**Academic Advisor Guide to Education Abroad**

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**Greetings!**

Dear Academic Advisor,

Thank you for taking the time to learn more about Education Abroad at UW. The Education Abroad Office is pleased to provide you with this guide for academic advising and Education Abroad. The time that you take to meet with your students is invaluable; they would never be able to study abroad without your support, so thank you!

Recognizing this important role that you play, we would like to provide you with additional resources to assist you in advising your students as they prepare to study, intern, research, or participate in service-learning abroad. This guide contains information about our programs, the initial steps to prepare to go abroad, the advising process, and other resources available to students.

Each year we send over 600 UW students abroad on one of our international programs. We hope that number only continues to grow along with the support of internationalization at UW. This will only be possible with the support, collaboration, and enthusiasm of our campus partners!

We hope that you find this guide useful as you work with your students. As always, please feel free to reach out to any of us if you have any questions.

“The world needs more Cowboys … Abroad!”

Best,

UW Education Abroad Team

**Overview of Global Engagement Office**

**What is WyoGlobal?**

 In case you have heard the term on campus, or wondered where the International Programs Office (IPO) went, the Global Engagement Office (GEO), or WyoGlobal, is the new home of internationalization at the University of Wyoming. Units within WyoGlobal include International Students & Scholars, Education Abroad, Center for Global Studies, and English Language Center. Whether recruiting and supporting international students, providing exchange and study abroad opportunities, supporting faculty-led programs abroad, providing English language support, funding research abroad, facilitating global partnership development, coordinating immigration for new international hires, or assisting with visiting dignitaries, we support the entire UW community in achieving their internationalization goals. Stop by and visit us in the Cheney International Center to learn more about the programs and services we offer the UW campus community to promote global citizenship, inform visitors, and to communicate with our partner institutions abroad.

For more information on what WyoGlobal is up to, please see the [website](https://www.uwyo.edu/global/).

**What is Education Abroad?**

 Education Abroad (EA) at the University of Wyoming connects the campus community with international study, research, service learning, and internship opportunities through 400+ programs in 83 different countries. EA welcomes exchange students from over 40 international partner institutions to Wyoming every year. Our students earn UW credit towards major, minor or general education requirements on academic year, semester, J-term, summer and faculty-led short-term programs.

Our website is a great resource for information about education abroad. It covers many of the important questions students have before studying abroad, from program types, costs & scholarships, to applying for a program. Additionally, you can explore program in our Cowboys Abroad Portal. Lastly, there is information for our incoming international exchange and National Student Exchange students.

Education Abroad Staff

Shelley Jewell – Director of EA

Sara Robinson – Assistant Director of EA

Dianne Thompson – EA Coordinator

Susan Alt – EA Coordinator

In addition to our staff, we also have on average 3 student employees each semester who are trained and able to help students.

**Our Program Offerings**

**Study**

UW offers a variety of different study abroad programs. Students are able to enroll in coursework abroad and earn credit towards their degree; students can complete major/minor requirements, Gen Ed requirements, and elective requirements abroad. Students have the opportunity to take a class abroad taught by a UW faculty member or enroll directly in a university on an exchange or through a program provider.

UW Exchange Partners

Institutions/universities with whom UW has a two-way relationship. Students earn transfer credit while still paying tuition and fees directly to UW. Incoming and outgoing students enroll as visiting students.

UW Direct Enroll Partners

Students enroll directly in a partner university abroad, pay tuition and fees to the partner university, and receive transfer credit.

UW Program Providers

Third-parties that facilitate education abroad programs in locations where UW does not have direct partnerships. Students pay one set fee directly to the provider which usually covers tuition & fees, housing, meals, cultural activities, etc.… In addition, these organizations also provide on-site support.

UW Faculty-Led Programs

Programs created and taught by UW faculty in which UW students study a wide variety of subjects or participate in field research, both in a wide variety of locations. Students pay tuition and program fee, which usually includes housing, transportation, meals, etc.., directly to UW.

**Research**

Opportunities to conduct research abroad are also offered through our office and the Center for Global Studies. In addition to independent research, we also offer summer research programs through our providers. Advisors and students should feel free to reach out to us for more information.

