study Center Models" because they are largely separated from foreign institutions.

Joint: Faculty are from UC and the partner institution; courses are with students from both UC and the partner institution. Example: some EAP programs and some independent study abroad programs.

Hybrid: A combination of features of one or many of the above.

NUCSA or NUCSA Leave: A synonymous term for "independent study abroad leave". The term came from the acronym "Non-UC Study Abroad" leave, coined in 2007 by the Education Abroad Center. The term "NUCSA" has historically been used across the campus, for example, by staff at the Registrar's Office, Undergraduate Admissions, and Financial Aid for UC Davis students going on study abroad programs outside the UC system.

Comparing UC and independent study abroad programs

	UC Education Abroad Program (EAP)	UC Davis Quarter Abroad (QA) and Summer Abroad (SA)	Independent study abroad
DESCRIPTION	University of California’s system-wide study abroad program provides academic opportunities for UC students at over 150 institutions in 35 countries.	Quarter Abroad and Summer Abroad programs are unique to our campus in that these programs are taught or led by UC Davis faculty in an international setting	If an EAP, QA, or SA program does not meet your needs, there are many programs sponsored by organizations and universities outside of the UC system. While we do not endorse or recommend specific programs, resources for and referral to independent study abroad program are available at the EAC.
ACADEMIC CREDIT	<p>UC credit and grades are earned for EAP courses.</p> <p>Major or minor requirements may be satisfied if approved by your major or minor advisor. General education or language requirements may be satisfied if approved by the Dean’s Office of the college where your major is located.</p>	Coursework taken through Quarter Abroad and Summer Abroad programs provides direct credit in the same way classes taken on the UC Davis campus does.	<p>Students participating in study abroad programs should discuss their academic plans with their academic advisor(s). Academic Planning Forms are available at the EAC.</p> <p>Major or minor requirements may be satisfied if approved by your major or minor advisor. General education or language requirements may be satisfied if approved by the Dean’s Office of the college where your major or minor is located.</p>
REQUIREMENTS AND DEADLINES	<ul style="list-style-type: none"> - Requirements vary by program but most programs require a 2.5 to 3.0 GPA. - Language prerequisites vary by program. - Program selection is made by UCD and EAP system-wide staff and host universities. - Application deadlines vary by program but early submission of applications is encouraged. 	<ul style="list-style-type: none"> - You must have a minimum GPA of 2.0 and be in good academic standing to be eligible. - Language prerequisites and application deadlines vary by program. - A student conduct clearance form from Student Judicial Affairs must be submitted before consideration for Quarter Abroad and Summer Abroad. 	<ul style="list-style-type: none"> - Program requirements and deadlines will vary according to the provider. -If you are going on study abroad leave for your program, you will need to meet with an EAC advisor in order to obtain and complete the appropriate forms. Deadlines will vary by program.
TRANSCRIPTS	Course titles, units and grades appear on your UCD transcript and are included in your UCD GPA and count towards graduation. Grades are generally posted within 3 months of the end of the program.	Because coursework taken through Quarter Abroad and Summer Abroad are UC Davis classes, grades will appear on the transcript and calculated into the GPA with no delay.	Credit obtained through a study abroad program outside the UC system will appear as transfer credit on the transcript – it will not include course titles, units, or a letter grade.
	If you are eligible for financial aid you will continue to receive it on EAP. Students who did not qualify for financial aid in the past may be eligible for a student and/or parent loan. Financial aid recipients must demonstrate	If you are eligible for financial aid you will continue to receive it on Quarter Abroad and Summer Abroad. Students who do not qualify for financial aid may be eligible for a student and/or a parent loan. Financial aid recipients must demonstrate satisfactory	If you apply for and are granted study abroad leave status, you may be eligible to use some of your Financial Aid for your study abroad program. If you are not a Financial Aid recipient and you would like to

<p>FUNDING</p>	<p>satisfactory academic progress while abroad.</p> <p>Scholarships are available</p>	<p>academic progress while abroad.</p> <p>Travel Awards are available</p>	<p>apply, please visit the UC Davis Financial Aid Web site for information regarding the process. Financial Aid recipients must maintain a full-time course load while abroad and ensure that courses will transfer back to UC Davis, otherwise aid may be revoked (even if already disbursed). *If you choose not to apply for study abroad leave, financial aid will not be available for your program. **Financial Aid is not available for independent study abroad programs during the summer.</p>
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UC Davis Education Abroad Center

