

Ghana Summer Study Tour 2010 Application Instructions

Program Requirements:

Applicants normally must have a 2.5 GPA or better, maturity and seriousness of purpose, flexibility of character and the ability to deal with travel in a developing country, the ability to work well in a diverse group, and a genuine interest in understanding West African society.

Application Instructions:

1. Complete pages 1 and 2 (OAP 1) of the standard SUNY application. If using the electronic application, both pages are editable however they cannot be submitted electronically as it is not possible to save the application or to send it via email attachment.
2. Write a concise essay in which you describe your interest in the Ghana study tour and how participation in it would contribute to your academic and personal goals. The cover sheet must be signed by an academic advisor in your school (e.g. Harpur, SOM, Decker, Watson, CCPA, Education)
3. Obtain an official transcript of *all* college-level work.
4. Obtain one academic recommendation from a professor or graduate teaching assistant.
5. Complete the Judicial Review and Academic Information Release permission forms.

Applications will be accepted beginning Friday, November 13, and will be reviewed on a rolling basis. The final application deadline is February 12, 2010. ***However, early application (by November 20, 2009) is strongly encouraged, in order to participate in the early-December interviews.** Students who apply after the initial round of interviews have been scheduled will have phone interviews with Sue Lewis and Prof. Burns, and will be considered on a space-available basis.

Interviews will be scheduled for the weeks of November 30th and December 7th.

All applicants will be notified of the admissions decisions by Monday, February 22nd. A **\$200 non-refundable deposit** is due by Friday, February 26th to secure your place on the program. The mandatory pre-departure orientation meeting will be held on **Saturday, February 27th** at 9:30 a.m. The remaining payments will be due as follows:

March 26	\$1300
April 23	\$1300
May 14	\$700

If you plan to use financial aid for the program, it's important that you speak to your financial aid advisor as soon as possible. Instructions for this are attached to the application.

Completed applications should be returned to:

**The Office of International Programs
Nelson A. Rockefeller Center, G1
Binghamton University
P.O. Box 6000
Binghamton, NY 13902-6000
Telephone: 607 777-2336
<http://oip.binghamton.edu>**

Hours: Monday through Friday, 10:00 a.m. to 4:00 p.m.; Thursday 11:30 a.m. to 4:00 p.m.



State University of New York

PO Box 6000
Binghamton, New York 13902-6000
607-777-2336, Fax: 607-777-2889
oip@binghamton.edu

OFFICE OF INTERNATIONAL PROGRAMS

Ghana Study Tour

Estimate of Costs

2010

	Undergraduate	Graduate
Paid to Binghamton University		
Program Fee		
In-State	\$ 3,600.00	\$ 2,874.00
Out-of-State	\$ 1,626.00	\$ 1,530.00
SUNY International Health Insurance	\$ 83.00	\$ 83.00
 Paid to Binghamton University or your home SUNY Campus		
Tuition for 6 credits		
In-State	\$ 1,242.00	\$ 1,968.00
Out-of-State	\$ 3,216.00	\$ 3,312.00
BU Academic Management & University fees	\$ 10.10	\$ 10.10
 Additional Expenses		
Inoculations (highest estimate)	\$ 340.00	\$ 340.00
Anti-malarial medication	\$ 100.00	\$ 100.00
Passport (if student needs to obtain or renew one)	\$ 100.00	\$ 100.00
Ghanain single entry visa	\$ 50.00	\$ 50.00
Personal Expenses	\$ 400.00	\$ 400.00
 Total Estimated Costs		
In-State Students	\$ 5,925.10	\$ 5,925.10
Out-of-State Students	\$ 5,925.10	\$ 5,925.10

All cost estimates are subject to change without notice. Estimates of some costs are based on current currency exchange rates. Due to inflation and fluctuations in exchange rates, actual costs may differ.

SEE NEXT PAGE FOR COMPLETE COST EXPLANATIONS

15-Sep-09

Program Fee: The program fee covers international airfare from New York to Ghana, food and lodging in Ghana, excursions, group activities, local transportation for group activities, and administrative costs. It may be subject to some modification as we receive final bids on airfare.