**Internships**

Our provider programs have “customized” internships, fitting the internship to the student rather than the student competing with others for one internship placement. This is an excellent way to gain work experience overseas and build their resume. Students can get required academic program credit for these internships at UW or UW Independent Research Credit or can have the option to “transfer” their internship credit back to UW. Programs lengths run from 4-12 weeks.

**Service Learning**

Sustainable volunteer opportunities where students participate in give back projects for the global community in a variety of locations. Projects are available in a variety of areas: arts, business, community development, environment & conservation, education, & health services. Program lengths span from 2-10 weeks (usually over the summer).

**Student Teaching (Consortium of Overseas Student Teaching)**

Education students now have the opportunity to participate in practicums abroad and/or complete a portion of their student teaching abroad. For more information about the COST program and practicums, students should speak with our office and their academic advisor early on in their undergrad career.

**Intensive Language Programs**

Students interested in studying a language abroad might also be interested in an intensive language program. UW offers several options for intensive language learning abroad including, faculty-led programs and program provider options. To receive more information about the language programs please get in touch with us.

**The UW London Semester**

A unique consortium program facilitated by our office with program provider, AIFS, and offered each spring semester. Students have the opportunity to earn UW credit while studying in central London and taking courses taught by UW faculty and adjunct British faculty. Courses rotate from year to year and often include English, Art History, British Cultural Studies, Theatre and Dance, International Studies, and Political Science. Students also have the option to participate in an internship at the same time. This program is a great option for 2nd semester freshman and students with multiple Gen Ed or Elective credits to complete.

**The UW Rome Semester**

The Rome Semester was added in 2022 to offer UW faculty members a chance to lead a study abroad program in Rome, Italy in alternating fall semesters.  This opportunity works in partnership with the American Institute for Foreign Study (AIFS).  AIFS provides logistical support and housing for the program, and they arrange excursions for UW faculty and students during the semester abroad.  Students pay AIFS directly, take courses for direct UW credit, and can also add an internship for credit if desired.  The Rome semester is led by a UW faculty member who teaches two courses of their choosing and a rotation of local professors who teach elective courses at the AIFS Rome Center.  UW faculty collaborate with Education Abroad to promote and recruit for this program.

**National Student Exchange (NSE)**

National Student Exchange (NSE) is a great option for students looking to gain academic/field experience at another top university in the US and network in their desired area of future employment. Students can spend a semester studying at another school within the continental US and Canada, as well as Hawaii, Alaska, Puerto Rico, Guam, and the US Virgin Islands.

**How Students Go Abroad**

**When:**

Students can participate in an EA program for the full academic year, the fall or spring semesters, over the summer, and/or during the J-term winter break. Students are limited to one full academic year (two semesters) of study abroad. Students may participate in an unlimited amount of summer, J-term, faculty-led, internships, and service-learning programs.

**Eligibility Requirements:**

* Minimum 2.75 UW GPA (\*some partners have higher requirements)
* Completed 30 credits - transfer students can apply their transferred credit (with a GPA) from previous institutions toward this requirement.
* Must not be on academic and/or disciplinary probation.

**Deadlines:**

 UW Application Deadlines

 Fall Programs: March 15th deadline

 Spring Programs: October 15th deadline

Summer Programs: Typically March 15th, varies by program

J-Term Programs: Typically October 15th, varies by program

*\*Some programs (ISEP, faculty-led, certain affiliate programs and partner institutions) have earlier deadlines than UW or are highly competitive placements. Students should plan ahead in order to meet early deadlines and guarantee placement.*

**When to Apply:**

Education Abroad operates on a different application cycle and yearly schedule than the rest of UW. For this reason we highly recommend that students start this process sooner rather than later. Students should Plan Ahead! We encourage students to meet with us during their freshman year, even if students are undecided about whether or not they want to study abroad, it’s always best to start thinking/learning about it NOW! Ideally first year students will work with their academic advisor to determine where/when in their degree plan will be the best time. At the very least, we recommend that students begin looking at programs and contacting our office a year in advance of their planned EA experience. Although, we can still work with students a semester before departure.

**How Students Can Apply**

**Come Meet Us!**

Students should attend one of our events or come into the office for a general interest/ pre-advising session. Students can meet with our program assistants for this initial meeting.

