
Application Instructions

I. Application deadline: December 1st, 2016

II. Application Materials (Check off as completed and include this page with your application)

\$500 Enrollment Deposit: This deposit is put toward your program fees. It should be made payable to Minot State University via check or money order. MSU also accepts payment by Visa or MasterCard. In the event you are not accepted into the program, or if the program does not meet sufficient enrollment to be run the full enrollment deposit will be returned to you.

MSU Application Form: Print clearly using black or blue ink.

Photocopy of Passport: Due to strict regulations, your passport must be valid for at least six months beyond the conclusion of the program. If you do not yet have a passport, please write “in progress” in the appropriate spot on the application form and apply for your passport immediately. Submit a photocopy of your passport to the Office of International Programs once you have it in hand.

One Academic Recommendation Form: Complete and sign the top of the form before you give one to your advisor or to another faculty member who is familiar with your performance in the classroom. Community members not attending Minot State University may provide a professional recommendation instead. The recommendation must come from someone other than the leader(s) of this tour.

Non-MSU students: must also complete a non-degree seeking application to Enrollment Services and submit the \$35 MSU application fee in order to create an account with MSU.

Program Provider Information: The logistical aspects of this program will be facilitated by Trip Masters: www.tripmasters.com. Where there is a discrepancy, MSU program rules, cancellation and refund policies override Trip Masters policies.

Return all of the materials listed above in one packet to:

**MSU Office of International Programs
500 University Avenue West
Minot, ND 58707**



Application Form

All sections of this application must be fully completed before your application will be considered for acceptance into a Minot State University Study Abroad program. **Missing information will delay your acceptance.** Please type neatly or print using black or blue ink.

I. Personal Information

Last Name (s): _____ First Name(s): _____
(write your name exactly as it appears on your passport)

Student ID# _____ Gender: F M Age: _____

Academic status: Freshman Sophomore Junior Senior Graduate Continuing Ed.

Major: _____ GPA (cum): _____ Expected graduation date: _____

Temporary Address (while in school): _____

City: _____ State: _____ Zip Code: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ Cell Phone: _____

Home Telephone: _____ Birth Date: _____/_____/_____
Month Day Year

Country of Birth: _____ Citizenship: _____

Passport # _____ Expiration Date _____

If you do not already have a passport, you must apply for one immediately!

Financial Information

Do you receive Financial Aid? Yes No

Do you receive any scholarships? Yes No If yes, please list: _____

Do you plan to apply for Financial Aid, loans or scholarships for your study abroad program?
 Yes No

Important! Be advised that you are responsible to report to MSU's Financial Aid Office any scholarships or grants you receive from external sources, including those from your program provider.

II. Academic Coursework: Participants of this study tour will be automatically enrolled in the following course:

BADM 496: Business in Poland Study Tour (3 credits)

Financial Aid Considerations: In order to be eligible for summer term federal financial aid, students must be enrolled in a minimum of 6 credits. At least 3 of these credits **must** be from the course listed above. Students who wish to enroll in additional summer coursework in association with the tour may make arrangements with the faculty leader.

Course Audits: Program participants may choose to audit coursework for a 50% discount on tuition only. Financial Aid is not available for audited courses, and grades will not appear on transcripts.

III. Consent to Release Information

Financial & Academic Release All employees of Minot State University are required to abide by the policies governing review and release of student educational records. The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's educational records must be kept confidential unless consent is otherwise given. Additional FERPA information is available in the 2006-2008 *Undergraduate Catalog* on pages 24-25.

If you wish for the Office of International Programs to be able to discuss any of the topics listed below with your parents/guardians or other designated individuals, you must provide permission for us to do so in writing.

I give my consent to the Office of International Programs at Minot State University to release the following personally identifiable information from my education record to the persons listed below, for the purpose of keeping these persons advised of my financial, health and academic affairs while I am abroad. (*Check all that apply*):

- Student Account information
- Financial Aid information
- Health information (in the event of a serious mental or physical health condition or emergency)
- Information pertaining to registration for the semester I return to MSU
- Disciplinary information
- Study Abroad program information

Name of individuals to whom such information may be released (**REQUIRED & Please Print**)

Name	Relationship	D.O.B.
------	--------------	--------

- | | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

By signing below, I also give my consent to the Office of Student Affairs at Minot State University to release my disciplinary records to the Office of International Programs for the purpose of determining my eligibility for Study Abroad. I understand that this information will not be released to the host institution without my written consent.

This consent will remain in effect for three years from the date of signature unless I provide the Office of International Programs with a written revocation of this consent.

