



The College of New Jersey
**Center for
 Global Engagement**

Study Abroad Application Booklet

2015 — 2016

NAME _____ STUDENT ID# _____

TCNJ EMAIL ADDRESS _____

CELL/OTHER NUMBER _____

TCNJ MAJOR / MINOR _____

SCHOOL/UNIVERSITY ABROAD _____

PROGRAM PROVIDER/SPONSOR _____

SEMESTER / YEAR ABROAD _____

Please return the completed application to:

Center for Global Engagement
 The College of New Jersey
 Green Hall, Room 111
 2000 Pennington Road
 P.O. Box 7718
 Ewing, NJ 08628
 USA

F) 609-637-5128

TCNJ Study Abroad Application Booklet Contents

Page 1.....Cover Page

Page 2.....Contents

Page 3.....How To Apply

Page 4 & 5.....Step-by-Step Application Instructions

Page 6.....Application Checklist

Page 7 & 8.....Reference Form #1

Page 9 & 10.....Reference Form #2

Page 11.....University/Program Specific Application Instructions

Page 12.....Emergency Contact & Treatment Permission Form

Page 13.....Medical Exam Instructions

Page 14.....Academic Evaluation Form Instructions

Page 15.....Essay

Page 16 & 17.....Assumption of Risk & Release Form

Page 18.....Disciplinary Verification Form

Page 19.....Financial Aid Form Instructions

HOW TO APPLY

APPLICATION PROCEDURES:

The application procedure to study off-campus at TCNJ is a two-step process:

- 1) Students must first be accepted by TCNJ to study off-campus. To be accepted by TCNJ, you will need to submit all application materials to us for review. TCNJ considers academic eligibility, maturity, overall health and the appropriateness of the selected program for each student.
- 2) Once accepted by TCNJ, we provide the necessary supporting documentation, and then submit the student's application to the appropriate program provider or school on behalf of the student. The student must then be accepted into the program by the respective program provider or school.

ACADEMIC ELIGIBILITY:

To study off-campus, a student must be a full-time matriculated student at The College of New Jersey and have a **minimum 2.5 GPA** overall prior to their semester off-campus. Some programs require a higher grade point average. Students must have been enrolled for credit during at least two consecutive semesters immediately before the semester or year off-campus.

STUDY ABROAD APPLICATION DO's & DO NOT's:

- **DO submit your ORIGINAL APPLICATION & A COPY OF YOUR ORIGINAL APPLICATION to Green Hall, room 111** - one copy will be sent to your program provider (which will then be sent to your desired school) and one copy will be kept in the Center for Global Engagement. It is also suggested that students make a 3rd copy for themselves
- **DO leave extra time for references to be completed** - you should give your professors at least 1 MONTH to complete a reference for you. It is prudent to also request a third reference in case one of the original requests cannot be fulfilled.
- **DO leave extra time for academic evaluation form to be completed** - you will need to have department chairs sign off on your courses and making appointments with them will take time, according to their availability.
- **DO make sure you submit the correct program application form** - some programs and schools require their own application forms (which you will need to complete) (Examples: ISA, CIEE, CAPA)
- **DO submit to us a hard copy of any application forms you completed online** - some programs (such as CIEE) and schools require their application forms be completed on-line. Please print out a copy of the completed form you submitted (NOT the on-line submission confirmation).
- **DO read our website and step-by-step application instructions carefully!**
- **DO check for additional items your program requires** - such as application fees, passport photos, reference forms, essay topics, etc.
- **DO SUBMIT THE PROGRAM PROVIDER APPLICATION**, online if possible, or if paper-based, hand it in at the CGE - either way, you MUST be accepted by TCNJ first before your application can be accepted by your desired school
- **DO NOT turn in any form without signing it** - TCNJ and your desired university CANNOT accept forms that are incomplete
- **DO NOT submit a transcript labeled "ISSUED TO STUDENT"** - the transcript must be officially sealed and sent directly to **Green Hall, room 111**
- **DO NOT staple or make double-sided copies of any forms you submit!**

THIS PAGE IS FOR YOUR REFERENCE ONLY.

Students planning to participate in any education abroad program - study abroad, international internships, service-learning, or any other program where credit will be granted - need to apply formally to TCNJ to have their credit counted toward their TCNJ degrees. (Students who do not apply formally to TCNJ for study abroad will not have access to their financial aid and will not have their overseas credit counted toward their degrees.)

