

MULTICULTURAL & GLOBAL EXCHANGE

STUDY ABROAD

Timeline for Study Abroad

There are many decisions and things to consider when deciding to study abroad, which is why students are encouraged to plan their study abroad experience as soon as possible. Students must finalize their decisions the semester prior to studying abroad; see the [timeline \(https://catalog.alverno.edu/ros/glbmulti/Timeline_for_Study_Abroad_1_.pdf\)](https://catalog.alverno.edu/ros/glbmulti/Timeline_for_Study_Abroad_1_.pdf).

Requirements to Study Abroad

Students must meet the following requirements to study abroad.

- Be in Good Standing (status); students must not be on academic probation.
- Not holding a student account balance from the previous semester.
- Student Conduct, the student must not be on probation or have any outstanding sanctions from previous policy violations.
- Meet with Financial Aid regarding scholarships and institutional aid available for study abroad programs.
- Meet with Academic Advisor to ensure the anticipated completion date is not extended and the study abroad courses meet program requirements.
- Complete the Course Equivalency Form (for the study abroad classes); secure signatures from the advisor, Global Engagement Coordinator and the Registrar for approval.
- Show proof of financial support to study abroad through personal bank statements and/or bank statements of any financial sponsors.
- Complete a presentation demonstrating an understanding of cultural norms for the study abroad location.

Course Equivalency

Some study abroad programs offer a single course or a set curriculum students must follow, while others offer more flexibility with a wide range of courses. Students must meet with their Academic Advisor to determine which program requirements will be completed abroad. The Course Equivalency form must be approved by the advisor and the Registrar. Students are encouraged to explore interests and take courses not offered at Alverno College.

Registration

While abroad, students remain continuously registered at Alverno College, meaning they:

- Maintain class standing (sophomore, junior, etc.)
- Register for the next semester at the same time as if they were on campus.
- Continue to be eligible for all services (Careline support, email, library access, etc.), which can be accessed from off campus.

All students in programs in the U.S. and abroad must register for INS-498 for 12 credits for the term(s) abroad. This course allows students to maintain continuous enrollment. When the student returns,

they submit an official transcript from the study abroad experience to the Registrar's Office. When the courses are evaluated, transferred and appear on the official Alverno transcript, INS 498 is removed from the record.

Roster Verification

In the first week of classes, faculty complete a "Roster Verification" verifying student class attendance. Students studying abroad must submit their finalized course schedule, to the Global Engagement Coordinator and confirm they have attended classes. The Global Engagement Coordinator, then verifies the student's class attendance.

Dropping Classes

Students who need to add/drop a course while they are studying abroad follow the Adding/Dropping Courses (<https://catalog.alverno.edu/ros/glbmulti/acadpol/drop/>) policy and they must contact the Global Engagement Coordinator prior to doing so. Dropping below 12 credits will result in Financial Aid implications, since the student will no longer be full-time.

Emergencies Abroad

The health, safety, and security of students, faculty and staff abroad is the college's primary concern. Every effort is made to ensure that students have the resources and information needed for a successful study abroad experience. Though absolute safety cannot be guaranteed abroad, just as it cannot be guaranteed in the United States.

Alverno uses the following protocols and guidelines to minimize risk to student participants. Staff members:

- sdr all program participants in a mandatory, comprehensive insurance plan.

When students initially reach their program location, they must share the contact information for their program coordinator abroad. There should be a staff member at the location who supports exchange students. The contact information ensures a line of communication with the program in the event of an emergency.

If students are experiencing challenges, they must reach out to the Global Engagement Coordinator.

If students experience a medical situation while abroad, they should use the health insurance plan provided (that can be used abroad). This ensures that they get the assistance needed.

Financial Assistance Opportunities

Alverno Travelship Awards

The International Travel Scholarship is for personal growth and enrichment through study abroad and cultural travel. It is to supplement students' own contribution for international study and study away opportunities. Awards range from \$500 - \$1,000.

Students given the Travel Scholarship must participate in study abroad advocacy, which is different for each person receiving the award. Some options have been:

- Sharing pictures and videos abroad that can be used to market Study Abroad
- Upon return to campus, they must assist with the Study Abroad Fair

- Create information materials from their experience to share with students who are considering a similar location

Failure to complete the advocacy portion of the scholarship could require the student to pay back the amount awarded.

Gilman Scholarship

The Gilman Program* broadens the student population for studies and interns abroad by supporting undergraduates who might not otherwise participate due to financial constraints. The program encourages students to study or intern abroad in all world regions and from all U.S. states, academic fields, backgrounds, and types of institutions. #Almost 60% of all Gilman scholars come from small towns or rural communities in the U.S. Almost half of Gilman scholars are the first in their family to attend college. By supporting outstanding American undergraduate students who have high financial need, the program has been successful in enabling these students to pursue study or internships abroad, during which they gain skills that promote individual growth, contribute to career readiness, serve as citizen ambassadors, and support American economic competitiveness and national security.

Award recipients are chosen by a competitive selection process and must use the award to defray eligible study or intern abroad costs. These costs include program tuition, room and board, books, local transportation, insurance, international airfare, passport and visa fees. For more information, please check#Eligible & Non-Eligible Expenses.

Check this website to learn more about the application process.