Health Insurance: SUNY mandated health insurance may be waived if the student is insured under a comparable policy. If the SUNY insurance is waived, an insurance rider for medical evacuation and repatriation must still be purchased at a cost of \$6.00 per month.

BU Academic Management & University Fees: These fees apply to Binghamton students. Other SUNY campuses have their own policies regarding fees charged to study abroad students in addition to SUNY tuition.

Inoculations: The estimate of costs for the required inoculations is based on prices quoted by the Broome County Health Dept. Prices vary slightly according to the actual cost of vaccines at the time of inoculation. A revised inoculations cost sheet will be provided closer to the date of the Health Dept. appointment. Students may wish to compare the cost quoted by a family physician or by clinics in the New York City area. A caution: some of the required inoculations can only be administered by authorized public health clinics, not by private physicians. You may find that you have already had some of the inoculations, and don't need them all.

Visa: Price is for a single entry visa. Multiple entry visas cost \$80.00 and are good for three years.

Financial Aid Procedures: Financial aid is applicable to this program. Financially aided students should discuss this student budget with a financial aid counselor *before* making the decision to apply.

Once admitted to the program, students on financial aid must follow the procedure established by the Office of Financial Aid Services. It may be possible for your aid to be adjusted to assist with the additional expenses of this program. Take a copy of your acceptance letter and this cost estimate sheet to the Office of Financial Aid Services, where you will complete a form for study abroad participants. Approximately two weeks after completing this financial aid procedure, consult with the Office of Student Accounts to arrange for the disbursement of aid.

REFUND POLICY

Occasionally students must withdraw from a program right before it begins or after it has started. At Binghamton we determine refunds based on the expenses that have been incurred on behalf of the participant on the program up to the date of withdrawal. Binghamton will refund any unused funds. The Binghamton refund policy covers the following payments:

Deposits: All deposits required upon acceptance to the programs are used to initiate arrangements for the participant. They are non-refundable.

Withdrawal Prior to the Start Date: Payment of the program fee or tuition differential will be made by a deadline prior to departure. These funds are used to complete the arrangements for the participants and to operate the program. Prior to departure only unused portions of these fees can be returned. SUNY tuition is paid according to normal tuition payment deadlines at Binghamton. Unless otherwise stated in the specific program materials, the tuition is refundable until the opening of the Binghamton program.

Withdrawal After the Program Start Date: Partners and program providers may need to retain the amounts allocated for housing and/or program activities. Binghamton will retain the amounts necessary for the administrative viability of the program. Tuition is not refundable after the start of the program if it is needed to cover the participation of an incoming exchange student or if it is needed to cover the instructional cost of the program. If a portion of the tuition is unused at the time of withdrawal, it is refunded in accordance with the refund policies of the Binghamton University Office of Student Accounts. Tuition differential may be refunded in whole or in part if the partner institution is able to make such a refund and if Binghamton's own administrative costs have been covered.

Ghana Summer Study Tour 2010

Financial Aid Procedures

Financial aid is applicable to this program. Financial aid recipients are encouraged to discuss the Estimate of Costs sheet with a financial aid counselor before making the decision to apply, and again as soon as you are admitted.

Once admitted to the program, students on financial aid must follow the study abroad procedures established by the Office of Financial Aid Services. It may be possible for your aid to be adjusted to assist with the additional expenses of the Ghana program.

You must file your 2010-11 FAFSA *no later than April 1* in order for their FA to be in place prior to the start of this summer program in May.

Take a copy of your acceptance letter and the Estimate of Costs sheet to the Office of Financial Aid Services. Complete a **Study Abroad Request for Review** form provided by the Financial Aid office for study abroad participants. The form may be found online at <http://bingfa.binghamton.edu/09Forms/Study%20Abroad%20Request%20for%20Review.pdf>

2-3 weeks after completing this procedure in the Financial Aid office, consult with Terry Hall in the Office of Student Accounts to arrange for the disbursement of aid. (It takes 2-3 weeks for the updated information from Financial Aid to be entered on the computer and to be available to Student Accounts.)

If any portion of your program fee will be coming from your financial aid, you must provide the Office of International Programs with documentation, *before* the first payment deadline, that the money will be released directly to the Office of International Programs. Otherwise you will be expected to make the payment.