APPLICATION DEADLINE FOR STUDY ABROAD for SUMMER/FALL 2015:

NO LATER THAN FEBRUARY 25, 2015

(Students are strongly encouraged to submit their materials before this deadline, however.)

1. Download the TCNJ Study Abroad 2015-2016 Application

This application should be approximately nineteen pages long. The booklet contains detailed instructions as to how to complete the application process. You only need to print and submit to the CGE any pages that you have to complete and/or sign. We don't need the instruction pages! **Page 6 provides students with a checklist - it's really useful, and students should print it out and check boxes off as they complete them. WHEN PRINTING THE PARTS OF THE APPLICATION YOU PLAN TO SUBMIT TO OUR OFFICE, DO NOT MAKE DOUBLE-SIDED COPIES OF ANY OF THE PAGES AND DO NOT STAPLE ANY OF THE PAGES.**

2. Find a program

After selecting a program, determine what is needed to apply to that program. Most of the time, we simply forward the TCNJ application to the program provider, and it accepts our forms and our essay. There are exceptions to these rules, and we have a guide that students may use to find out if the program has special instructions. If the program requires students to use their own specific forms for faculty references or medical examinations, we will accept those forms as a substitute for the forms we have in our application packet. **If your program requires you to submit an entire application specific to their program, this must be done in addition to our application. Essentially, it's a two-step process: applying to TCNJ, and applying to the program/program provider/school of your choice. The application for the program/program provider/school of your choice must be submitted to our office in hard-copy form with all of our other application materials even if you have applied to the program/program provider/school of your choice via an online application.** (When in doubt, please ask us for help at goglobal@tcnj.edu)

3. Make arrangements to complete the Medical Exam (physical exam)

Take the TCNJ Medical Clearance Form (and the ISA Health Form, for students applying to any ISA programs) and make an appointment to see a medical practitioner to have this form filled out and returned to us with your application. ***Make sure that your medical exam (physical) is completed by the application deadline; this may require that you schedule your appointment at least 2 MONTHS in advance of the deadline date.***

4. Get in touch with two faculty references

Contact two TCNJ faculty members and ask them to complete the Reference Form in the Study Abroad Application booklet. References must be filled out by faculty members (adjunct faculty are okay), and one of the references must come from a member of the World Languages and Cultures faculty if language classes at the 200-level or above are to be taken abroad. References do not need to write a letter of recommendation—the reference form included in our application packet is sufficient. ***It is prudent to request your references at least 1 MONTH in advance of the application deadline and let the faculty member know that the form is due back to our office a week earlier than the actual deadline date to account for any potential delays. It is also prudent to request a third reference, just in case one of the original two requests is delayed or unable to complete your request.***

5. Get courses approved using the Academic Evaluation Form

Take the Academic Evaluation Form and begin to list desired courses to take during the study abroad term. To find courses that may count towards certain TCNJ requirements, click on "courses", "academics" or similar links from the program provider/host institution websites. Our office cannot determine which courses will count for which TCNJ requirements; to determine course approval/transfer, print out information for courses that interest you and follow these instructions: For courses in the major or minor, please see the department chair for approval. For courses in Liberal Learning and elective courses, please see Amanda Winfield-Summie in the Records and Registration office in Green 112. After students have all of the required signatures, they should keep a copy of the form and bring the original to the Center for Global Engagement in Green 111. **Sometimes students will not be able to complete this form until after they arrive at their program location. If you find that the course listings for your semester abroad are not published at the time of our application deadline, submit a blank Academic Evaluation Form with your application, noting on the form that you are waiting for the course listings to be published.** Students in this situation will be required to electronically submit the Academic Evaluation Form to our office from their host country.

6. Request an official TCNJ transcript

Go into your PAWS account and request that an official transcript be sent directly to the Center for Global Engagement in Green 111. Transcripts that have been issued directly to the student, or that are not sealed with a TCNJ stamp are not valid for submission. Again, request that your transcript be sent directly to our office. ***Transcripts should be requested at least 2 WEEKS in advance of the application deadline.***

7. Write your essay

Complete the essay (and be sure to check program requirements to see if there are specific issues that will need to be addressed in the essay). Most essays do not exceed 500 words.

