

# GUIDE TO ST. THOMAS/UMAIE\* J-TERM STUDY ABROAD

## APPLICATION REQUIREMENTS

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Instructions for each requirement are provided within the online application.

Application requirements include, but are not limited to:

- 1) **Deposit:** \$500 deposit must be submitted in order for application to be considered. Instructions for submitting deposit provided in the online application. View cancellation policy for refund information.
- 2) **Disciplinary History:** provide dates/explanation of any disciplinary incidents.
- 3) **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.
- 4) **Unofficial Transcript:** Instructions provided for uploading.
- 5) **Application Consent:** Online signature document.
- 6) **Cancellation Policy:** Online signature document.
- 7) **Waiver and Release Agreement for International Programs:** Online signature document.
- 8) **UMAIE only: Passport Application OR Passport Information Page:**
  - If you have a valid passport: When the J-Term application opens on April 1, 2016, follow instructions within application to upload a PDF copy of your passport information page.
  - If you do not have a passport: Apply now: [travel.state.gov](http://travel.state.gov). **PAYMENT OF PASSPORT FEE IS NOT REQUIRED AT THIS STAGE.**
  - If your passport expires prior to August 2016: Renew now at [travel.state.gov](http://travel.state.gov)! International travel requirements stipulate passports must be valid for 6 months beyond date of return. Upload a copy of renewal application to your study abroad application. **Passport Application OR Passport Information Page must be uploaded to your application. Paper or e-mailed copies NOT accepted.**

*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.*

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*\*The application process for Co-Sponsored programs is different. Advising session attendance is required to apply for a Co-Sponsored program. Go to [stthomas.edu/studyabroad](http://stthomas.edu/studyabroad) > January Programs for dates.*

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