Additional instructions/directions will be given to students once they begin this process and have met with one of our program assistants for a pre-advising meeting.

**Exploration**

**The following are instructions we give to students before their first appointment with their EA advisor:**

1. First stop is to go to uwyo.edu/uwyoabroad
2. Explore the Cowboys Abroad Portal and look through our 400+ programs. Students can search by program type, area of study, location, language of instruction, etc…
3. Once you’ve found a program that interests you (it doesn’t have to be the exact program you’d like to participate in) and you have read the information about this program, click Apply Now on that program to begin the initial advising for study abroad. \*This does not lock you into that specific program or any program at all – it merely starts the process of working with our office to find a program that will be a good fit.
4. You will then schedule their first advising appointment with one of our advisors. The advisor will help you determine which program to choose.

*\*Note: students may not apply to more than one program at a time. ISEP is the only exception to this rule.*

**Academic Advising for EA**

**Advising for EA**

Primarily we focus on student goals and area of study before location when advising students. We discuss their academic, professional, personal and social goals in going abroad. We ask about their major and if they have uncompleted electives or Gen Ed credits left in their degree plan. If they do, we advise them to keep some for the semester that they plan to be abroad. Next, we ask about whether or not they plan to take major courses while abroad. If this is the case, as it often is, we discuss if their ideal location is a good option for that and/or share other options that may be a good fit for their major/course requirements.

Often, we send students off with a couple of possibilities and a budget template to bring home and think about. They are also shown how to access course syllabi, or at least course titles/descriptions of courses that they could study at that university or through the provider.

**We tell students before they leave our offices that they should:**

1. Look at your degree evaluation to determine which courses you need to complete your degree requirements.
2. Print a copy of your degree evaluation.
3. Look at the courses available at the host university or provider/direct enroll program you are interested in to find courses you think will be a good academic fit, as well as a few alternatives.
4. Print all of the course information you can gather (I.e. course descriptions, syllabi, etc…).
5. Share these materials with your academic advisor. *We inform students not to expect the advisor to know the equivalencies or to be able to make the final determination – the faculty members always have the final say.*
6. Visit with financial aid to see how your particular financial aid and scholarship package works with your program or the programs you are considering abroad. As every student’s package is different, we advise you to hear this directly from the source. Laurie Jaskolski is the go-to financial aid advisor for all Education Abroad related inquiries.

Some students do come in and ask specifically about a good fit for their major and we present them with options we know to have strength in that area. For example, if a student is a business major we point them towards our AACSB accredited partners and share which providers work with universities that are also AACSB accredited or transcripted through AACSB accredited institutions.

**Appreciative Advising**

*“Appreciative Advising is the intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experiences and achieve their dreams, goals, and potentials.”* When advising students at the Education Abroad Office, we use a hands-on approach with students called *appreciative advising*. We use this six-step process to learn more about students and their academic/professional goals in order to find a program that best fits their needs. Appreciative advising is an ongoing, collaborative practice where advisor and advisee work together to better serve the student. To learn more about appreciative advising and our approach to advising students on education abroad programs, please view the information sheet provided in the appendix.

**Registration/Placeholder Courses**

The Education Abroad office walks students through the registration process for Education Abroad placeholder courses at their pre-departure orientation. We will give them both the Course number (Exchanges: UWYO4001 & Providers/Direct Enroll: UWYO4000) and CRN, they are expected to still meet with you, however, to receive a PERC #. Registration for the placeholder course ensures that students maintain their active student status at UW and that no application for readmission will be required upon return. Additionally, students must be registered for the placeholder course in order to access scholarships and financial aid.

*\*Note: students are required to attend the pre-departure orientation before they will be allowed to register for the placeholder course. Pre-departure Orientation is often after students would be registering for courses at UW, please understand that they will not yet have their course information when they come to you and that we will share this with them shortly.*

**Grades/Assessment Abroad**

Students’ grades will count towards their cumulative and overall GPAs, however, they will not count towards their UW GPA. Students must take this into consideration when they study abroad. They must maintain SAP and be successful in order to keep any GPA based scholarships that they have while at UW. Although some students from other schools may take courses as Pass/*Fail, our students do not.*

*\*Keep in mind that some academic systems are more challenging or independent environments than UW and the American Grading System is generally viewed as inflated. Students should be prepared to work just as hard, if not harder, to maintain good grades while abroad. The idea that courses will be “easier” abroad is often a myth.*

It is also worth noting that assessments may be between 10% and 70% of the student’s total grade in their course abroad. Each academic system is different and this is part of the cultural adjustment our students have to make while abroad. Some systems have more writing, but less reading; more self-study, but less homework; less group work, and more lecture based classes; etc.