8. Complete the rest of the TCNJ application

Fill out the TCNJ Emergency Treatment Permission and Contact Form, the Assumption of Risk and Release Form, and the top of the Disciplinary Verification Form (we will fill out the rest) in the TCNJ Study Abroad Application. We need these forms for all programs. **Fill out all forms in their entirety; leaving sections blank will cause your application processing to be delayed. We do not require a photocopy of these forms—just the originals.**

9. Pay the TCNJ Application Fee

Go to the Student Accounts office in Green 119 and pay the \$425 Study Abroad Application Fee. Student Accounts can accept cash or check. **Once the fee is paid, include the receipt in your application--do not submit any cash or checks to our office.**

10. Make sure you have program cost sheets and go to Financial Aid (recommended, but not required for application to be considered complete)

The Office of Student Financial Assistance will need cost sheets in order to calculate the cost of attendance in study abroad. These cost sheets are available from the CGE. **Not all cost sheets are available at the same time; we cannot provide this information until the program provider or host institution has released this information on their end.** For more information about financial aid and study abroad, consult our Financial Aid guide.

11. Submit your completed application to our office in Green Hall 111

Once you've completed the above steps, submit your completed application to our office. Please remember that in order for your application to be considered complete and ready for review, every form must be filled out in its entirety. **When submitting your application to our office, you must submit the original application pages, along with a copy of certain completed application pages and attachments (e.g. essay/personal statement).** In other words, you will be submitting **TWO sets of applications: 1 original and 1 copy. Each page of the application should be single-sided (i.e. no double-sided copies); DO NOT staple any of the application pages together.** Submit all of these materials to our office by the stated deadline. Incomplete applications will not be processed, and due to the sheer volume of applications we receive, we are not able to contact students individually to track missing application materials. As a result, this is another reason why you should work closely with this checklist--to be able to independently keep track of what you've submitted.

THIS PAGE IS FOR YOUR REFERENCE ONLY.
DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION MATERIALS

STUDY ABROAD SUBMISSION CHECKLIST

Complete and return ALL of the following documents to Green Hall, Room 111, as they are ready or all at once, by the appropriate deadline date posted on the Study Abroad webpage.

DO NOT STAPLE OR MAKE DOUBLE-SIDED COPIES OF ANY OF THESE PAGES.

Study Abroad Application Fee—\$425

• This fee is non-refundable and must be paid by cash or check in the Student Accounts office in Green Hall 119. Checks should be made out to: The College of New Jersey. **Once the fee is paid, include the receipt in your application—do not submit any cash or checks to our office.** This application fee is in addition to any program sponsor/provider fees.

2 References (forms available in this packet)

- Two references MUST be from TCNJ professors
- If you are studying a language abroad that you also study at TCNJ, one of the references MUST come from a professor of that language.

Transcript

- Log onto PAWS, click on “**Request Official Transcript**” and have it sent (there is no fee) directly to Green Hall 111
- **DO NOT** send your transcript to your home address. The transcript MUST be sent to Green Hall 111
- **TRANSFER STUDENTS ONLY** - You must also have all transcripts from previous institutions sent to our office.

Program Application Forms (available on-line)

- You can click [here](#) or go to the link below to find the specific form your program requires:
<http://cge.tcnj.edu/apply/program-application-forms/>

Emergency Treatment Permission and Contact Form (available in this packet)

Medical Exam (available on-line)

- You can click [here](#) or go to the link below to download the medical exam forms:
- **STUDENTS APPLYING TO ISA PROGRAMS MUST COMPLETE THE TCNJ FORM IN ADDITION TO THE ISA MEDICAL FORMS**

Academic Evaluation Form (available on-line)

- You can click [here](#) or go to the link below to find what courses are being offered abroad at your host university: <http://cge.pages.tcnj.edu/files/2011/09/AcademicEvaluationForm.pdf>

Essay (available in this packet)

- Explain why you want to study abroad and how you expect your chosen destination will meet your academic goals. This formal essay should be between 400 and 500 words.

Assumption of Risk & Release Form (available in this packet)

Disciplinary Verification Form (available in this packet)

Additional Program Requirements

- Some programs require you to submit additional items, including 2x2” photos, a copy of the front page of your passport, etc. These items must be submitted with your application materials to the CGE.

Once you've completed the above steps, submit your completed application to our office. Please remember that in order for your application to be considered complete and ready for review, every form must be filled out in its entirety.

Students are encouraged to submit their applications well BEFORE the deadline.

