



Advisor Handbook

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Overview of the Handbook

Clemson has created this guide to help you better assist Clemson University students who are interested in participating in a study abroad program. We provide resources on academics, program information, costs, financial aid and who to contact for additional information. We hope to see Clemson University students in the Study Abroad Office soon!

Goals of the Advisor Handbook

- To provide clear and logical study abroad advising resources to Clemson University faculty members, academic advisors and other campus constituents who work with students on a regular basis
- To establish a communication portal for faculty/staff and prospective students in which information can be disseminated quickly and to a wide audience
- To broaden the awareness of study abroad opportunities on campus

Study Abroad Website

The Clemson Study Abroad website is your one-stop-shop to resources for study abroad advisement:

<http://www.clemson.edu/studyabroad>

Mission and Goals of the Office of Global Engagement

Mission

The mission of the Office of Global Engagement is to lead, coordinate, and articulate international initiatives, programs and services in support of the university's missions, goals, and emphasis areas.

Goals

Through key international partnerships and other initiatives, our goal is to:

- Continue steadily increasing the number of students involved in international study, internships, service learning, and research.
- Recruit and retain promising students and faculty from around the United States and the world to study and teach at Clemson
- Promote diversity and international cultural awareness
- Ensure the development of an internationally competitive and globally aware work force
- Support international research and economic development

We welcome your comments, suggestions and support as we work to carry out our mission and meet these goals along with the entire Clemson campus community.

Types of Programs

Faculty-led Program

- Directed and taught by a Clemson faculty member (or members) who accompanies students abroad
- Most faculty-led programs take place in the summer
- Some faculty-led programs offered during the semester or during fall/spring break (please see "Embedded Study Abroad Programs" below)
- Faculty-led programs can also be referred to as "Customized Programs" – a study abroad program administered by a program provider organization according to specifications of a college, university, consortium, or other group.

Example: Clemson in Europe: Oxford Program led by Dr. Judson Jahn during Summer I.

Bilateral Student Exchange Program

- Reciprocal exchange of students between two institutions. May be student-to-student or a specified number of incoming students may be accepted per outgoing student.
- Exchange programs are only available during the semester or for a full academic year

Example: Once selected for exchange by the Study Abroad Office, a Clemson student enrolls at a university abroad and that university abroad sends one of their students to study at Clemson. Each student chooses courses at their host university that are needed for their major.

3rd Party Program

- Study abroad programs that are run by other universities and various study abroad organizations. These programs further expand student opportunities abroad.
- 3rd party programs are available during the semester, summer, and full academic year

Example: University Studies Abroad Consortium (USAC). Students will enroll in 12-15 credits for the semester and will have opportunities to include an internship and/or volunteer experience to their study abroad program. USAC will coordinate on-site orientation, student housing, 24/7 on-site support, and excursions/field trips for students.

Embedded Study Abroad Program

- A semester long course is taught on campus at Clemson and includes an international field experience during fall or spring break.

Example: South Africa: Kimberley – Economics, Ecology and Culture of South Africa led by Dr. Webb Smathers. Students are enrolled in WFB 493/861 for the spring semester and then travel to South Africa for spring break.

Creative Inquiry/Research Abroad

- Students conduct research abroad with Clemson University and/or international faculty or organizations.

Example: Czech Republic: The Global Community led by Dr. Mark Small. Students were enrolled in HEHD 499 for 1 credit.

Direct Enrollment

- Students enroll at an overseas university without the assistance of external offices such as those of a program provider.
- Students can directly enroll at a university abroad during the semester, summer or academic year.

Example: A Clemson University student enrolls in James Cook University (JCU) in Australia for the semester. The Clemson student will pay JCU directly for all tuition and fees. Credits from JCU will transfer back to Clemson University based

on course equivalencies determined by individual Clemson University academic departments.

Academic Internship Program

- A subtype of field study program in which the focal activity is a credit-bearing internship.
- The internship may be part of an academic study abroad experience or it may be a full-time work experience.
- Students may or may not receive academic credit for the internship completed abroad.

Example: Boston University International Internship program (various locations). BU internship programs combine coursework in a particular academic area with professional work experience. The coursework and internship complement one another, enabling students to deepen their understanding of the culture and work environment of the host country.

Non-Credit International Student Travel (i.e. mission trips and service learning)

- Students travel abroad to participate in service oriented projects for various amounts of time.

Example: The Clemson Engineers for Developing Countries is coordinated by Jennifer Ogle. Students participating in this program oversee building of latrine and biodigester system at Zanmi Lasante, collect data to document processes for training, maintain project schedule and budget documentation, plan for sustainable living solutions, explore possibilities of wells for remote villages, follow up on CMU plant operations changes, and undertake additional tasks as needed for CEDC project development.