**Transcripts**

Once Education Abroad receives the transcript, which typically takes anywhere from 2-6 months, we will email a digital copy of the transcript to the Admissions Office and to the student, with a reminder to upload their syllabus/syllabi to the [Transfer Relations Qualtrics form](https://uwyo.sjc1.qualtrics.com/jfe/form/SV_4MVxSns4GoITP2B).  Our Pre-Departure Orientation materials instruct students to keep syllabi and coursework materials from their time abroad.  It is the students’ responsibility to ensure that non-English syllabi are translated.  Transcripts will be loaded as 1000-level electives until the syllabi have been evaluated by faculty and transfer credit is determined.  Students have one year from the end of their study abroad period to submit syllabi for review.

**Financial Aid & EA**

**FAFSA/UW Scholarships**

Each student has their own unique, individual aid package that they receive. Students should check with Financial Aid to see if/how their aid can be applied to Education Abroad. Our go-to FA advisor concerning Education Abroad is Laurie Jaskolski, feel free to direct students to her.

**Education Abroad Scholarships**

UW offers a large amount of scholarships specifically for Education Abroad opportunities. Students can access the applications for these scholarships on WyoScholarships.

**Cheney Endowment**

UW has the largest education abroad scholarship endowment of any public land-grant university in the US. A competitive scholarship, we give over $300,000 to Education Abroad students each year. Eligible students may receive a Cheney Grant twice during a 4 year degree track. For more information on how to apply students should contact our office.

 Cheney Award Types\*

 Cheney Faculty-Led – specifically for students participating in faculty-led courses

 Cheney Study Abroad Grant – general fund for study abroad students

Cheney Fellowship for Excellence in Study Abroad – scholarships awarded each semester for research, internships, and student teaching.

\*Three different applications, eligibility requirements, funding levels, competitiveness

 Cheney Application Deadlines

 Fall Programs: March 15th

 January Programs: November 1st

Spring Programs: October 15th

 Summer Programs: April 1st

**Other Funding Opportunities**

If students are interested in pursuing other funding resources outside of the university, please direct them to our office. There are numerous opportunities available that we are more than happy to assist students in pursuing.

* Program Providers – Our partner programs offer several scholarship opportunities to students participating in one of their study programs.
* Federal Scholarships – There are several, government funded scholarships for Education Abroad that UW students are eligible to apply for:
	+ Gilman Scholarship – If a student is a Pell Grant Recipient or Pell Eligible, they are qualified applicants for this scholarship sponsored by the US State Department.
	+ Boren Scholarship – An initiative of the US National Security Education Program, the Boren Scholarship provides funding opportunities for students to study less commonly taught languages in world regions underrepresented in education abroad, particularly in areas and fields critical to US national Security.
	+ Critical Language Scholarship – An intensive language and cultural immersion program, CLS provides funding for students studying and mastering foreign languages that are critical to US national security and economic prosperity.

*\*For information about other funding resources please have students get in touch with our office.*

**Bridge Loans**

Students who need an advance on their financial aid prior to the regular semester disbursement schedule in order to pay for their education abroad program might be eligible for a Bridge Loan.  For more information, the process and the necessary forms, students can work with Education Abroad and Student Financial Services specifically Ms. Mary Harris (mharri50@uwyo.edu).

**Cost of Attendance**

All students, are assigned an estimated cost of attendance (COA) each academic year that includes expenses for tuition/fees, room/board, books/supplies, transportation, and personal expenses. Students who are studying abroad are likely to incur additional expenses outside of their normal COA.  **Students who would like to have their abroad expenses considered in their COA, should complete the Study Abroad Cost of Attendance Review Form and attach official documentation from the Program they are attending, containing estimated cost for each expense to be considered.** Student requests will not be considered until the Office of Scholarships and Financial Aid receives all required information. Education Abroad can provide students with the form and assist them with completing it.

