

Example Study Away Application Form

The below is intended as a general preview of the UAF Study Away Program application form.

DO NOT fill out this PDF as your application. You must apply online via the UAF Study Away Portal.

You may see slightly different questions depending on the program you are applying to.

Basic Information

Please fill in your **full legal name**, as it appears (or will appear) in your passport, **on your Study Away Portal profile** before beginning this application. Once you have added your name to your profile, it will autopopulate here. Failing to fill in your name in your profile may make it difficult for your references to identify the email that is sent to them by the system asking for a recommendation for you.

First Name *

90 Characters Remaining

Preferred First Name

90 Characters Remaining

Middle Name

90 Characters Remaining

Last Name *

90 Characters Remaining

Student ID *

90 Characters Remaining

Email *

90 Characters Remaining

Secondary Email

90 Characters Remaining

Phone *

90 Characters Remaining

Demographics

Date of Birth *



Gender Identity *



Pronouns

90 Characters Remaining

Do you currently live on-campus at UAF? *



Are you a first-generation university student? *

(Neither parent/guardian has completed a bachelor's degree in the United States)



Race



Ethnicity



How did you hear about the UAF Study Away Program? *



Eligibility

Do you meet the following minimum eligibility requirements? *

- Enrolled in a degree program at UAF
- Registered for at least 12 credits this semester
- Will have completed at least two full-time (minimum 12 credit) semesters as a degree-seeking student at UAF before studying away
- Have a cumulative GPA of at least 2.5

Select Do you meet the following minimum eligibility requirements? ▾

GPA - Cumulative *

Enter GPA - Cumulative

90 Characters Remaining

Do any of the following apply to you? *

- Incomplete grades on transcript
- Outstanding indebtedness to UAF (unpaid tuition, fees, fines, etc.)
- Previously on academic probation at UAF
- Previously been under campus disciplinary action (for violation of codes of conduct)
- Previously been convicted of a felony
- Currently on probation, parole, or have legal judgments pending against you

Select Do any of the following apply to you? ▾

Is knowing a foreign language required for the university you are applying to? *

Please also answer "yes" if language proficiency is not required for the university, but is required for classes you plan to take there.

Select Is knowing a foreign language required for the university you are applying to? ▾

Does the university you are applying to have any additional requirements? *

Some exchange partners require a minimum GPA higher than 2.5, or a particular class standing.

Select Does the university you are applying to have any additional requirements? ▾

Academic Plan

Year in School *

Select Year in School ▾

Major - Primary *

Enter Major - Primary

90 Characters Remaining

Minor - Primary

Enter Minor - Primary

90 Characters Remaining

Are you planning to change your major or minor before studying away? *

Select Are you planning to change your major or minor before studying away? ▾

Honors Status *

Select Honors Status ▾





Types of classes you hope to take while away *

It is strongly recommended that you consult with your academic advisor and/or the Study Away advisor to determine what types of courses you need to take.

Options

- General Education Requirements (GERs) / Degree requirements
- Major electives
- Minor electives
- Specific courses required for major or minor
- General electives (not counting toward specific requirements)


Academic plan comments

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Enter Academic plan comments

Coursework Planning Sheet

Download this coursework planning sheet and fill in information for courses you would like to take in the yellow section. Choose twice as many courses as you will actually take. Fill in as much as you can of the green section, about how you hope these courses can count toward your degree. Then upload your worksheet below.

Study Away Coursework Planning Sheet.xlsx  [Download File](#)

Coursework Planning Sheet Upload *

[@Compatible File Types](#)

+ File Upload

Financial Plan

Which tuition rate do you pay at UAF? *

You will pay for 15 credits of UAF tuition at your normal rate each term you are on exchange. If you will be switching from non-resident to resident tuition before going on exchange, please select "resident."

Select Which tuition rate do you pay at UAF? 

Do you qualify for a Federal Pell Grant? *

Select Do you qualify for a Federal Pell Grant? 

What other types of financial aid do you receive? *

Options

- Federal loans
- Veterans benefits
- UA Scholars Award, Alaska Performance Scholarship, and/or a UA Foundation scholarship
- Nanook Pledge Scholarship
- Other
- None

Budget worksheet *

Please estimate, with honesty, how much your study away experience will cost. [Download the budget worksheet](#), and use it to create a budget and cost estimate for your program. You only need to fill out the "international exchange" and "comparison" tabs. Upload your completed worksheet here. We will check that you have completed this exercise, but not the accuracy of your estimates. Please ask if you have any questions.

[@Compatible File Types](#)

+ File Upload

Passport and Visa

- If you already have a passport, it will need to be valid for six months beyond the end date of your travels.
- If you do not have a passport, or you need to renew it, apply for one now. Processing times can be long, and for most destinations you need to have your passport well before you go in order to apply for your student visa.
- You can apply for a new passport at the [UAF Passport Services Office](#).
- If you have dual citizenship, please complete this information using the passport you plan to use.