Signature

Student ID #

Date

Please see a study abroad advisor if you need further explanation of this information.

News & Promotional Materials

From time to time, the Office of International Programs will use names and photos of study abroad participants in newspaper and magazine articles, brochures, bulletin boards and posters, and on its web site. Also, students planning to study abroad sometimes ask to speak to former participants about their experiences. **Please check the box to indicate whether or not you agree to the following statements.**

- | | | |
|----|--|--|
| 1) | <input type="checkbox"/> I agree <input type="checkbox"/> I do not agree | to allow my name and photos to be used for the above purposes. |
| 2) | <input type="checkbox"/> I agree <input type="checkbox"/> I do not agree | to allow my name and email address to be sent to future study abroad participants. |

Signature

Date

IV. Health Information

Last Name (s): _____ First Name(s): _____
 (exactly as shown on passport)
 Student ID# _____ Gender: F M Age: _____

Program Dates: May 13 - 25, 2017 Country desired: Poland

Program Name/Faculty Leader: Faculty Led Study Tour / Dr. James Ondracek

Student Health Privacy Practices

Under the Health Insurance Portability and Accountability Act of 1996 (“HIPPA”) MSU is required to maintain the privacy of your protected health information. Your medical information will be kept confidential. Providing the following information will help us determine any special needs or arrangements that should be made in advance and assist us in advising you about possible situations you may encounter abroad. Do not assume your host country will automatically be able to provide you with the same care you receive at home without advance notice.

1) Rate your overall health: Excellent Good Fair Poor

2) Have you ever had any of the following? If yes, give dates of illness and detailed information in the space provided below.

	<u>YES</u>	<u>NO</u>	<u>DATE</u>		<u>YES</u>	<u>NO</u>	<u>DATE</u>
Measles	<input type="checkbox"/>	<input type="checkbox"/>	_____	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mumps	<input type="checkbox"/>	<input type="checkbox"/>	_____	Appendicitis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>	_____	Cough (persistent)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>	_____	Diabetes Mellitus	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rubella	<input type="checkbox"/>	<input type="checkbox"/>	_____	Enuresis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Malaria	<input type="checkbox"/>	<input type="checkbox"/>	_____	Headache (persistent)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	_____	Hernia	<input type="checkbox"/>	<input type="checkbox"/>	_____
Learning Disability	<input type="checkbox"/>	<input type="checkbox"/>	_____	Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seizure Disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____	Vertigo, Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sleepwalking	<input type="checkbox"/>	<input type="checkbox"/>	_____	Dyslexia	<input type="checkbox"/>	<input type="checkbox"/>	_____
Depression	<input type="checkbox"/>	<input type="checkbox"/>	_____	Anorexia	<input type="checkbox"/>	<input type="checkbox"/>	_____
Attention Deficit Disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____	Bulimia	<input type="checkbox"/>	<input type="checkbox"/>	_____

If answered **Yes** to any of the above, please provide details and current status. Attach an additional sheet if needed: _____

3) Have you experienced disease, impairment or abnormality of any of the following?

	<u>YES</u>	<u>NO</u>	<u>DATE</u>		<u>YES</u>	<u>NO</u>	<u>DATE</u>
Abdominal Organs	<input type="checkbox"/>	<input type="checkbox"/>	_____	Genito-Urinary System	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bones, Joints	<input type="checkbox"/>	<input type="checkbox"/>	_____	Heart or Blood Vessels	<input type="checkbox"/>	<input type="checkbox"/>	_____
Blood, Endocrine	<input type="checkbox"/>	<input type="checkbox"/>	_____	Lungs, Respiratory Sys.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brain, Nervous Sys.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Skin	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ears or Hearing	<input type="checkbox"/>	<input type="checkbox"/>	_____	Tonsils, Nose or Throat	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eyes or Vision	<input type="checkbox"/>	<input type="checkbox"/>	_____	Varicose Veins	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Comments: _____

4) Do you have any special dietary needs (vegetarian, low sodium, etc.)?

Yes No If yes, please describe below:

5) Do you have allergies (food, medication, plants, animals, insect stings, etc) of which we should be aware?

Yes No If yes, please describe below:

6) Are you presently under treatment for any psychological or emotional matters?

Yes No If yes, please describe below:

7) Are you presently taking any prescription drugs on a regular basis?

Yes No If yes, please describe below. Attach a separate sheet if additional room is needed.

8) Facilities in other countries may not meet American standards of accessibility for persons with disabilities. Please describe any accommodations you may need to perform the essential functions of this study tour.