**How To Meet Us**

**Drop-In**

Our office is open for drop-in advising Tuesdays and Wednesdays from 10:00am – 12:00pm.

**General Information Sessions:**

Email our office to schedule a general info session with one of our student program assistants. Each one has studied abroad, and can give great overviews about study abroad.

**Education Abroad Fair:**

We host two UWYO abroad fairs each academic year, one at the beginning of each semester. Please keep in contact for updates on future fair dates. Also, let us know if you would like “save the date” promotional materials to give away in your office.

**International Education Week:**

IEW is an opportunity to celebrate the benefits of international education and exchange worldwide. This joint initiative of the US State & Education Departments is an effort to promote programs that prepare Americans for a global environment and attract future leaders from abroad to study, learn, and exchange experiences. UW holds a variety of events each year during the 3rd week of November to promote both Education Abroad and internationalization at UW in collaboration with all of GEO. Please let us know if you would like to recommend, request, or sponsor a session, event, or panel.

Examples include: College of Business EA panel, Honors Abroad, Mechanical Engineering Abroad, and more.

**Social Media:**

For more info, regular updates, and insights into what EA looks like for students, please follow us on these social media platforms.

 Instagram: @uwyoabroad

 Facebook & Youtube: UWYO Education Abroad

**FAQ’s**

**Where can students go abroad through UW?**

We offer over 400 programs in over 80 countries. The list below is reflective of current program offerings and is subject to change.

**North America:** Canada, Mexico, (Puerto Rico, Guam, US Virgin Islands)

**Central/South America:** Belize, Costa Rica, Guatemala, Nicaragua, Panama, Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Peru, Uruguay

**Europe:** Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Malta, Netherlands, Norway, Poland, Portugal, Spain, Sweden, Switzerland, United Kingdom (England, Wales, Scotland, Northern Ireland), Iceland, Bulgaria, Bosnia

**Eurasia/Middle East:** Kazakhstan, Kuwait, Jordan, Israel, United Arab Emirates

**Africa:** Botswana, Ghana, Kenya, Morocco, Namibia, Senegal, South Africa, Tanzania, Tunisia, Zambia, Madagascar, Rwanda, Uganda, Eswatini(Swaziland), Cameroon, Zimbabwe, Mozambique

**Asia:** Bhutan, Cambodia, China, Hong Kong, India, Indonesia, Japan, Malaysia, Mongolia, Nepal, Singapore, South Korea, Taiwan, Thailand, Philippines, Vietnam

**Oceania:** Australia, New Zealand, Fiji, Samoa

**Do students earn academic credit on Education Abroad programs?**

 Yes! All UW Education Abroad approved programs are credit-bearing. Students can fulfill general education, major, minor, or elective requirements. Honors credit may also be available. All programs offering at least 1 credit hour will be eligible for Cheney Scholarship funding.

**Do Education Abroad programs offer UW credit or transfer credit?**

 Both! Faculty-led programs and The London/Rome Semesters are all available as UW credit. Exchanges, direct enrolls, and provider programs earn transfer credit (from both domestic and international universities).

**How far in advance should students start planning?**

 Students should start planning their Education Abroad experience well in advance. The earlier they begin planning, the more options they will have, especially for scholarship funding. At minimum, we typically recommend that students start planning a year in advance of their anticipated program start date. However, starting the process in their first year at UW is ideal. Students can begin studying abroad after they have 30 credits at UW so Freshman can often go as early as the summer after their 1st year. Transfer students can go abroad after they have 30 credits (as long as it’s connected to a GPA from another institution) so they can go as early as J-term their first year if they enter in the fall. Generally, deadlines are October 15th for J-term and Spring, March 1st for Summer, and March 15th for Fall. With this in mind it is ideal for students to be meeting with their academic advisors and study abroad advisors almost a year in advance. Although we can work with shorter time periods, students may miss out on scholarship opportunities, program discounts, or even not be able to go on their first choice exchange program as some of our more competitive exchanges fill up fast (ie UK and Australia).