TCNJ INTERNATIONAL AND DOMESTIC PROGRAMS REFERENCE FORM

PART I: To be completed by the student

Student Name _____
(first) (middle) (last)

TCNJ Email: _____

Cell Phone or Campus Ext.: _____ Date: _____

University or Program Abroad : _____

Destination (City, Country): _____

Term Abroad:	Summer 20__	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__
--------------	-------------	-----------	-------------	--------------------------------

Application Deadline _____

You (the student) may waive the right to view the reference, in which case the referee can seal it in an envelope and return it to you.

WAIVER OF STUDENT'S RIGHT TO SEE REFERENCE STATEMENT

I hereby waive my right to see this reference statement.

Signature _____ Date _____

Reference requested from _____

Title _____

PART II: To be completed by the referee

To the referee: The student named above is applying to an international or domestic program. Your opinion of the applicant will be of great assistance in determining whether the student will reflect credit upon his/her home institution. It is important that your comments be detailed and frank.

Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have the right to view this recommendation unless he/she has waived that right.

Please return this form directly to the student in a signed and sealed envelope.

Please rate the applicant in the qualities listed below, compared to other members of his/her peer group.

	Low	Average	High	Unable to Observe		
Ability to work hard	1	2	3	4	5	0
Maturity	1	2	3	4	5	0
Self Confidence	1	2	3	4	5	0
Social Skills	1	2	3	4	5	0
Reliability	1	2	3	4	5	0
Integrity	1	2	3	4	5	0
Perseverance	1	2	3	4	5	0
Analytical Skills	1	2	3	4	5	0

TCNJ INTERNATIONAL AND DOMESTIC PROGRAMS REFERENCE FORM

Please comment specifically in terms of studying at an international or domestic school (attach additional sheet if necessary):

A) academic suitability

B) ability to adjust

C) additional factors which may have a bearing on the applicant's successful experience.

1) How long and in what capacity have you known the applicant?

2) What are the applicant's main talents or strengths?

3) What are the applicant's main liabilities or weaknesses?

Evaluator's signature

Date

Reference Form – 06/10

TCNJ INTERNATIONAL AND DOMESTIC PROGRAMS REFERENCE FORM

PART I: To be completed by the student

Student Name _____
(first) (middle) (last)

TCNJ Email: _____

Cell Phone or Campus Ext.: _____ Date: _____

University or Program Abroad : _____

Destination (City, Country) : _____

Term Abroad:	Summer 20__	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__
--------------	-------------	-----------	-------------	--------------------------------

Application Deadline _____

You (the student) may waive the right to view the reference, in which case the referee can seal it in an envelope and return it to you.

WAIVER OF STUDENT'S RIGHT TO SEE REFERENCE STATEMENT

I hereby waive my right to see this reference statement.

Signature _____ Date _____

Reference requested from _____

Title _____

PART II: To be completed by the referee

To the referee: The student named above is applying to an international or domestic program. Your opinion of the applicant will be of great assistance in determining whether the student will reflect credit upon his/her home institution. It is important that your comments be detailed and frank.

Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have the right to view this recommendation unless he/she has waived that right.

Please return this form directly to the student in a signed and sealed envelope.

Please rate the applicant in the qualities listed below, compared to other members of his/her peer group.

	Low		Average		High	Unable to Observe
Ability to work hard	1	2	3	4	5	0
Maturity	1	2	3	4	5	0
Self Confidence	1	2	3	4	5	0
Social Skills	1	2	3	4	5	0
Reliability	1	2	3	4	5	0
Integrity	1	2	3	4	5	0
Perseverance	1	2	3	4	5	0
Analytical Skills	1	2	3	4	5	0

TCNJ INTERNATIONAL AND DOMESTIC PROGRAMS REFERENCE FORM

Please comment specifically in terms of studying at an international or domestic school (attach additional sheet if necessary):

A) academic suitability

B) ability to adjust

C) additional factors which may have a bearing on the applicant's successful experience.

1) How long and in what capacity have you known the applicant?

2) What are the applicant's main talents or strengths?

3) What are the applicant's main liabilities or weaknesses?

