

## **Procedure for Saint Joseph's University Students Planning Summer or Winter Study Abroad on a Non-SJU Program**

Students interested in studying abroad during the summer or winter (J-term) session on an external program and transferring the courses back to Saint Joseph's University must follow the procedures below:

1. Research summer/winter study abroad program options on [studyabroad.com](http://studyabroad.com) or [iepassport.org](http://iepassport.org).
2. Before you apply to a program, make an appointment with the Study Abroad Advisor in the Center for International Programs.
3. Complete the Non-SJU Summer/Winter Study Abroad Application, available on the CIP website.
4. Complete the Study Abroad Course Equivalency Approval Form. If taking a Business course abroad, the appropriate Department Chair should complete the Approval Form. If taking a course within the College of Arts and Sciences, the appropriate Academic Associate Dean must complete. In order to accurately evaluate a course, they will need to see a course description or syllabi. It is the student's responsibility to provide this information along with the Approval Form.
5. After gaining all necessary SJU course approvals, your academic advisor must also sign your Study Abroad Course Equivalency Approval Form. By doing so, they are reviewing your major and graduation requirements.
6. Finally, students are required to bring a copy of the completed Application and Approval Form to the Center for International Programs for final review. **The absolute deadline for filing these materials for Winter is October 1<sup>st</sup>, and for Summer is March 1<sup>st</sup>.** Students will receive an e-mail decision from the CIP within 2-3 weeks of submitting their forms. Students are encouraged to apply early, and should secure approval to study abroad before making any financial commitments to their program or overseas university.

Please note that students must be in good academic and disciplinary standing with Saint Joseph's University and have a **minimum cumulative GPA of 2.5** to be eligible for Non-SJU Summer or Winter study abroad.

Students will be asked to sign a waiver within the application allowing the Center for International Programs to check with the Associate Dean's Office regarding both academic and disciplinary standing. Any current or pending disciplinary issue will be taken into account when evaluating a student's application to study abroad.

Credit is granted for courses completed in overseas programs only when the student has secured in advance written permission from the appropriate Associate Dean. Credits earned through the Non-SJU summer/winter abroad program be considered transfer credits and the grades earned will not be posted on the SJU transcript.

The student is responsible for submitting appropriate application materials and payments directly to the program he/she decides to apply into. **Payments should not be made until the student has received an approval notice from the Center for International Programs.**

Upon completion of the program, the student must request the sponsoring/host institution send an official transcript to the Center for International Programs, Attn: Courtney Tomlinson, 5600 City Avenue, Philadelphia, PA 19131