Enrollment, Courses and Fees

Students participating in an exchange or third party program must register in SAP (Study Abroad Program 1010) or TSAP (Transient Study Abroad Program) while they are abroad. Registration in SAP or TSAP ensures that students maintain their active student status at Clemson and that no application for readmission will be required to return from study abroad. Additionally, students must be registered for SAP or TSAP in order to access scholarships and financial aid. Students must consult with the financial aid office to determine the availability of financial aid for their specific programs.

Faculty-Led Program

- Students are registered for CU courses and receive a grade for these courses just as the student would if he/she were on campus.
- All students (both in-state AND out-of-state students) pay in-state tuition per credit hour for courses taken on a faculty-led program. Students on semester faculty-led programs pay full-time in-state tuition
- In addition, students pay the program fee (for items such as accommodations, insurance, study abroad fee, excursions, etc.).
- Program fee costs vary by program and what is included in each program.

Exchange Program

- While overseas, students register at Clemson in SAP 1010. This course maintains a student's status as a full-time Clemson student.
- Students will enroll directly in classes at the overseas university.

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- Students must have classes at the overseas university pre-approved by filling out the Request for Approval of Work to be Taken Abroad form so that the student will receive transfer credit (hours only, not grades) after the Study Abroad Office receives a copy of the transcript from the overseas university.
- All students (both in-state AND out-of-state students) pay full-time in-state tuition and fees
- Students pay the study abroad fee to Clemson (\$635/semester)
- Students pay health insurance costs to Clemson (\$36/month)
- Housing costs are paid to the university abroad

Third Party Program

- While overseas, students remain registered at Clemson in a course called TSAP 101. This course maintains a student's status as a full-time Clemson student.
- Class enrollments while students are overseas are made through the third-party provider.
- Students must have classes pre-approved by filling out the Request for Approval of Work to be Taken Abroad form so that the student will receive transfer credit (hours only, not grades) after The Study Abroad Office receives a copy of the transcript from the third-party provider.
- Students DO NOT pay full-time tuition to Clemson.
- The program fee is paid directly to the third party provider
- Students pay the study abroad fee to Clemson (\$635/semester)
- Students pay health insurance costs to Clemson (\$36/month)
- Housing costs are paid to the third party provider and are generally included in the program fee

Study Abroad Student Checklist

Study Abroad Application	Every student must fill out a Clemson Study Abroad application. http://www.clemson.edu/academics/programs/study-abroad/study_abroad_students/application.html
Academic Recommendation Form	Every student must turn in an academic recommendation form filled out by either an advisor or professor. Some faculty-led programs require that students turn in two recommendations.
Transcript	If a student is using a third party program or going on an exchange, an official transcript may be requested. Some faculty-led programs require an unofficial transcript.
Exchange University/3 rd Party Provider Application	Students who participate on an exchange or third party program will need to complete a separate application for the exchange university or third party provider.
Request for Approval of Work to be Taken Abroad Form	Students who are going with an exchange or third party program need to submit a Request for Approval of Work to be Taken Abroad Form before going abroad. This form is signed by pre-selected advisors (please see the advisor list), financial aid (if the student is receiving any aid), the student's academic advisor, and will be signed by our office once the foreign transcript arrives. Students going on a faculty-led program do not fill this form out. Students should check the Clemson TCEL website to see what

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	<p>courses have been pre-approved. Pre-approved TCEL courses should still be listed on the Request for Approval of Work to be Taken Abroad Form but do not require the departmental signature.</p> <p>http://www.clemson.edu/academics/programs/study-abroad/study_abroad_students/courses.html</p>
Study Abroad Insurance Form	<p>Students going on a third party or exchange program will need to fill out the Study Abroad Insurance Form. Insurance is REQUIRED for all students studying abroad and costs \$36/month. Faculty-led program participants do not need to complete this form as insurance is already included in their program fees.</p> <p>http://www.clemson.edu/academics/programs/study-abroad/safety/insurance.html</p>
37/43 Waiver	<p>The Residency Policy is waived for study abroad students. Students who will be second semester juniors or seniors while abroad must complete this waiver form and submit it to Undergraduate Studies.</p> <p>http://www.clemson.edu/academics/programs/study-abroad/study_abroad_students/resreq.html</p>
Cross-Cultural Awareness Form	<p>Students may receive cross-cultural awareness credit while abroad through the IS 1010 course. Students must be abroad for at least 4 weeks to be eligible for this course. IS 1010 is a zero credit hour, P/F course that students can take the semester after they go abroad.</p> <p>http://www.clemson.edu/academics/programs/study-abroad/study_abroad_students/cca.html</p>
Copy of Passport	<p>All students must submit a copy of their passport to the Study Abroad Office.</p>
Visa	<p>Some programs require students to get a visa. This depends on the country being visited and the length of stay. Students going on a faculty-led program will be informed by a faculty member. Students who select a third party or exchange option will need to check with their program/university if a visa is required.</p>
Copy of Flight Itinerary	<p>All students attending a third party or exchange program must turn in a copy of their flight itinerary to the Study Abroad Office.</p>

Financial Aid

Financial aid is specific to the individual student; therefore, all students should refer to the Financial Aid Office with any questions about their specific financial aid package and whether or not that aid can be used on an abroad program.

