INSTRUCTIONS FOR 2014/15 CoBPA STUDY ABROAD GRANTS (funded by CoBPA program fees)

Study Abroad Grants: Study abroad grants are available to CoBPA majors and other UND students paying CoBPA program fees. Study abroad grants provide partial reimbursement for costs associated with study outside the United States. Students may seek funding related to UND-sponsored study abroad programs as well as any other study abroad or international program where UND will accept transferred credits. Grants may be used to partially reimburse:

- Travel to/from the United States and the host country.
- In-country costs for meals, lodging, and local transportation.
- Program-related fees

Application Deadlines: The application deadlines for 2014/2015 study abroad grants are Friday February 27, 2015, and Friday April 24, 2015. Since there are limited funds available, applicants are encouraged to apply by the earliest possible deadline. Applications submitted after study abroad is completed will not be considered.

Disbursement of Grants: Awarded funds will be disbursed to students upon submission of 1) eligible receipts for reimbursement and 2) official transcript or other documentation of successful completion of study. All materials required for reimbursement must be submitted by the last day of classes of the semester following the study abroad, or the grant will expire and no reimbursement will be made.

Eligibility Requirements: Each applicant must:

- Be a degree-seeking UND student subject to CoBPA program fees at the time of grant application and travel.
- Have a GPA of 2.5 or higher.
- Participate in for-credit university-level study outside the United States.
- Submit a complete application package, received by 4:30 PM on the deadline date.

Applicants who previously have received a CoBPA study abroad grant are eligible to apply for subsequent grants. Amounts awarded, however, may be limited based on amounts of previous awards and funds available for grants.

The evaluation committee reserves the right to verify all information included in the application. If information is found to be false, the application will be considered invalid and the applicant ineligible. Applications not meeting the above eligibility requirements will not be evaluated by the committee.

Selection Process and Criteria
Study abroad grants will be awarded based on quality of the application. Important dimensions that will be evaluated include the applicant's academic background and performance, content and writing style of responses to application questions, and relation of the proposed study abroad activity to the applicant’s program of study. All valid applications will be reviewed by a selection committee composed of CoBPA faculty.

General Application Instructions
1. All forms and supporting materials must be clearly printed or typewritten.
2. Include your name on each page of supporting materials.
3. Make sure your responses reflect careful consideration of questions posed. Both writing quality and content are important. All responses should be made in high quality standard written English. Please carefully proofread all responses and application materials.
4. Question 6: Your major must be consistent with eligibility requirements.
5. Question 7: If funding is sought for a non-UND program, appropriate documentation about the program, its location, faculty, courses offered, etc. must be submitted with the grant application.
6. Questions 11: Your budget must be well formulated, complete and realistic.

Additional Required Attachments: The following documents must be submitted with the application:

- A current official or unofficial UND transcript
- A copy of your bill/receipt for the current semester showing payment of CoBPA program fees

Submission Instructions
1. A complete application should include (submitted in this order):
   - Completed application form with budget attachment
   - Additional Personal Statement (optional)
   - Required Attachments: UND transcript & current semester bill/receipt showing payment of CoBPA fees
2. All application materials should be stapled, and submitted to:
See the Application form below
APPLICATION FOR CoBPA STUDY ABROAD GRANT

These grants are funded by CoBPA program fees

I. PERSONAL DATA & CONTACT INFORMATION

1. NAME: ____________________________________________
   (Last Name) (First) (Middle)

2. CITIZENSHIP: US Citizen: __________________________ Permanant Resident: __________________________

3. GENDER: Male: ________________ Female: ________________

4. EMPL (Student) ID: _________________________________

5. CURRENT CONTACT INFORMATION: (Unless otherwise notified, this address will be used for all mailings to you.)
   Street: __________________________________________
   Apartment: ____________________________ City: ____________________________
   State: ____________________________ Zip: ____________________________
   Country: ____________________________ Telephone: (____) _____________
   Fax Number: (____) ____________________________ E-mail: ____________________________

II. ACADEMIC INFORMATION

6. FIELD OF STUDY (Please refer to the instructions)
   Major(s): ____________________________________________
   Minor(s): ____________________________________________
   Number of Credits Earned (expected at time of proposed study): ____________________________
III. INTERNATIONAL STUDY INFORMATION

7. PROPOSED INTERNATIONAL STUDY PROGRAM (Please refer to the instructions)

Institution Offering Program: __________________________________________________________
Name & Location of Program: __________________________________________________________
Dates of Proposed Study: _____________________________________________________________

Courses & Credits to be Earned (a separate schedule may be attached if more space is required):

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Institution Offering Credit</th>
<th>Credit Hours</th>
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8. HAVE YOU BEEN ACCEPTED BY THIS PROGRAM?  Yes _____  No _____

9. DO YOU HAVE A VALID PASSPORT & ALL NECESSARY VISAS TO PARTICIPATE IN THIS PROGRAM?
   Yes _____  No _____

10. WHERE DID YOU HEAR ABOUT THIS PROGRAM?

   ☐ Advisor
   ☐ Lecture/Presentation
   ☐ Friend/Colleague
   ☐ Program Brochure/Poster
   ☐ Internet
   ☐ University faculty/staff
   ☐ Other (please specify): __________________________

11. BUDGET: Please provide as an attachment, a well formulated budget for this program of study. The budget should include projected costs (e.g., international travel, transportation within the country of study, tuition and/or fees, room & board, and any other anticipated costs) as well as your planned sources of funding for the program (e.g., personal savings, parent contributions, scholarships/grants, loans, and any other). The budget should be complete and your estimates of costs should be realistic. Include the basis for each estimated cost.

12. AFTER COMPLETING YOUR TRAVEL, WOULD YOU BE WILLING TO REPORT YOUR STUDY ABROAD EXPERIENCES TO STUDENTS CONSIDERING STUDY ABROAD?  YES: _____  NO: _____

13. HAVE YOU RECEIVED A CoBPA INTERNATIONAL TRAVEL GRANT IN THE PAST?  YES: _____  NO: _____

   If yes, indicate date, amount and program supported: __________________________________________________________

14. WHERE DID YOU HEAR ABOUT THIS CoBPA GRANT OPPORTUNITY?

   ☐ Advisor
   ☐ Program Brochure/Poster
   ☐ Friend/Colleague
   ☐ CoBPA Web site
   ☐ University faculty/staff
   ☐ Lecture/Presentation
   ☐ Other (please specify): __________________________
15. **STATEMENT OF PURPOSE:** In the space provided, please respond to each of the following.

   a. Briefly describe how the proposed study abroad program relates to (and may enhance) your program of study.

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   b. What do you hope to achieve personally and/or professionally by participating in this study abroad program?

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   c. Briefly describe your previous international travel and study experience.

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   ____________________________________________________________
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16. **ADDITIONAL PERSONAL STATEMENT:** An additional personal statement, not to exceed 1,000 words, may be attached. This statement may elaborate on your above responses, or provide any additional information that you feel may meaningfully support your application.