Unless we have documentation of direct payment from Student Accounts, you will be expected to pay for the program fee according to the payment schedule. **Finally, you will be responsible for paying any portion of the program fee not covered by your financial aid.**

STATE UNIVERSITY OF NEW YORK Overseas Academic Programs

APPLICATION

Please type or print with ballpoint pen.

Application for:

Name: _____
Last First Middle

Program Location Abroad:

University City Country Administering SUNY Campus
Please list any other programs you are applying for.

Study Period for which you are applying – check one:

~ Fall ~ Spring ~ Academic Year ~ Summer ~ Intersession Year: _____ Session (if applicable): _____

How did you learn about this program? _____

Personal Information (Please notify us of any change of address or telephone number.)

Birthdate: ____/____/____ Place of Birth: _____ Sex (M/F): ____ Married? (Y/N) ____
Mo Day Year City / State Country

Country of Citizenship: _____ Visa Status (if not a U.S. citizen): _____

Home Campus ID Number (B # at BU): _____ Home Campus: _____

Local Address: _____ Telephone: (____) _____
Number, Street Apartment #

City State Zip Code E-mail: _____

My local address can be used until the following date: ____/____/____ E-mail valid until: ____/____/____
Mo Day Year Mo Day Year

Permanent Address: _____
Number, Street Apartment #

City County State Zip Code Telephone: (____) _____

Academic Status

Major: _____ Minor: _____

Specialty within major field: _____ Academic Advisor: _____

~ Freshman ~ Sophomore ~ Junior ~ Senior ~ Master ~ Doctorate GPA (major, estimated): _____ GPA (cumulative): _____

Semester Credits Completed To Date: Undergraduate: _____ Graduate: _____

Semester Credits Currently Enrolled: Undergraduate: _____ Graduate: _____

STATE UNIVERSITY OF NEW YORK **APPLICATION**
Overseas Academic Programs

Your Name _____

Program Location Abroad _____

Administering SUNY Campus _____

Academic Background

Colleges or Universities Attended:

Name	Dates (from – to)	Credits	Degrees	Honors
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List language courses (except English) or other courses you have taken that have prepared you for this program:

Title	Credits	Grade	H.S. or College?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact Information *(Please notify us of any change of address or telephone number.)*

Name and Address of Parent or Guardian (if under 21):

Name Home Telephone (_____) _____

Street Cell or Daytime Telephone (_____) _____

City State Zip Code _____

E-mail: _____

Name and Address of person to contact in case of emergency:

Name Home Telephone (_____) _____

Street Cell or Daytime Telephone (_____) _____

City State Zip Code _____

E-mail: _____

Miscellaneous

Please describe your plans for financing your participation in an overseas study program by indicating the amount of money you expect to receive from each source.

Financial Aid: _____ Scholarships: _____ Grants: _____ Loans: _____ Parent / Guardian Assistance: _____ Savings: _____

Other Assistance Sources (please describe): _____

State briefly any additional information that may be useful in evaluating your candidacy, including any travel or residence in other countries or regions of the U.S. or anything else you wish to point out about yourself or your academic record:

Student's Signature _____

Date _____

Home Campus Study Abroad Office Signature

I am aware that this student is applying to the SUNY study abroad program(s) listed on page 1 of form OAP 1:

Your Name (please print) _____ Title, Department: _____

Signature: _____ Date: _____ Institution: _____

Your Name

Program Location Abroad

Administering SUNY Campus

To the Student

Write a concise statement of your proposed program of study abroad and how it will be related to your present academic program. Also describe the personal benefits you expect to receive from the program. Use the reverse side of this sheet and/or an additional page, if necessary. Sign your statement and submit it to your academic advisor for approval and signature. Then send it to the International Education Office of the Administering SUNY Campus.

To the Advisor

Please discuss with your advisee how this proposed program of study will complement his or her academic program. It is suggested that a copy of this signed form be retained in the student's advisement file.

