

Guide to UST Summer Study Abroad

Application Requirements

Applications must be complete by 11:59pm on March 1, 2016. Instructions for each requirement are provided within the online application.

Application requirements include, but are not limited to:

- 1) **Passport Application OR Passport Information Page:**
 - If you do not have a passport: Initiate the application process. Go to travel.state.gov and complete a passport application. Follow instructions within the study abroad online application to upload passport application. PAYMENT OF PASSPORT FEE IS NOT REQUIRED AT THIS STAGE.
 - Check passport expiration date. International travel requirements stipulate that passports must be valid for 6 months beyond date of return. Upload a copy of your renewal application to your study abroad application. Renew your passport at travel.state.gov!
 - If you currently have a valid passport: follow instructions within application to upload a PDF copy of your passport information page.
 - **Passport Application OR Passport Information Page must be uploaded to your application. Paper or e-mailed copies NOT accepted.**
- 2) **Deposit:** \$500 deposit must be submitted in order for application to be considered. Instructions for submitting deposit provided in the Deposit Voucher included in the online application.
- 3) **Disciplinary History:** provide dates/explanation of any disciplinary incidents.
- 4) **Application Essay:** Provide 1-2 paragraph responses to essay questions. Suggestion: write your responses and save in a Word document, then copy and paste into your application.
- 5) **Unofficial Transcript:** Instructions provided for obtaining via Murphy Online.
- 6) **Application Consent:** Online signature document.
- 7) **Cancellation Policy:** Online signature document.
- 8) **Waiver and Release Agreement for International Programs:** Online signature document.

All items noted in the online application are required. Applications will not be reviewed until all requirements are submitted. Once each requirement in your application is marked 'received' the application is complete, there is no final 'send' button.