*Funding is available based on government approval

INTERNATIONAL STUDENT INFORMATION

Institutional Application

- The institutional application requires a prospective student to:
- Complete the Alverno College application.
- Submit a personal essay.
- Submit proof of English proficiency.
- Send official transcripts (in English)
- Arrange for a foreign transcript evaluation (if asked)

International Application

Once a student is admitted to Alverno through the Institutional Application, they must:

- Submit a photocopy of the biographical page of their current passport.
- Submit the International Statement of Financial Support form along with the certified proof of sufficient financial resources (bank statements)
- Pay the SEVIS fee and apply for a U.S. student visa (F-1 for degree seeking students, J-1 for exchange students)

If the student is already in the U.S. with an F-1 visa, they can request a transfer from their previous institution. They must still submit the financial documentation.

If the student is already in the U.S. with a work visa, they will need to request a change of status through USCIS. Visit the following website for

more information: Changing to a Nonimmigrant F or M Student Status | USCIS

If the student has dependents, defined as a spouse or unmarried children under the age of twenty-one, their dependents can apply for an F-2 visa. If the dependents are granted the visa, they may enter the United States when the international student does, or they may enter the U.S. at a later date.

ORIENTATION

Orientation is required for all new international students. It will take place a few days prior to classes and will cover the following topics:

- Course Registration
- Maintaining Status
- Health Insurance
- CPT/OTP
- Financial and Medical Distress

HEALTH INSURANCE

International students are required to have U.S. health insurance. Alverno College has partnered with Gallagher Student Health & Special Risk to provide health insurance options for all international students. The cost of insurance is charged to their Student Account and can be paid online or at the Student Accounts Office. Visit the following website for more information: Benefits Dashboard - Gallagher Student Health and Special Risk

WORKING ON CAMPUS

Process for International Students

On-campus employment is a benefit for F-1 students who are maintaining their F-1 student visa#status. On-campus employment is defined as employment on the Alverno College campus that provides services to students on campus, or employment at an off-campus location that is educationally affiliated with the university. Refer to the Student Employee Handbook for more regulations.

Obtaining a Social Security Card

If an international student plans to work in the United States, they must apply for a Social Security Number (SSN) through the Social Security Administration (SSA).#The SSA requires SEVIS IDs to be registered/validated before student's apply for a SSN.

Alverno's Hiring Process

SearchHandshake#to find open positions on the Alverno campus.

The Career Studio (<https://catalog.alverno.edu/ros/career/>) assists students with resume preparation.

WORKING OFF CAMPUS

International students may work off-campus under certain conditions, but they must have approved authorization before their start date.#To be eligible, students must be in valid F-1 status and have been enrolled full-time for at least two regular semesters (1 academic year).#Four types of off-campus employment exist under F-1 immigration regulations.#Curricular#Practical Training (CPT) and Optional Practical Training (OPT) are the most common types. Students should plan out their applications for off-campus employment authorization well in advance; approval is contingent on meeting the eligibility requirements.

CPT

Curricular Practical Training (CPT) is an employment authorization for F-1 students. Eligible students may seek authorization to work in an internship, co-op, or practicum that is directly related to their major field of study. The purpose of CPT is to apply the knowledge and skills students are gaining in the classroom to practical work experience in the U.S.

CPT is a benefit of maintaining your F-1 student visa status. CPT is not a separate visa category and does not require "sponsorship" from an employer. Students must have an offer of employment to apply for CPT. CPT is only available before international students complete their degree program and should not be used as a means to extend their SEVIS program end date/degree completion.

CPT is authorized by a Designated School Official (DSO) at Alverno. If the request is approved, the student is issued a new I-20 with CPT authorization on page 2. They must have CPT authorization before they can start their practical training experience. CPT authorization is typically granted for one semester at a time. Students must be enrolled for the semester that they plan to do CPT before they submit the completed CPT application to Alverno, unless their practical training is required for their degree program.

It may take up to 15 business days for Alverno to evaluate CPT requests. Students must submit the request as early as possible. If the Designated School Official needs to reach out for additional information, the request may take additional time. Students are advised to plan ahead and pick a start date that allows for this processing time.

OPT

Optional Practical Training (OPT) is a benefit for students on F-1 visas. It allows students to work off-campus in a job directly related to their major field of study. The purpose of OPT is for students to apply the knowledge and skills gained in the classroom to practical work experience in the U.S.

OPT is generally available for up to 12 months per degree level, as long as students progress in degree levels. (Example: A student earns a bachelor's degree and uses 12 months of OPT. They return to school to earn a master's and earn another 12 months of OPT).

The Global Engagement Coordinator assists students with OPT by recommending work authorization on their I-20s. The OPT application is processed by U.S. Citizenship & Immigration Services (USCIS). Processing time can take up to 5 months, so it is important to apply early. USCIS allows students to apply for OPT up to 90 days before program completion. Students may apply for OPT before receiving a job offer.

Do NOT submit your I-765 to USCIS without receiving your OPT recommended I-20 from Alverno College.

Submitting your I-765 without OPT recommended I-20 will result in your OPT being denied by USCIS.

OPT STEM Extension

The OPT STEM Extension is a twice-per-lifetime 24-month extension for eligible STEM majors who are currently in an authorized period of post-completion OPT.

The STEM degree (bachelor's or higher) may have been earned at Alverno College or may be based on a previously earned degree from an accredited U.S. college/university. To process the STEM extension

application based on a degree earned at a previous institution, students must submit proof of degree conferral and proof of immigration status.

The online I-765 application is now available for F-1 students applying for the STEM OPT Extension.

DO NOT submit your I-765 to USCIS without receiving your STEM OPT recommended I-20 from Alverno College.