

Summer 2022 Study Abroad Program Application Procedures

Applying for a Passport

- Students participating in a summer study abroad program will need a valid passport (passport *book*)
- We recommend that students acquire a passport ASAP; A passport generally takes MINIMUM 8-10+ weeks of processing time; *plan accordingly when making travel plans*
- Check out the U.S. State Department's website on eligibility, requirements, cost, and directions on how to acquire a U.S. passport: http://travel.state.gov/passport/passport_1738.html
- Keep in mind that you will need to make an *in-person appointment* in order to apply for a passport at an eligible location; you can find location listings here:
<https://travel.state.gov/content/travel/en/passports/requirements/where-to-apply.html>

Applying in the Online Application Portal

- Students participating in a Citadel faculty-led summer study abroad program will need to apply in the online study abroad application portal, found at **Citadel.abroadoffice.net**
- You can also find a list of summer programs on the Study Abroad Office's website, here:
<http://www.citadel.edu/root/studyabroad/faculty-led-short-term-programs>
- Once you have created an account in the application portal, you will be able to search for programs and apply; find directions for the application process here: <https://citadel.abroadoffice.net/application.html>
- Keep in mind that initial summer 2022 study abroad program deadlines are as early as **March 15, 2022**
- You will need to have a status of "**APPROVED**" in Abroad Office before you are eligible to participate in a Citadel study abroad program
 - A status of "**APPROVED**" in Abroad Office means that you have met the minimum GPA and conduct requirements to participate in a study abroad program; please keep in mind that your program director has final say on who participates in his or her study abroad program
- Once you have been approved for a program, you will need to complete a second set of "**ENROLLMENT**" forms in order to be eligible to participate in the program

Connecting with your Program Director

- Each Citadel summer study abroad program has a program director who will run the program and manage any on-the-ground day-to-day logistics of the program
- You can find the name of your program director on the online application for each of the Citadel summer programs
- It is critical that you are in touch with your program director and that the program director knows that you are interested in attending his or her program as soon as possible; he or she will also have meetings for you over the course of the semester and you will need to attend those meetings in order to remain eligible for the program

Scholarships and Financial Aid

- There are two Citadel scholarships available to you in paying for your summer study abroad program, both with initial deadlines of **March 31, 2022**; you can find information on these programs here once they are posted in early 2022: <http://www.citadel.edu/root/star-of-the-west>
- Financial aid is also available for students attending summer study abroad programs; students will need to complete paperwork with The Citadel's Office of the Treasurer prior to the start of their program in order to receive additional financial aid

Paying for the Program

- Payments for Citadel summer study abroad programs should be made directly to **The Citadel's Office of the Treasurer** by credit card or check
- Students are encouraged to hold off on making payments for programs until they have a status of "APPROVED" in the online application portal and have received approval from the program director
- Students will need to let the Office of the Treasurer know the program index number, provided by the Office of Study Abroad or the program director, in order to make payments for the program
- Many program directors require a program deposit, although this is dependent on the program; make sure to check with your program director as soon as you are approved to ask about deposit dates and costs
- Students can pay in increments or at once for a program, depending on their preferences
- **Students are highly encouraged to request, and keep track of, all receipts from payments made to The Citadel's Office of the Treasurer**
- Many program directors require that students make copies of their payment receipts and turn them in for verification; talk to your program director and plan accordingly
- *Due to the nature of travel in 2022, it is important to ask your program director about refunds, payment dates, etc. and to check the refund policy on flights*

Attend Pre-Departure Orientation

- Students participating in summer programs are required to attend a virtual pre-departure orientation session hosted by The Citadel's Center for International and Special Programs
 - You will receive an email from the Office of Study Abroad in regards to pre-departure orientation
- Program directors for summer study abroad programs generally host multiple meetings during the spring semester; please make sure to attend each of these meetings

Withdrawing from a Summer Study Abroad Program

- If at any time you choose to **WITHDRAW** from a summer study abroad program, you need to email your program director directly AND the Study Abroad Office at studyabroad@citadel.edu to alert them of your decision
- Until you formally withdraw from a program, you are on a roster that is shared with many different offices on campus
- Although you are able to withdraw in the Study Abroad Application portal, Abroad Office, it is critical that you inform your program director and the Office of Study Abroad directly in order to ensure that your withdrawal has been confirmed

If you still have questions regarding any aspect of the summer study abroad process, please email us at studyabroad@citadel.edu or message a study abroad advisor on GroupMe (<https://bit.ly/SACChat22>) with any questions!