Evaluator's signature

Date

Reference Form – 06/10

UNIVERSITY/PROGRAM APPLICATION

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

**To download the application for your specific program go to
<http://cge.tcnj.edu/apply/program-application-forms/>**

- **If the program application form has specific instructions, the student should follow them.** Examples of these specific instructions may include an essay topic that differs from the TCNJ required personal statement, specific reference forms, passport size photos, or application fees.
- When requirements exist such as different forms or essay topics, **the student should substitute the specific program forms for TCNJ forms or personal statement topic.** For instance, if the program application requires a specific reference form, the student should submit their references on the program form instead of the TCNJ form. If an essay topic is required, the student should submit that topic in place of their TCNJ personal statement. Include all extra requirements such as passport photos and application fees with the entire study abroad application packet (items on the application checklist).
- **Application fees required by the program are in addition to the \$425 TCNJ application fee.** Application fees required by the program should be made by check payable to the program sponsor.
- **If the application contains a home school nomination form** (or if a portion of the form needs to be signed by a TCNJ International Programs Official), The Center for Global Engagement will complete this form when you turn in your application materials.
- **You MUST submit your ORIGINAL APPLICATION & 1 COPY OF MOST PAGES OF YOUR ORIGINAL APPLICATION** to Green Hall, room 111. One copy will be sent to your program provider (which will then to be sent to your desired school) and one copy will be kept in the Center for Global Engagement Office; It is also suggested that students make a 3rd copy for themselves to leave with their parents/guardians.

*****Even if your program has an online application a hard paper copy MUST be submitted to Green Hall 111 with the rest of your materials*****

**THIS PAGE IS FOR YOUR REFERENCE ONLY.
DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION MATERIALS**

EMERGENCY CONTACT & TREATMENT PERMISSION

On rare occasion, an emergency requiring hospitalization and/or surgery may develop. This form is intended to prevent dangerous delay in treatment in case of emergency.

NAME _____
(first) (middle) (last)

Destination: _____

Term Abroad:	Summer 20__	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__
--------------	-------------	-----------	-------------	--------------------------------

Emergency Contact #1 Name: _____ Relationship: _____ Address: _____ _____ _____ Phone numbers Work: _____ Home: _____ Cell: _____ E-mail: _____	Emergency Contact #2 Name: _____ Relationship: _____ Address: _____ _____ _____ Phone numbers Work: _____ Home: _____ Cell: _____ E-mail: _____
--	--

I am insured under:

Policy Number _____

Company Name _____

Expiration Date _____

In the event of an emergency I give permission for a representative of the host institution to authorize treatment or hospital care, which in the best judgment of a licensed health care professional, is deemed advisable.

Signature of Student _____

Date _____

Signature of Parent _____
(Or legal guardian if applicable)

Date _____

Make at least two (2) additional copies of this form:
1 for yourself to carry with your passport
1 for host institution

MEDICAL EXAM

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

- This form is to be filled out by your physician or by a physician at TCNJ Health Services. **If you wish to make an appointment at Health Services, this may require that you schedule your appointment at least 2 MONTHS in advance of the deadline date.**

Student Health Services

The College of New Jersey
Eickhoff Hall, Room 107
P.O. Box 7718
Ewing, NJ 08628-0718
P) 609.771.2889
F) 609.637.5131
E) hithserv@tcnj.edu

For those with a deadline of **late September** (Spring abroad):

- Students are encouraged to try to obtain physicals over the **summer** with your **personal physician**.

For those with a deadline in **January or February** (Fall, Summer, or Academic Year abroad):

- Students are encouraged to get the physical at the **end of the Fall semester in Health Services** (when they are less busy with physicals) or with your **personal physician** over **winter break**.

PLEASE NOTE

Applications are not considered complete without the medical exam. Therefore, such applications can not be reviewed by The College of New Jersey or sent to the specific program/university off-campus until the medical exam has been submitted to Green Hall 111 along with all other application materials.

IF YOU ARE APPLYING TO AN ISA PROGRAM, YOU MUST COMPLETE THE TCNJ MEDICAL CLEARANCE FORM IN ADDITION TO THE ISA FORMS.
BOTH SETS OF FORMS MUST BE SUBMITTED TO OUR OFFICE BY THE APPLICATION DEADLINE.

To download the TCNJ Medical Clearance Form (and the ISA Health form if required), go to:
<http://cge.tcnj.edu/apply/tcnj-study-abroad-application-procedurematerials/>

THIS PAGE IS FOR YOUR REFERENCE ONLY.