Countries of Citizenship *

Select Countries of Citizenship

Passport Status *

Select Passport Status

Passport Expiration Date

MM/DD/YYYY



Passport Number

Enter Passport Number

90 Characters Remaining

Visa process *

Please summarize below the process for obtaining a visa or residence permit, if required, to study at your destination. The best sources for researching this are: 1) the official immigration agency website of your destination country, and 2) the host university website. Please note that you will not be able to actually apply for this visa until you have been approved at your host university. This question is asking you to show you know what is required. It is your responsibility to be aware of and complete the visa application process. Please include in your summary below:

- An outline of the process
- Will you need to travel to another city to apply?
- Is proof of sufficient funding required? If so, how much?
- The cost of visa fees and estimated cost of any travel needed to obtain the visa
- What sources you consulted, even if it was only to discover that you do not need a visa

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Enter Visa process

Host Campus Placement Preferences

Most students who are approved to participate in international exchange are placed at their first choice university, but this may not always be possible. If you are willing to accept another placement, please also list your second and third choices below.

1st choice university *

Enter 1st choice university

90 Characters Remaining

2nd choice university

Enter 2nd choice university

90 Characters Remaining

3rd choice university

Enter 3rd choice university

90 Characters Remaining

Is your first choice placement in Norway, Finland, or Canada? *

Yes

No

Special needs or circumstances

The Study Away office does not discriminate on the basis of special needs. Your disclosure at this stage of the application process is invited in order to assist you in identifying a placement site which can provide reasonable accommodation.

If you have a physical condition for which accessible housing or classroom accommodation might be needed, a documented disability which may require academic accommodation, a medical condition which might require immediate attention during your program, or a condition which might affect emotional or mental well-being, you are encouraged to identify your needs below. Please indicate the nature and extent of your circumstances, any arrangements which are currently being made for you on this campus, and whether or not we may contact your requested host campuses at this time.

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Enter Special needs or circumstances

Self-Reflection Essay Questions

Please answer in approximately 200-300 words per question. Use these questions as an opportunity for self-reflection. Your answers will be used by reviewers primarily to make sure you are prepared to study abroad, not to compare you with other applicants.

Motivation and goals *




Why do you wish to study away, and why did you choose this destination? What are your academic and personal goals for your time abroad?

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Enter Motivation and goals

Planned contributions *





How will you contribute to this exchange program? What will you do to represent UAF and further the relationship between UAF and your host campus community?

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Enter Planned contributions

Relevant experience *





What previous experience do you have interacting with people from different cultures, adjusting to new environments, and/or living away from your normal support network? What are your strengths and challenges in these areas?

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Enter Relevant experience

Coping strategies *

Describe a specific situation where you had to deal with a challenging new social environment or cross-cultural interaction. What strategies did you use? Do you think the same strategies will be useful while on exchange, or what others will you use?

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Enter Coping strategies

Recommendations

Two recommendations are required. Please note:

- It is best practice to ask your recommenders if they are willing to recommend you, and then fill in their email addresses below, **at least 10 days** ahead of the application deadline.
- Let your recommenders know when the deadline is, that they will get an automated email, and that they can either fill out a short form OR upload a recommendation letter.
- The email sent to non-UAF recommenders may go to their spam folder. Please ask them to check it. The email will come from messages@via-trm.com.
- At least one recommendation must come from a university instructor who has had you in class. Instructors can include graduate student teaching assistants (TAs), as long as they can attest to your academic abilities.
- The second recommendation may come from a supervisor or an instructor. You cannot use family members as a reference even if they happen to be your supervisor.
- Please double check that the email you are entering is correct. If your recommender works at UAF, you can check their email at <https://people.alaska.edu/>
- If you have previously been accepted to the UAF Study Away Program within the past year, you may put uaf-studyaway@alaska.edu as the contact email for both of your recommendations.

Recommendation #1 *

This recommendation must be from a university instructor.

Recommender's Email

Enter recommender's email

Send

Recommendation #2 *

This recommendation may be from an instructor or a supervisor.

Recommender's Email

Enter recommender's email

Send

Conduct record check *

For the following recommendation, please input uaf-orca@alaska.edu. This will trigger a required conduct record check.

Recommender's Email

Enter recommender's email

Send

Read and Sign

I affirm that all information that has been given in this application is complete, accurate, and true to the best of my knowledge. I understand that giving false and/or misleading information could jeopardize my chances of selection.