Generally, most federal and state financial aid will travel, regardless of the study abroad program (whether faculty-led, exchange, or third party).

Example: Pell Grant, Palmetto Fellows, HOPE and LIFE scholarships will travel abroad

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Clemson Scholarships

Students can generally use Clemson specific scholarships abroad if they are paying tuition to Clemson (exchange and faculty-led programs, not normally for third-party programs).

Clemson out-of-state scholarships are technically waivers which allow out-of-state students to pay in-state-tuition. These waivers do not have a dollar amount and thus cannot be applied to a study abroad program.

Loans

Generally, all student loans travel abroad. Direct Student Loan (formerly Stafford), Parent PLUS Loan, and/or Alternative Private Student Loan will travel with a student abroad. The requirements set forth by the lender must be adhered to while a student is abroad (hour requirement, satisfactory progress, etc.)

Summer Study Abroad Programs

Financial aid is generally very limited for summer programs. Scholarships (in general) do not normally extend to summer credits. For example, the LIFE scholarship is given for four years (8 semesters) and does not include summer sessions.

Credit hour requirements apply

Credit requirements still apply for the student while abroad when using scholarships that have specific credit hour requirements (Palmetto Fellows, LIFE, etc.)

Disbursement

Financial aid is disbursed upon verification of the student's enrollment at the host university. Verification of enrollment must come from the host university after the student has begun classes abroad in order for financial aid to be released. Therefore, financial aid is generally not available in time to pay upfront costs such as advance deposits and plane fares.

Contact Information

Gail Woods at 864-656-2280, located in G-01 Sikes Hall.

<http://www.clemson.edu/financial-aid/special-circumstances/study-abroad.html>

Scholarships

Study abroad specific scholarships can be found on the Clemson study abroad website:

<http://www.clemson.edu/academics/programs/study-abroad/finances/>

In addition to Financial Aid that a student may already be receiving, students can apply for additional scholarships for study abroad. There are three types of scholarships that a study abroad student can apply for: Clemson specific scholarships, (third-party) program scholarships, and national scholarships.

Clemson Specific Scholarships

- Office of Global Engagement Study Abroad Scholarship: students must be participating on an academic program to apply (no mission trips). Scholarships range from \$100-\$1,000.
- Departmental Scholarships: some Colleges/departments at Clemson provide study abroad specific scholarships for their students.

Program Specific Scholarships

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Some programs (third party providers and exchanges) offer scholarships to students who are participating on their program. Scholarship applications are available online. *Example:* ISA, USAC, and IES all offer program specific scholarships.

National Scholarships

These are the most variable of the scholarships. Some of the scholarships require a student to study a “critical need language,” some scholarships only apply for specific countries, and some are based on either need and/or merit. The scholarships listed below are a few examples of various national scholarships students can apply for:

- Gilman International Scholarship-Students must be receiving the Pell Grant to be eligible. Available for all semesters (spring, fall, summer, academic year), the scholarship provides up to \$5,000 (\$3,000 additional funding can be awarded if the student is studying a critical need language). The student must be a US citizen to apply. <http://www.iie.org/Programs/Gilman-Scholarship-Program/Apply>
- Boren Scholarship-Available to students studying abroad in areas that are a) critical to US security interests and b) underrepresented study abroad destinations. This scholarship is not given to students going to Western Europe, Canada, Australia, and New Zealand. Students can receive up to \$20,000 for an academic year or \$10,000 for a semester. Students must be studying a critical language. Students must make a commitment to work one year in a US government service position. http://www.borenawards.org/boren_scholarship/how_apply.html
- Killam Fellowship-This scholarship is specifically for students who want to study abroad in Canada. Students study abroad on exchange in Canada (multiple universities to choose from) and can receive up to \$5,000 for a semester or \$10,000 for a year. <http://www.killamfellowships.com/>

Costs

Study Abroad Fee

The Clemson study abroad fee is 10% of in-state tuition and is paid by students who study abroad on both Clemson programs and non-Clemson programs. The study abroad fee contributes to the provision of services offered by the Office of Global Engagement and covers study abroad advising, registration, financial aid services, transfer of credit, pre-departure orientations, contact while abroad, cross-cultural awareness registration, etc. The study abroad fee is \$654/semester or \$300/summer.

