**USD GLOBAL LEARNING**

Non-Affiliate, Internship and Volunteer Application Instructions

**DEADLINES & NOTIFICATION**

**DEADLINES** Late applications will only be considered on a case-by-case basis, but are rarely accepted. Approval to participate in a Global Learning program is not guaranteed.

- Summer, Fall & Academic Year Programs: **March 15**
- Spring Programs: **October 15**

Students attending programs offered by a non-USD program provider must complete the provider’s application in addition to the USD Study Abroad application.

**NOTIFICATION** You will be notified within a week after completing the ‘Pre-Decision’ phase of the online application if you have been approved to study, intern or volunteer abroad through USD.

This approval is not a guarantee to participate in study abroad, but rather verifies you have met the minimum eligibility requirements as set forth by USD. Participation in a study abroad program depends on your completion of all application material and attendance at all mandatory workshops.

**GENERAL INFORMATION**

**PASSPORT & VISA:** Allow at least 3 months to obtain your passport and the necessary entry/student visas. You are personally responsible for obtaining your passport and student visa, if necessary, for the country in which you plan to study. Passport applications are available at: travel.state.gov/passport/passport_1738.html. Visa information can be obtained from the embassy website for the country where you plan to study.

**INSURANCE REQUIREMENT:** You are required to purchase the South Dakota Board of Regents mandated international insurance coverage through CISI for the duration of your international program. The cost is approximately $37 per 30-day period of coverage.

**$175 GLOBAL LEARNING CHARGE** Once you’re approved to study, intern or volunteer abroad, this charge will be billed to your student account. Declared International Studies Majors will receive a one-time waiver of this charge. Refund and withdrawal policies are stated in the Study Abroad Agreement form and are available on request.

**APPLICATION MATERIALS**

**ALL** of the application materials and forms in the ‘Pre-Decision’ and ‘Post-Decision’ phase must be completed and submitted by 5:00 p.m. on the appropriate deadline.

**STEP 1: Application Forms**
- Personal Statement
- Disciplinary History Form
- Unofficial Transcript
- Recommendation #1
- Recommendation #2
- Study Abroad Agreement

**STEP 2: Enrollment Forms**
- FERPA
- Photo Release
- Release & Waiver of Liability
- Degree Audit (if receiving credit)
- Global Learning Travel Physical
- Dietary and Allergy Restrictions
- Course Approval Form (if receiving credit)
- Registration Details
- Photocopy of passport
- Passport-sized photos

**PRE-DEPARTURE WORKSHOPS:** You are **REQUIRED** to attend two (2) pre-departure workshops. Failure to attend may jeopardize your Global Learning eligibility. Dates and times will be made available approximately one month prior to their occurrence.

**STEP 3: Workshops & final paperwork**
- Health & Safety Workshop (HSW)
- Pre-departure Orientation (PDO)
- Transcript Release Form (completed online)
- Study Abroad Behavioral Agreement (completed online)