Worksheet for Choosing a Study Abroad Program

- Step 1:** Read through the academic and personal considerations below. In the far left column, indicate the importance of each using a scale of 1-5 (5 being the most important). In the column with the type of program (see key below the chart for acronyms), put a check mark if that program meets that criteria.
- Step 2:** You can attend a *First Steps Workshop* at the EAC to learn more details about the various types of programs. After the workshop, make an appointment with the Peer Advisor specializing in the selected program's region to further discuss which options would best fit your study abroad goals or ask your questions about the application process.
- Step 3:** With your department academic advisor, fill in a four-year study plan to include study abroad. Use this worksheet and your four-year plan when you are applying for a study abroad program (for example if you need to complete a statement of purpose).

ACADEMIC CONSIDERATIONS					
	Language	EAP	QA	SA	IND
	Take classes /coursework in a foreign language				
	Take most coursework in English				
	Learn a language not offered at UC Davis				
Degree					
	Experience my major coursework from another cultural perspective				
	Enhance my UC Davis degree by taking coursework not offered on campus				
	Fulfill Major requirements				
	Fulfill General Education requirements				
	Fulfill College requirements				
Minor					
	Fulfill Minor requirements				
	Work towards a Global and International Studies Minor				
Research/Internships					
	Conduct independent research				
	Participate in an internship				
	Volunteer with a non-governmental organization (NGO) or other organization				

PERSONAL CONSIDERATIONS					
		EAP	QA	SA	IND
	Live in _____ (particular country of interest)				
	Build my résumé				
	Learn about the U.S. from an outside perspective				
	Immerse myself in a culture while learning about the country's history				
	Experience another culture/country with other American students				
	Take classes with UC Davis or other UC students				
	Take classes with students from host country				
	Live in my family's home country to learn more about my own heritage				
	Live with a host family				
	Live on campus or in an apartment				
	Live in a cosmopolitan city or urban environment				
	Get off the beaten path				
	Travel in the region				
	Be completely independent				

Key to acronyms above: **EAP**=UC Education Abroad Program; **QA**=UC Davis Quarter Abroad; **SA**=UC Davis Summer Abroad; **IND**=independent study abroad programs (programs offered by other institutions or third-party providers)

Steps for Independent Study Abroad Leave



Step 1: Program research & selection

Student uses study abroad search engines or visits the EAC to find **any** study abroad program of interest through an accredited university abroad.

For a general introduction to studying abroad, student can attend a daily *First Steps Workshop* at the EAC Mon-Fri at 1:00 pm or can come to the EAC to talk with a Peer Advisor anytime Monday – Friday 8a-5p.

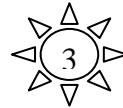


Step 2: Advising appointment at the EAC

Once a program has been selected, student schedules a one-on-one appointment with the EAC advisor for independent study abroad and receives the independent study abroad “leave” form. Student completes the form and returns it to the EAC by the deadline.

Step 3: In the Major/Minor Advising Office

- Student creates a graduation plan that incorporates study abroad plans (this can happen even **before Step 1 above**).
- Student presents syllabi/course descriptions of study abroad classes to the Major Advisor and asks which will count for the major/minor. Discuss department process for petitioning for major/minor credit. This can happen simultaneously during the time period when the student is waiting to receive the study abroad leave form back from the EAC.



Step 3: Student applies to program

Depending on the study abroad provider or host institution’s deadline, the student applies for his/her selected program which may happen **before or during** the same time as the “independent study abroad leave” form is being processed by the EAC.

After receiving the reviewed and signed **leave form** back from the EAC, and if the student wants classes abroad to count for the major, the student should schedule an appointment with the Major Advisor if she/he hasn’t already done so, to review the approved classes for transfer on the leave form.



Step 4: Student studies abroad

- While abroad, student maintains contact with Major Advisor and/or EAC advisor as needed (if a course change is needed).
- Student keeps all documents from courses taken abroad (syllabus, readings, writing assignments).
- Student registers for following term’s classes in Sisweb (same pass-time procedure as campus students)
- Student returns to UC Davis and submits official transcript to Undergraduate Admissions within 60 days.



Step 4: Student returns to campus

- Optional: Student provides any needed documentation (syllabi) for major credit to the Major Advisor
- Optional: Student provides any needed documentation (syllabi) for GE coursework Dean’s Office.

All of these steps above are described in more detail in the handbook at <http://eac.ucdavis.edu/independent!>