Health Considerations *(Please Read and Initial Acknowledgement)*

Study and travel abroad involves significant adjustment to a new culture, school, and community, which often causes physical and emotional stress. If you have a physical or psychological condition for which you are currently receiving treatment, or have received in the past, the demands of this program might exacerbate those conditions, even though they may be under control at home. It is important that you discuss your possible participation in a study abroad program with your physician or counselor, including how off campus study could affect your medical condition. Addressing your health issues prior to studying abroad will also help you to identify those resources that will and will not be available at your program site.

Initials: _____

Emergency Contacts The following information is intended to be of assistance to the Office of International Programs should an emergency situation occur during your program.

Name	Relationship	Phone Number(s)
1. _____	_____	_____
2. _____	_____	_____

Medical Release Consent

I hereby authorize Minot State University, its representatives, and the host institution, and its representatives, to seek medical attention on my behalf in the event of sickness, accident, or other emergency during the study abroad program. I also authorize any physician to release any information acquired in the course of examination or treatment. I certify that the above information regarding my medical history is correct. This authorization shall be valid for the entire duration of the Minot State University study abroad program.

Signature

Date

V. Student Conduct Release

I understand that in the interest of health, safety, security and the educational goals of Minot State University students, information regarding any violations of the student code of conduct/and or residence hall policies will be forwarded to:

- 1) The Study Abroad Coordinator/Director of International Programs
- 2) The host university/college or program provider
- 3) The faculty leader of this program

I have read and understand the above conditions.

Signature

Date

VI. Payment and Cancellation Policies

Payment Deadlines:

\$500 due with the Application.

January 10, 2017: \$2,000 due

February 10, 2017: \$1,500* due

June 1st: Tuition due to the MSU cashier's window.

* Additional cost for mandatory international medical and emergency insurance. Applicants between the ages of:

- 25 – 29 years at time of travel, add \$30 to base program cost.
- 30 – 39 years at time of travel, add \$70 to base program cost.
- 40 – 49 years at time of travel, add \$85 to base program cost.
- 50 – 59 years at time of travel, add \$200 to base program cost.
- 60 and above at time of travel, add \$310 to base program cost.

Late Payments:

- If a payment is received 7 business days or more after the payment due date, your application will be considered withdrawn and you will be responsible for any cancellation penalties.
- If for any reason your payment cannot be processed, a fee of \$50 will be incurred, plus a late payment of \$75 penalty to Trip Masters, if applicable.

Payment Policies:

- Under no circumstances will a participant be allowed to depart on the program unless the program fees are paid in full.
- MSU is not responsible for delays caused by late passport applications, late visa applications or visa denials. Any additional costs incurred for such reasons will be the responsibility of the participant.
- Transportation Deviation Fees: Group transportation will be arranged from Minot. Any deviations or special requests (such as early departure or late returns) will incur a \$75 booking fee, in addition to any fees charged by the tour provider.

Cancellation & Refunds

Withdrawal from the program is effective on the date that written notification is received by MSU's Office of International Programs.

If you withdraw:	The cancellation penalty will be:
After Application is Submitted, (but prior to December 1)	\$100
After December 1, (but prior to January 10)	\$500
After January 10	No refund is guaranteed. Cancellation penalty will be calculated using many factors (e.g. airline cancellation fees, hotels refund policies, ability to be reimbursed for sight-seeing excursions, program constraints, etc.).
After May 1	Refund of tuition fees only per MSU business office policies
After departure	No refund

Please Note:

- MSU will not alter its payment and/or cancellation policies for any reason.
- Trip Masters highly recommends that travelers purchase a separate trip cancellation/interruption coverage for an additional fee. These insurance options can protect you in the event you need to cancel your trip or leave your tour unexpectedly due to an emergency. For more information on these insurance options visit: www.tripmasters.com/insurance.aspx.

I agree to, and accept, the above outlined payment deadlines and cancellation policies.

Signature

Date

VII. Program Agreement and Liability Waiver

Please read the following sections carefully as they affect any rights you may have if you are injured or otherwise suffer damages on a Minot State University study abroad program.

Minot State University, its agents, affiliates, officers, directors, staff, regional and local representatives (collectively “MSU”) and the undersigned participant, understand and agree to the terms and conditions stated in the below Agreement relating to the participation in MSU’s study abroad program (“Program”). Students and other participants are referred to collectively as the Participants (“Participants”).

A. Code of Conduct: I understand and agree that, as a participant in a Minot State University study abroad program, I am subject to the student conduct regulations described in the Student Handbook (available from the Director of Student Life and Housing, Dakota Hall, Lower Level, and on the internet at http://www.minotstateu.edu/student_handbook.pdf). I further understand that, if I am attending a foreign university as part of a Minot State University study abroad program, I am also subject to the conduct regulations of the host institution. Furthermore, I understand that as a Minot State University program participant, I will be viewed as a representative of my country and my university. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner.