**How long are programs?**

 There are a variety of program lengths to serve students’ needs. Programs last as little as 10 days to as long as a full academic year. Students should keep in mind that universities abroad and partner program semesters do not always line up exactly with UW semesters. There are later/earlier start and end dates each semester. Students are expected to be back for the beginning of their next semester at the University of Wyoming, no exceptions will be made.

**When can a student go abroad?**

 Students must have 30 credits completed (this includes transfer credit and dual college credit, but not AP, IB, or CLEP credit) in order to go abroad on a UW approved program. Usually, sophomore standing or higher. We require that transfer students spend a full semester on campus before going abroad. Freshman are generally not allowed to participate in EA programs, with a few exceptions (FYS and London Semester).

 Students that meet these requirements can go abroad at almost any time in their college career. We would only caution the last semester of senior year as it often takes 2-6 months for an international transcript to be received and we would not want this to prevent a student from graduating on time. Academic year, fall, spring, summer, and J-term programs are all available. We encourage students to work with you, their academic advisor, early on to determine the best time to go abroad for their specific degree track.

**Are there special circumstances for going abroad 2nd semester senior year?**

 Students in their final semester at the university are invited to participate in any Education Abroad program. However, transferring credit back to UW may take anywhere from 2-6 months. Students who have completed degree or university credit requirements abroad will not be eligible to graduate until their transfer credits from abroad have been process. Generally, we recommend that students not plan to graduate until the term after they return.

**How does advising work in Education Abroad?**

 Our office has a team of program assistants available to provide initial general advising. All program assistants have studied abroad and undergone a rigorous training program. They can speak candidly with interested students and provide helpful insights from a student’s perspective. Program Assistants help students on a drop-in basis or in one-on-one sessions scheduled through our email.

 After this initial advising (pre-advising) students will then be given additional instructions on the advising/application process, in order to meet with one of the EA advisors. When students meet with the EA advisors, they will discuss programs on a more detailed basis, requirements, visa info, etc. They will also check to make sure that the student’s goals/expectations meet the program or programs that they are thinking about.

**What if a student wants to participate in a non-UW program?**

 We cannot stop a student from participating in a non-UW sanctioned program, but students need to be aware that they do so at their own risk. Official UW programs are coordinated through the Education Abroad Office. Programs operated through our office undergo an approval process with risk assessment to ensure quality intercultural experiences and confirm the academic validity of the onsite program. Over 400 international opportunities have been approved at UW. The Education Abroad Office strongly encourages students to participate in one of UW’s official programs. There are many benefits to participating in an official program including, but not limited to:

* Access to a wide variety of Education Abroad & UW scholarships
* Access to transfer credit pre-approval assistance
* Eligibility for UW international medical and travel insurance policy
* Course credits abroad are eligible for UW credit
* Pre-departure orientation services and workshops
* Assistance with financial aid coordination
* 24/7 emergency support system
* Returning student resources such as re-entry programming and professional development workshops
* Eligibility to become a UWYO Abroad Ambassador upon return

*\*Students participating in programs not approved by our office need to be aware that the University is not responsible for any aspect of the program, they will not receive financial aid and may need to take a leave of absence.*

**Thank You!**

 From the entire Education Abroad Office, thank you for taking the time to read through the Academic Advisor’s Guide to Education Abroad. We hope this has helped provide a better understanding of the Education Abroad process. Again, study abroad would not be possible without your commitment and assistance to students.

 Should you like to schedule a time for our office to meet with your department to discuss our policies and procedures, do not hesitate to reach out. We are happy to present to groups of any size regarding the material found in this guide.

 Additionally, our office organizes major-specific information sessions/presentations throughout the year for various departments and faculty members on campus. If you are interested in organizing a presentation tailored specifically to your students’ needs, please let us know. We would be delighted to do so!

Inquiries can be directed to our email, **uwyoabd@uwyo.edu**, or by phone, **(307) 766-3677**.

**Appendix**

Appendix A: Education Abroad Experience Types

Appendix B: Education Abroad Program Offerings

Appendix C: Education Abroad Advising Questionnaire

Appendix D: Budgeting for Education Abroad Template

Appendix E: Appreciative Advising Information

Appendix F: Education Abroad Scholarship Information