Study Abroad Insurance

Clemson University study abroad insurance is provided by Cultural Insurance Services International (CISI). Enrollment in CISI insurance is mandatory for all students who are participating in a study abroad program. Our insurance policy covers basic medical expenses, medical evacuation, medical reunion, repatriation, and a security evacuation rider. Students participating in a study abroad program must complete the study abroad insurance enrollment form and return the completed form to the Study Abroad Office before departure. The student will then be enrolled in Clemson's study abroad insurance policy at a rate of \$36 per month. Insurance costs are separate from academic fees and will not be listed on the student account. Invoices are to be paid to Clemson University Accounts Receivable.

Health and Safety

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Students' safety and security are the highest priority for Clemson University. The Office of Global Engagement has policies and procedures in place to help protect the safety and well-being of study abroad participants. Traveling abroad requires many of the same precautions that one would take in the US, although depending on the destination, students may need to be aware of other potential health and safety risks. To help prepare students for their experience abroad, all study abroad students must attend a Pre-Departure Orientation session in which health and safety issues are covered in detail.

<http://www.clemson.edu/academics/programs/study-abroad/safety/>

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Study Abroad Website: <http://www.clemson.edu/study-abroad>

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Appendix A

	Spain	Argentina	Italy	Russia	France	Domin Rep	China	Belgium	Ecuador	Germany	Greece/Turkey	Japan
ARCH 3530			*									
LARCH 3520			*									
LARCH 4520	*		*									
ARCH 4140	*		*									
LARCH 4210	*		*									
ARCH 4160	*		*									
LARCH 4190	*		*									
ARCH 3540	*											
LARCH 3520	*											
ARCH 4120	*											
LANG 4970						*						
SPAN 4970						*						
RUSS 1010				*								
SPAN 2020		*							*			
SPAN 3980		*							*			
SPAN 2210		*										
SPAN 4990	*											
COMM 1500								*				
COMM 3360								*				
CHIN 4990							*					
CHIN 3160							*					
CHIN 3170							*					
CHIN 4160							*					
CHIN 4170							*					
SPN 1010									*			
SPN 1020									*			
SPN 2010									*			
FR 3980					*							
HIST 1930					*							
HIST 4710					*							
GER 3100										*		
GER 2020										*		
GERM 3980										*		
HUM 3090										*		
HIST 4710										*		
REL 4020											*	
REL 499											*	
ART 4202			*									
ART 6200			*									
ART 4900			*									
ART 6900			*									
JAPN 3030												*
JAPN 4040												*

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Appendix B

	Austria	Bahamas	Germany	Japan	Singapore	Spain
CH E 4070	*					
GEOL 3750		*				
GEOL H3750		*				
BE 4400			*			
BIOE 4610				*		*
BIO 4600					*	

Appendix C

	Dominican Rep	Australia	England	Italy	Tanzania
NURS 4150	*				
NURS 82310	*				
PRTM 3900		*			
PRTM 9080		*			
PRTM 3980					*
EDC 8440			*		
EDL 9850			*		
ED 4380				*	
ED 8380				*	
ED 9010				*	
ED 4390				*	
ED 7380				*	
ED 7390				*	
EDEC 2200				*	
EDEC 8000				*	

Appendix D

	Russia	South Africa	Costa Rica	Dominica	Spain
BIOSC 4960	*				
AG ED 3350	*				
AGM 4730	*				
WFB 4930		*			
WFB 8610		*			
BIOSC 4960			*	*	
FDSC 4200					*

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Appendix E

	GBR, FRA, NLD	France	Spain	China	England	GER, NLD	SRB, MNE, BIH
MBA 8990	*						
ACCT 8730	*						
ACCT 8630	*						
MGT 2010		*					
ACCT 2010		*					
MKT 3010		*					
FIN 3060		*					
LAW 3220		*			*		
CAAH 2010		*					
POSC 4780			*				
MGT 4300			*				
MGT 3100				*			
MGT 4230				*	*		
MGT 4440				*			
MGT 8880				*			
GC 4510					*		
ACCT 3110					*		
LAW 4200					*		
ECON 3100						*	
ECON 4220						*	
ECON 6220						*	
POSC 4590							*
POSC 4890							*
POSC 6980							*
POSC 8780							*

*GBR=England, FRA=France, NLD=Netherlands, GER=Germany, SRB=Serbia, MNE=Montenegro, BIH=Bosnia and Herzegovina

Appendix F

	Belgium
HON H2020	*
HON H2030	*