B. Laws of the Land: I understand that as a U.S. citizen in a foreign country, I will be subject to the laws of that country. I agree to conduct myself in a manner that will comply with the regulations of my host country and the United States of America. If I should fall into legal problems with any foreign nationals or government jurisdictions of the host country, I will attend to the matter personally with my own personal funds. It is further understood that MSU may be limited in its ability to provide assistance in the event of arrest and may also institute disciplinary proceedings.

C. Program Activities: I agree to participate fully in all portions of the program and agree that any deviation I will make from the program design must be approved in advance in writing by the Office of International Programs or the on-site program director.

D. Academic Standards: I acknowledge and understand that I am responsible for maintaining an adequate standard of academic work while abroad.

E. Disciplinary Procedures/Program Dismissal: I acknowledge that MSU has sole discretion to terminate or limit my participation in the program if: (i) I engage in actions endangering to myself or others; or (ii) my conduct is considered to be detrimental or incompatible with the best interest and welfare of the program. I further agree that, if expelled from the program for such reasons, I will be responsible for all expenses incurred in returning to the United States.

F. Financial Obligations: I acknowledge that information regarding the financial nature and the cost of the program has been provided to me and I guarantee that all financial obligations will be met.

G. Independent Travel: I agree to notify the Office of International Programs, or the on-site program director (in the case of a faculty-led program), if I am planning to embark upon individual travel during the program. Where possible, I will provide the director with details of the proposed trip including plane, bus, and train schedules. I understand that I am responsible for any additional fees incurred due to independent travel.

H. Modification/Cancellation: I understand that MSU reserves the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. MSU also reserves the right to make changes to the program or alterations in the program’s proposed schedule and itinerary. I further understand that should the program, or any portion of the program, be cancelled, MSU shall have no responsibility beyond the refund of all deposits made and monies paid to MSU by participants. Minor alterations in the programs will not result in refunds. I agree that neither MSU, the State of North Dakota nor the employees or agents of either, shall be responsible or liable for any expenses or losses that I may sustain because of program modifications or cancellation.

I. End of Program: I understand that any responsibility that Minot State University has for participants on a MSU study abroad program terminates once the program is finished.

J. Dissimilarities or Differences in the Host Country: I understand that study abroad program participants are expected to make every effort to adapt to the culture and lifestyle of the host country. There may be significant cultural, economic, and lifestyle differences between the participants home country and host country including those in health care services, living conditions, transportation systems, educational systems, criminal justice, civil liberties, customs, values and acceptable behavior with regards to age and gender. I realize that participants on a Minot State University study abroad program must make themselves aware of and accept these differences as part of the program, and accept the risks associated with traveling and living in another country. I understand and agree that participants must take responsibility to educate and prepare themselves for the inherent risks associated with foreign travel and living abroad.

In addition, I understand that participants on a Minot State University study abroad program must be willing to learn about their host cultures and be open to new ideas even though they may be culturally challenging. I am aware that it is both inappropriate and culturally insensitive to use the program as a time to promote religious or political agendas; further, such behavior can cause offense and potentially place me in harm's way. I understand that, while the United States respects the right of freedom of expression, this is not a universal right and may not be protected by law in some countries. Consequently, I will demonstrate a respect for the host culture even though I may not agree with all aspects of that culture, and I understand that behavior that is inconsistent with this statement may lead to my removal from the program.

K. Insurance: I understand that international travel insurance coverage is a requisite for participation in a Minot State University study abroad program. Therefore, I agree to purchase a comprehensive international travel insurance policy for the duration of my program that will cover medical expenses abroad, emergency medical evacuation, repatriation of remains, and accidental death and dismemberment. I agree to familiarize myself with the coverage, exclusions and limitations of my travel insurance policy before the start of the study abroad program to determine what activities are excluded from coverage. I understand that policies may not cover pre-existing conditions, injuries resulting from driving motorized vehicles, certain categories of sports injuries, injuries resulting from the commission of a crime, self-inflicted injuries, or injuries sustained from participation in high-risk (extreme) sports.