ACADEMIC EVALUATION FORM

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

1) [Click here](#) for help in determining what courses are being offered off-campus at your host university or copy and paste the following link below to your web browser:

<http://cge.tcnj.edu/resources-for/students/finding-courses-abroad/>

2) Indicate the courses you will be taking at the host institution equivalent to those you would be taking at TCNJ. The form must be completed and returned to the Center for Global Engagement upon receipt of the required signatures. To have your courses approved, bring this form and course descriptions for all courses you are interested in taking (as well as extra courses just in case) to:

- **Major and Minor Requirement courses:** to the appropriate Department Chairperson
- **International Studies Majors:** Form must be signed by Director of International Studies
- **Liberal Learning Requirement courses:** Academic Evaluator in Office of Records & Registration, Green Hall 112)
- **Elective courses:** Academic Evaluator in Office of Records & Registration, Green Hall 112)

PLEASE NOTE

While the student is off-campus, their PAWS account will reflect:

- 12 credits during a semester
- 6 credits during the summer

This is in order to maintain their full-time status at TCNJ.
Once the transcript from the host institution has been received by Records and Registration it is evaluated and courses and credits are adjusted on the TCNJ transcript.

To download the TCNJ Academic Evaluation Form, go to:
<http://cge.pages.tcnj.edu/files/2011/09/AcademicEvaluationForm.pdf>

THIS PAGE IS FOR YOUR REFERENCE ONLY.
DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION MATERIALS

ESSAY

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

Please answer the following questions in a formal essay (**between 400 -500 words** in length):

1) Have you traveled abroad before?

- If YES, please explain where you traveled, for how long, and what the main purpose of your travel was for. Also include if you traveled alone or with family/friends.
- If NO, please explain why you would like to study abroad in the country of your choice.

2) How does studying abroad fit in with:

- Your program of study at TCNJ
- Your expected professional career plans
- Your future interests and goals

3) What are your personal and cultural interests on studying abroad, and how do you plan to engage in the cultural life of the country of your chosen destination during your stay abroad?

****If your program provider (e.g. ISA, CIEE, CAPA, etc.) requires you to submit a specific essay topic, please complete that essay in lieu of TCNJ's essay. You do not need to submit two separate essays.***

**THIS PAGE IS FOR YOUR REFERENCE ONLY.
DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION MATERIALS**

ASSUMPTION OF RISK & RELEASE FORM

THIS IS A RELEASE OF LEGAL RIGHTS—READ AND UNDERSTAND BEFORE SIGNING

Name of Applicant: _____

Date of Birth: _____

If Applicant is under 18 years of age, a parent or legal guardian must also read and sign this form.

Destination: _____

Term Abroad:	Summer 20__	Fall 20__	Spring 20__	Full Academic Year 20__ - 20__
--------------	-------------	-----------	-------------	--------------------------------

I hereby agree as follows:

- Risks of Study Abroad.** I understand that participation in The College of New Jersey Study Abroad Program specified above (“Destination”) involves risks not found in study at the College. These include, but are not limited to, risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal social, and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions. I have made my own investigation and am willing to accept these risks.
- Institutional Arrangements.** I understand that the college does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the College is not responsible for matters that are beyond its control. I hereby release the College from injury, loss damage, accident, delay or expense arising out of any such matters.
- Independent Activity.** I understand that the College is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated or absent from any University-supervised activities.
- Health and Safety.**
 - I understand that foreign travel and living overseas can provide special challenges and stresses. Medical care, including mental health care, emergency medical care and medicine may not be as available and/or of a quality comparable to that available in the United States. Students with previous or current medical and/or mental health conditions are strongly encouraged to consult with trained medical and/or mental health professionals and to prepare strategies that may be used abroad should they experience problems. I acknowledge that I have been strongly encouraged to assess my ability to participate in the program and have done so.
 - I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs of payment for medical costs while I participate in the Program. I recognize that the College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care, in a foreign country or in the United States, during the program, the College is not responsible for the cost or quality of such treatment or care.
 - The College (but is not obligated to) take any actions it considers to be warranted under the Circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release the College from any liability for any of its actions or inactions.

ASSUMPTION OF RISK & RELEASE FORM

5. **Standards of Conduct.**

- A. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm the College's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program.
- B. I will also comply with the College's rules, standards or instructions for student behavior. I waive and release all claims against the College that arise at a time when I am not under the direct supervision of the College or that are caused by my failure to remain under such supervision or to comply with such rules, standards, and instructions.
- C. I agree that the College has the right to enforce the standards of conduct described above, in its sole judgment, and that it will impose sanctions, up to and including expulsion from the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the Program, or other participants. I recognize that due to the circumstances of foreign study programs, procedure for notice, hearing and appeal applicable to student disciplinary proceedings at the College do not apply. If I am expelled, I consent to being sent home at my own expense with no refund of fees.
- D. I am solely responsible for any legal problems I encounter with any foreign nationals or government of the host country. The College is not responsible for providing any assistance under such circumstances.

