



### Application Checklist:

- CWU Education Abroad Application
- Unofficial transcripts (*printed from MyCWU*)
- Disciplinary Clearance Form (*submit to the Dean, Student Success Office, 204 Bouillon Hall*)
- CWU Education Abroad Application Fee (*all applicants must pay the \$75 non-refundable education abroad application fee at the Student Accounts Cashiers Office in 104 Barge Hall; the receipt must be submitted with your application*)

### PERSONAL INFORMATION

Last name: \_\_\_\_\_

First name: \_\_\_\_\_ MI: \_\_\_\_\_

Preferred name: (*if different*) \_\_\_\_\_

CWU ID: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Country of birth: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Passport number: (*if available*) \_\_\_\_\_

Passport expiration date: \_\_\_\_\_

Race/ethnicity: (*optional, used for statistical purposes only*)

American Indian/Native Alaskan       Asian

Black/African-American                       Hispanic/Latino

Multiracial     White

Native Hawaiian/Other Pacific  
Islander     Other: \_\_\_\_\_

### PROGRAM INFORMATION

Program type:       Study Abroad       Intern       Faculty-  
(*check only one*)                                      ship                      Directed

Program name: \_\_\_\_\_

Host university/Sponsor: \_\_\_\_\_

Faculty Director(s): \_\_\_\_\_

Host country: \_\_\_\_\_

Host city: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Which quarter(s): \_\_\_\_\_ Which quarter(s) \_\_\_\_\_

### CONTACT INFORMATION

School email: \_\_\_\_\_ @cwu.edu

Phone: (*cell*) \_\_\_\_\_

Personal email: \_\_\_\_\_

Current mailing address: (*valid until: \_\_\_\_/\_\_\_\_/\_\_\_\_*) \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Permanent mailing address: (*if different from above*) \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### ACADEMIC INFORMATION

CWU Campus:

Ellensburg     Des Moines

Everett     Kent

Lynnwood     Moses Lake

Pierce County     Wenatchee

Yakima

Class standing at program start date:

Freshman     Sophomore

Junior     Senior

Graduate     Other: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Expected graduation date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

### FUNDING INFORMATION

Funding source(s) for your education abroad program:

Parents/Family     Personal Savings

Federal & State Aid     Student Loans

VA Education Benefits     Private Scholarships

Other: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

*Provide the contact information for two individuals (preferably family members) whom CWU may contact during an emergency.*

#### Emergency Contact 1

Full name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone: (*cell*) \_\_\_\_\_

Email: \_\_\_\_\_

#### Emergency Contact 2

Full name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone: (*cell*) \_\_\_\_\_

Email: \_\_\_\_\_

## STATEMENT OF UNDERSTANDING

### If approved by CWU to study abroad, I agree that:

- Participating in a CWU study abroad program is a privilege and not a right.
- Approval by CWU to study abroad does not guarantee acceptance into my chosen program. Acceptance is ultimately determined by the program's sponsoring organization and requires that I complete a separate application process.
- Some programs, including CWU-sponsored faculty-directed programs, may require a deposit at the time of or shortly after application in addition to the SAEP application fee.
- I will attend a mandatory CWU Pre-Departure Orientation and complete the requirements within the CWU Acceptance Packet.
- I will be charged and must pay the beginning of each term a CWU Concurrent Enrollment Fee of \$500 for quarter-based programs and \$750 for semester-based programs. This fee is non-refundable once my program has begun. Students participating in internships or faculty-directed programs are exempt from these fees.
- I will pay my program fee and all other required expenses to the sponsoring organization and/or host institution in a timely manner and, should I fail to submit payment before a deadline, may be subject to late fees and collection procedures.
- I understand that I am subject to the CWU international insurance requirement and that, barring a granted waiver request, the cost of this insurance will be applied to my student account by SAEP.
- I will fulfill any requirements stated by my Academic Advisor, Financial Aid, Veteran's Affairs Counselor, or host institution.
- My placement will be limited to the period specified. Deferment and extension requests are subject to review and approval by CWU, sponsoring organization, and the host institution.
- Requests to change programs and locations are subject to review and approval by CWU, sponsoring organization, and/or the host institution.
- My placement may be terminated by CWU, the sponsoring organization or by the host institution, if I fail to maintain minimum academic and conduct standards of my host institution or, I am found to be in violation of laws or regulations for my host country.
- If I withdraw from the program any time after approval:
  - I must notify CWU in writing.
  - I may still be obligated to pay the full program fee as outlined by the sponsoring organization's refund and cancellation policy.
  - Refunds for CWU-sponsored programs shall be limited to funds recoverable and/or uncommitted at the time of cancellation.
- CWU may contact, in the event of an emergency, those whom I have listed in my application as Emergency Contacts.
- It is my responsibility to obtain a passport and all visas/residency permits to enter the host country and to prepare all travel arrangements to the host institution.

***I acknowledge that all statements in this application are complete and accurate to the best of my knowledge and that I have read and agree to the conditions outlined in the Statement of Understanding.***

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Applicant's name (print)

Applicant's signature

Date

### Submit the completed application to:

Study Abroad & Exchange Programs  
109B International Center

### Questions?

Phone: (509) 963-3622

Email: [goabroad@cwu.edu](mailto:goabroad@cwu.edu)

# CWU Education Abroad Application – Disciplinary Clearance Form

## To Be Completed By the Applicant

**INSTRUCTIONS:** Your signature below authorizes the Office of the Dean of Student Success to release a full report of your judicial history to Study Abroad & Exchange Programs (SAEP). While the existence of past sanctions is not necessarily grounds for disqualification, it is taken into account during the approval process for any study abroad/exchange program.

Full Name: \_\_\_\_\_ CWU ID: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT THIS FORM TO THE OFFICE OF THE DEAN OF STUDENT SUCCESS (BOUILLON HALL, ROOM 204)**

## To Be Completed by the Office of Student Affairs

**INSTRUCTIONS:** The student listed above has requested approval to participate on a CWU education abroad/exchange program. Since participants typically enroll in a host institution and in all cases serve as representatives of their nation and CWU, Study Abroad & Exchange Programs (SAEP) would appreciate a full report on this student's judicial and academic sanction history at CWU.

1. Indicate the student's current judicial standing.

\_\_\_\_\_ The student has never received a judicial sanction.

\_\_\_\_\_ The student has an active judicial sanction(s). *Provide additional details below.*

\_\_\_\_\_ The student is no longer under an active judicial sanction, but has had sanction(s) in the past.  
*Provide additional details below.*

2. Indicate the student's current academic standing.

\_\_\_\_\_ The student has never received an academic sanction.

\_\_\_\_\_ The student has an active academic sanction(s). *Provide additional details below.*

\_\_\_\_\_ The student is no longer under an active academic sanction, but has had sanction(s) in the past.  
*Provide additional details below.*

3. If the student has current or past judicial or academic sanction(s), please provide details of the violation(s) and indicate whether the student has completed all of the requirements associated with the sanction(s).

Judicial Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN FORM TO:**

Study Abroad & Exchange Programs, MS 7407