Name and Title of Academic Advisor

Advisor's Signature

Date

STATE UNIVERSITY OF NEW YORK
Overseas Academic Programs

CONFIDENTIAL REFERENCE FORM
Academic Reference #1

Your Name _____

Program Location Abroad _____

Administering SUNY Campus _____

Address of International Education Office at Administering SUNY Campus _____

To the Student

This **academic reference** should be given to a professor who knows you well and is able to judge your academic qualifications for study abroad. A letter of recommendation on letterhead is also acceptable.

As this letter is confidential, it should be sent directly to the Administering SUNY Campus by the person writing the letter. You must provide a stamped, addressed envelope for this purpose. You may submit this letter yourself if it has been placed in a sealed envelope and has been signed over the seal by the person writing the reference.

I waive my right to access this reference completed by _____ Yes No
Name of Reference

Student's Signature: _____ Date: _____

To the Reference

Please return this form to the International Education Office at above address.

The student named above is applying for the designated State University of New York overseas academic program. We would appreciate your assessment of the applicant's attributes with which you are familiar. You may also attach a letter of recommendation.

How long and in what capacity have you known the student? _____

Academic attributes

	Excellent	Very Good	Good	Fair	Poor	No Evaluation
Competence in major or specialization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic interest and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for independent study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-academic attributes

	Excellent	Very Good	Good	Fair	Poor	No Evaluation
Level of maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to new or unstructured circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence and self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please state frankly your opinion of this candidate's ability to suitably represent both their home campus and the USA in a study abroad program, weighing both strong and weak points. Please use the space below or the reverse side of this page. You may also add or attach a letter of recommendation.

Your Name (please print) _____ Title, Department: _____

Signature: _____ Date: _____ Institution: _____

Binghamton University
Agreement to Release Information

I. Permission to Release Academic Information for Application to a Binghamton University International Exchange or Study Abroad Program

Binghamton University works with universities and non-profit organizations to host our international exchange and study abroad programs. Often it is a requirement for officials of these universities to review the academic record of each prospective participant as part of the acceptance procedures. We need your permission to forward your study abroad application to our partners. The materials include the application form, study statements, letters of reference, and transcripts as well as any additional material included in your application. Only the officials directly involved in the evaluation of your application and in academic advising for your program will have access to your file.

Please sign this form and return it to the address below. It should accompany the regular State University of New York application form. **The application will not be considered until this form is on file** in the Office of International Programs (OIP). Keep a copy for your own records.

1. I authorize the staff of Binghamton University's Office of International Programs to send my academic application materials, including my transcript(s), to the prospective host institution if necessary.
2. If accepted, I understand that grade reports or academic transcripts of work I undertake and complete at my host institution will be sent to the Office of International Programs at Binghamton University at the end of the program.
3. All communication with the prospective host institution will be channeled through the Office of International Programs.
4. I agree to notify the Office of International Programs immediately at Binghamton University if I no longer want to be considered for placement or if I change my residential address, e-mail address, or phone number.
5. I will check my e-mail regularly, since the Binghamton OIP will use that means of communication most often during the application and pre-departure processes.

DATE _____

NAME _____
(please print)

SIGNATURE _____

See Reverse

II. Permission to Release Information

Name: _____ Semester Abroad: _____
(please print legibly)

Because communication is so important between students who will be traveling abroad and their parents, and between students and parents and the University, we will be sharing information regarding program arrangements or program changes, study abroad procedures and policies, financial aid or other financial issues, health insurance or other health matters, travel arrangements and personal safety with your parents or guardian, or other designated family member, if they request it.

By signing this form, you give us permission to discuss information of this kind with your parents other designated family members. Your permission is required for participation on a Binghamton or Other SUNY program.

Please indicate the names of any, and at least one, parent, guardian or other responsible family member or adult who may be contacting us for information related to your study abroad program:

First:
Full name: _____ Email address: _____
Relationship: _____
Address: _____
Phone numbers (work, home, mobile): _____

Second:
Full name: _____ Email address: _____
Relationship: _____
Address: _____
Phone numbers (work, home, mobile): _____

Third:
Full name: _____ Email address: _____
Relationship: _____
Address: _____
Phone numbers (work, home, mobile): _____

I am over the age of 25 and am legally and financially independent of my parents. Do not release any information about me to a parent or guardian. _____
(initial)

*Date this release expires and is no longer valid: _____

Your signature: _____ Date: _____

*We suggest you use a date one month after the end of your program.