6. **Program Changes.** The College has the right to make cancellations, substitutions or changes in case of emergency or changed conditions or in the interest of the Program. I understand that the College fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am expelled from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. If I become detached from the Program group, fail to meet a departure bus, airplane, or train, or become sick or injured, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

7. **Assumption of Risk and Release of Claims.** Knowing the risks described above, and in consideration of being permitted to participate in the Program. I agree, on behalf of my family, heirs and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the program. To the maximum extent permitted by law, I release and indemnify The College of New Jersey, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the program (including periods in transit to or from any country where the Program is being conducted).

I have carefully read this Release Form before signing it. No representation, statements, or inducements, oral or written, apart from the foregoing statement, have been made. This agreement shall become effective only upon receipt of my application by The College of New Jersey and shall be governed by the laws of the state of New Jersey, which shall be the forum for any lawsuits filed under or indent to this agreement or to the Program.

Signature of Applicant

_____/_____/_____
Date

The College of New Jersey Disciplinary Verification Record and Release For Off-Campus Programs (International & Domestic)

PARTICIPANT SECTION

I authorize The College of New Jersey to release details of my disciplinary record(s) to the university or program abroad I am applying to; including International Studies Abroad, Inc. (ISA).

PARTICIPANT SIGNATURE

STUDENT ID#

DATE

PARTICIPANT NAME – PLEASE PRINT

CITY & COUNTRY OF PROGRAM ABROAD

STOP! Please submit this form to Green Hall 111 with the rest of your application. The section below will be completed by the Judicial Affairs Officer upon submission.

TCNJ SECTION

**THIS SECTION WILL BE COMPLETED BY THE JUDICIAL AFFAIRS OFFICER AT TCNJ.
(Check the appropriate section below)**

_____ I have verified that the applicant's record **does not** make mention of any previous disciplinary problems, including probation or higher.

_____ I have verified that the applicant's record **does** make mention of previous disciplinary problems, including probation or higher. (If permissible, please attach an explanation of the circumstances.)

JUDICIAL OFFICER – PLEASE PRINT

JUDICIAL OFFICER – SIGNATURE

TITLE

PHONE NUMBER

EMAIL

DATE

Center for Global Engagement
Green Hall, Room 111

FINANCIAL AID & PROGRAM COST SHEET

INSTRUCTIONS:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

- 1) Students are to ask for a **PROGRAM COST SHEET** for your program, which outlines the cost of the program for the desired semester abroad and the estimated additional costs such as books and personal expenses. The TCNJ Center for Global Engagement (**Green Hall, Room 111**) will have program cost sheets and estimated expenses for all but a few programs.
- 2) Students are to fill out their **PROGRAM COST & FINANCIAL AID FORM** using the information from the PROGRAM COST SHEET and the directions below:
 - To find your Financial Aid or scholarship award amount, sponsor and all other information, you can go to [myTCNJ](#) and log onto PAWS under “**Student Center**”. There you will see a category for “**Finances**” where you can click on a link titled “**Financial Aid**”, which lists everything from your Financial Aid summary to your Award History by year and cost of attendance. You will need this information to fill out the form to the left.
 - *If you are receiving financial aid* (loans, grants, or scholarships) you should carefully compare the program cost and estimated expenses with your financial aid package; this information can be found in your **Program Cost Sheet**. If you think you need additional financial aid to cover the cost of the program and/or your personal expenses you should make an appointment with the TCNJ Financial Aid office (**Green Hall, Room 101, osfa@tcnj.edu**)
 - *If you are not currently receiving financial aid but think you would like to apply* for funds to cover tuition, room, board and/or your personal expenses you should make an appointment with the TCNJ Financial Aid office. (Green Hall, Room 101, osfa@tcnj.edu)

If you have determined your financial aid is adequate to cover the cost of your program and personal expenses or you have no need for financial aid, it is NOT necessary to meet with the financial aid officer.

** The "Program Cost & Financial Aid Form" is used for TCNJ office purposes only.

You DO NOT need to send this to your school as part of your application and it IS NOT required by the application deadline date.**

THIS PAGE IS FOR YOUR REFERENCE ONLY.
DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION MATERIALS