L. Waiver of Liability and Hold Harmless Agreement: As a condition of my participation in a Minot State University study abroad program, I do hereby, for myself, the members of my family and spouse if I am alive, and my heirs, assigns, and personal representatives if I am deceased, acknowledge and assume the risk of participation in the program and do hereby RELEASE AND FOREVER DISCHARGE the State of North Dakota, State Board of Higher Education, Minot State University, and all their officers, faculty, or employees, any cooperating institution and agents (hereby referred to as "Releasees") whether accompanying said program or otherwise, from any and all claims, demands, actions or causes of action on account of any injury to me or my property or on account of my death which may occur from any cause during the said study program, or any continuances thereof; and I do hereby expressly covenant and agree to refrain from bringing suit or proceedings at law or in equity or otherwise as provided by law, against any of said bodies or persons on account of any and all such claims, demands, actions or causes of action.

I further AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or cost, including court costs and attorney's fees, that they may incur out of my participation in the Minot State University study abroad program including, but not limited to: (i) any incident beyond the Releasees' reasonable control, including, without limitation, force majeure, crimes of violence, acts of terrorism, natural disasters, acts of war, or government actions and restrictions; (ii) risks associated with foreign travel and living abroad, including but not limited to risks associated with health care, sanitation, transportation, crime, justice, legal systems, customs, and values; (iii) any differences in the living conditions and standards between my home and home country and the host country.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements apart from the foregoing written agreement have been made; I am at least eighteen (18) years of age and fully competent (if not eighteen, my parent(s) or guardian(s) agree with the terms of this document and sign it as such); and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

M. Arbitration and Venue: I agree that, should there be any dispute concerning my participation in the program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and determined by the laws of, the State of North Dakota.

N. Severability: I concur that in the event any clause, sentence, term or provision of this Agreement shall be held by any court of competent jurisdiction to be illegal, invalid or unenforceable for any reason, the remaining portions of this Agreement shall remain in full force and effect.

O. Signature: This agreement represents my complete understanding with Minot State University concerning MSU's responsibility and liability for my participation in the Program, supersedes all previous or contemporaneous understanding I may have had with MSU on this subject, whether written or oral, and cannot be changed or amended in any way without my written consent.

Signature

Date



Academic Recommendation Form

I. TO BE COMPLETED BY STUDENT

Please note that the recommendation form must be completed by your academic advisor or another faculty member who can speak to your academic performance. **Please type or print legibly in ink.**

Student Name _____
First M.I. Last

Student ID# (if applicable): _____ E-mail: _____

II. FERPA

Student Waiver Statement: In accordance with the “Family Education Rights and Privacy Act of 1974”, Minot State University recognizes that students enrolled in its Study Abroad Programs have the right to inspect and review all materials in their files, unless they sign the following statement:

I understand my right under the provisions of PL 39-380.513 to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candor, I have elected not to exercise my rights under the aforesaid statute and affirm that I shall not do so in the future. This waiver will remain in effect until I notify, in writing, the Office of International Programs, at which time this document will be removed from my file and returned to the author, or until the OIP destroys this recommendation.

Signature of applicant Date

III. INSTRUCTIONS TO FACULTY:

The above student has applied for admission into the study abroad program indicated. Such study places unusual demands on the student, requiring a greater degree of adaptability and of self-reliance than is usually the case on campus. If the student has signed the release above, your comments will not be made available to the student.

Please comment on this applicant’s academic and personal qualifications for successful completion of a study abroad program, answering as many questions as possible. No single negative statement will serve as the sole basis for rejection. **Please note that the student’s application cannot be reviewed until all recommendations are received.** Thank you for assisting in this evaluation.

- 1) How long have you known the student and in what context?

2) Please evaluate the applicant according to the following criteria:

	Exceptional	Above Average	Average	Below Average	Poor	Unable to Assess
Intellectual curiosity						
Academic Motivation						
Written and Oral Communication						
Responsibility						
Maturity						
Level of Independence						
Adaptability / Flexibility						
Sensitivity to Others						
Honesty						
Ability to Get Along with Others						

3) Attach a letter written on your department's letterhead that addresses the following:

Based on your knowledge of the applicant, give us your opinion of the student's ability to adapt to a foreign living environment. Keep in mind that studying and living abroad places new and different demands on students. Please express any reservations you have in advising this student to study abroad where adaptability, tolerance, self-reliance, persistence, sensitivity, emotional maturity, and academic ability will be very important.

4) Please check the statement that you think most accurately reflects your opinion as to this student's suitability for the program:

- The student has my highest recommendation.
- I recommend the student with slight reservations (noted elsewhere), and expect him/her to be successful.
- I consider this student to be a real risk but still want to urge his/her acceptance because I believe him/her to be worth the risk.
- I cannot recommend this student for the program.

Signature: _____ Date: _____

Print Name: _____

Title: _____ Institution: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

PLEASE RETURN TO THE STUDENT IN A SEALED ENVELOPE

Thank you!