State University of New York

PO Box 6000
Binghamton, New York 13902-6000
607-777-2336, Fax: 607-777-2889
oip@binghamton.edu

OFFICE OF INTERNATIONAL PROGRAMS

Binghamton University Study Abroad Application
Judicial Review Form for non-Binghamton Students

Binghamton University requires a judicial review of all applicants for Binghamton-sponsored study abroad programs. It is necessary for us to be informed of any judicial record that exists for any participant. The existence of judicial records at the participant's home university does not necessarily mean denial of admission to a program; however, the information must be reviewed by the Office of International Programs (OIP) study abroad or faculty advisor responsible for the program in order for a determination to be made. Each non-Binghamton applicant, regardless of home campus, is required to provide this authorization even if there is no judicial record.

Instructions for the non-Binghamton Student: Please complete the appropriate section of this form and then bring the form to the Judicial Officer on your home campus. Be sure to fill in your name at the top of page 2.

Instructions for the non-Binghamton judicial officer: The student named on this form has authorized release of his/her judicial record to Binghamton University. Please complete the second section of this form and then return the form to us directly by mail to the address listed above, fax to the number listed above, or e-mail to Colleen Parks, Secretary, Office of International Programs, (cparks@binghamton.edu). A prompt response is appreciated.

I. To Be Completed by the Non-Binghamton Student:

Last Name First Name

Home Campus ID Number Binghamton program for which you are applying

Have you been convicted of a felony since matriculation in your current degree programs? yes no

Have you ever been suspended, dismissed, or expelled from a college or university? yes no

Name of Judicial officer on your home campus Phone Number for Judicial Officer

Email address for judicial officer Fax Number for Judicial Officer

Please give your consent by agreeing with your signature to the statement below.

Under the provisions of the Family Education Rights and Privacy Act, I authorize the judicial affairs officer named above to discuss all information related to any judicial affairs review on the campus at which I am matriculated with the appropriate Office of International Programs staff members and, if appropriate, with the associated faculty program director, for the purpose of determining my participation in a study abroad program.

Student Signature Date release signed

Date this release expires and is no longer valid. (We recommend a date at the end of the semester in which you are studying abroad.)

Student's Last Name

Student's First Name

I. To Be Completed by the Judicial Affairs Officer

1. _____ The student named above and on the reverse side of this form has no judicial record on our campus.
2. _____ The student named above and on the reverse side of this form does have a judicial record on our campus. Please explain the nature of the offense, the sanctions, and compliance with the sanctions.

Printed name of individual authorized to complete this form

Signature

Title

Date

Please return this form to our office directly

By Mail: Office of International Programs, Binghamton University, Binghamton, NY 13902

By e-mail: to Colleen Parks, Secretary, Office of International Programs, (cparks@binghamton.edu).

By fax: 607-777-2889

PASSPORTS

Do you have a valid passport?

If your answer is "yes," check the expiration date. Will it be valid for 6 months beyond the end of your study abroad program?

If your answer is "no" to either of the questions above, apply for a passport now!

Do not wait until you are accepted into a program before applying for or renewing a passport for your country of citizenship. Increasingly we see that there are sometimes delays with the process. Many countries now require a visa application in advance of travel, and you may need to have your passport early in order to have enough time for such visa procedures.

DO NOT DELAY! GET YOUR PASSPORT NOW!

For a United States passport application form, go to:

<http://travel.state.gov/passport>

Once you have gathered and completed all the documentation required for a new or renewed passport, you can apply in person at many post offices, some public libraries and a number of county and municipal offices.

(Binghamton University students may find it convenient to apply at the main post office in downtown Binghamton.)

**U.S. Post Office
115 Henry Street
Binghamton, NY 13901
(607) 773-2145**

Office of International Programs
NARC G-1
Binghamton University
Binghamton, NY 13902-6000
phone: 607-777-2336
fax: 607-777-2889
e-mail: oip@binghamton.edu