I understand that participating in a study away program is a privilege and not a right; submitting an application is not a guarantee of acceptance or placement. Even if UAF accepts me for a program, the host campus might not accept me. My study away program will be canceled if I:

- Fail to maintain any of the eligibility requirements of the program
- Earn less than a 2.5 semester GPA in the term prior to my study away program
- Fail to pay all financial obligations to UAF and/or the host campus

I understand and agree *

Yes

No

Requirement to check your email:

This online system uses your "@alaska.edu" email address. All contact regarding your application will be sent through the system to this address. You are required to monitor your email during the application process, after acceptance, and throughout your study away program. By signing below, you agree to check your @alaska.edu email frequently until the completion of your program, or to forward your @alaska.edu email to a preferred address. If you will not have access to email for an extended period of time (ie due to being in the backcountry) you must notify the Study Away office or set up an auto-reply with the date you will return.

I understand and agree *

Yes

No

I understand that, as an international exchange student, each semester I am required to pay to UAF:

- Tuition for 15 undergraduate UAF credits, or 9 graduate credits, at my normal rate
- Network fee of 4% of tuition
- \$500 study away processing fee

I also understand that:

- The regular UAF fee payment deadlines still apply.
- I am responsible for purchasing approved medical and evacuation insurance.
- I am responsible to my host institution for all other fees, such as housing and meals.

I understand and agree *

Yes

No

Release of information:

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your study away program. Please read the following statements and sign digitally below:

- I understand that it will be necessary for UAF and my host campus to obtain certain information about my academic and non-academic record in order to ascertain my eligibility and suitability for a study away program and facilitate my program after it is arranged. I hereby grant permission to the Study Away advisor and/or designee to obtain information that is appropriate to my application and participation in the study away program including, but not limited to, letters of recommendation, permanent academic records and transcripts, conduct, fiscal records, medical records, all for the purposes of study away placement and participation, continuation, or termination.
- I give permission to the Study Away advisor and/or designee to contact appropriate personnel in order to verify that I am under no disciplinary action for violation of codes of academic and student conduct and/or that I have no judicial cases pending which would invalidate my eligibility for the study away program.
- I hereby release information contained in my application and letters of recommendation to those individuals/committees responsible for reviewing and approving my application for study away participation.
- I hereby give permission for the information contained in my application to be submitted on a web-based placement site for the use of host campuses in placement and record-keeping processes.
- I hereby release information contained in my application, letters of recommendation, transcripts, and other information required as part of the study away application process to my host institution or program, and the National Student Exchange or north2north central offices (if applicable).

By signing below, you consent to allow the UAF Study Away Program office to submit your academic information to an institution outside of the University of Alaska system.

I understand and agree *

Yes

No

Signature *

I acknowledge that I am signing freely, voluntarily, and under no compulsion.

Enter Signature

Date signed *

MM/DD/YYYY



Application Fee Payment

Non-Refundable UAF Study Away Program Application Fee

Your status will be manually changed by staff to "paid" within a few days after you make your payment.

Total Due:

Status: Not Paid ⓘ

\$ 50.00 USD

Make a Payment

Thank you for completing your application!

Before submitting your application:

Please **WAIT** to submit your application until your recommendations have been received (you will get an email notification when each is submitted). It is your responsibility to follow up with your recommenders to ensure your recommendations are submitted by the deadline.

When you'll hear back:

If you apply by the priority deadline of February 15th, you should hear back by March 15th. If you are applying later in the year, please allow two weeks for a response.

Example Recommendation Form

Instructions

This student is applying for a UAF study abroad program, and has selected you to evaluate their qualifications.

Because study abroad experiences involve many challenges, we would appreciate your frank and honest appraisal of the student so that we may make an informed decision on the student's application.

This form is reviewed by staff responsible for administering the program to which the student is applying. It is not shared with the student. With your permission, though, it may also be forwarded to the host program.

If you have any questions, please contact the UAF Study Away office at 907-474-6516, or uaf-studyaway@alaska.edu.

Thank you for your time!

Full name *

Enter Full name

Your relationship to the student *

Enter Your relationship to the student

I give permission for this reference to be shared with the host program *

Yes

No

Recommendation *

Select Recommendation

If response does not equal "I recommend the student without reservation", then a long text question will display.

Optional: upload letter of recommendation

You may either upload your letter here or answer the questions below.

[Compatible File Types](#)

+ Upload File

How well do you think the student would adapt to an academic setting outside of UAF?

Enter How well do you think the student would adapt to an academic setting outside of UAF?

How well do you think the student would adapt to living in a different country / culture?

Enter How well do you think the student would adapt to living in a different country / culture?

Please rate the student in the following categories. 5 stars is "excellent" and 1 star is "poor."

Academic work



Intellectual curiosity



Oral expression



Written expression



Attendance / reliability



Timeliness with deadlines



Interaction with faculty / superiors



Interaction with peers



Adaptability



Ability to work independently



Participation / teamwork



Self-confidence



Emotional maturity



Social maturity



Other information

Please provide any further information that you feel is relevant to the student's participation in a study abroad program.

Enter Other information

