STUDY ABROAD
Manhattanville COLLEGE®
Living the Mission

Manhattanville College offers, as part of its commitment to global and intercultural learning, the possibility of an international study abroad experience. All Study Abroad experiences seek to further the college's mission: 

*To educate students to become ethically and socially responsible leaders for the global community.*
### Three types of programs

<table>
<thead>
<tr>
<th>Direct Exchange</th>
<th>Cooperative</th>
<th>Independent</th>
</tr>
</thead>
</table>
| • 1 to 1 exchanges  
• Min 3.0 GPA  
• Faculty Interview  
• Faculty Selection Process  
• Courses count in GPA  
• All institutional and federal aid is available | • Typically Mville sends 8-15 per year  
• Min 3.0 GPA  
• Faculty Interview  
• Faculty Selection Process  
• Courses count in GPA  
• 10K max Mville Aid and all federal is available | • Any number can go  
• GPA 2.5 or higher depending on program  
• Direct enrollment with overseas institution  
• Transfer credit only doesn’t count into GPA  
• Federal Aid is available |
1) Direct Exchange Programs

- **England**
  - Roehampton University, London

- **Ireland**
  - National University of Ireland, Maynooth

- **France**
  - Universite Paul-Valery/Montpellier III

- **Japan**
  - Kansai Gaidai University, Osaka
  - Keio University, Tokyo

- **Puerto Rico**
  - University of Sacred Heart, Santurce
2) Cooperative Program Providers

- API ABROAD
- AIFS STUDY ABROAD
- CIS ABROAD
- CCIS ABROAD
- IES ABROAD
- CIEE COLLEGE STUDY ABROAD
- SIT STUDY ABROAD
- STUDY ABROAD.COM
- HISA STUDY ABROAD
3) Independent Programs

As long as you get course approval in advance, the world is your oyster. But it is up to YOU! You must research and do all the grunt work yourself. This can be a considerably cheaper option

- You can go through a study abroad provider
- Enroll directly with an overseas institution
How to Apply

It is a competitive three step process
Step One – elements needed

- Application
  - Demographic information
  - Program choice
  - Code of Conduct Disclosure
  - Essay
  - Unofficial transcript
  - Student Planning Audit with SA semester and subsequent semesters planned
  - Course Equivalency Approval Form

- Faculty Recommendations (2 are needed, 1 from your major)
  - On the application you are telling us who you will be contacting as a reference.
  - It’s up to you to contact them and share the form to complete

- Course Equivalency Approval

https://oiss.wufoo.com/forms/study-abroad-application/

DEADLINE FEBRUARY 24, 2019 - midnight
Application

– Demographic information
– Program choice
– Code of Conduct Disclosure
– Essay
Student Planning

- Plan out the courses you will take equivalents of during your semester away
- Plan out the remaining semesters of coursework to complete your degree program
- We realize things change, but we need to see your BIG PICTURE
Plan the Mville courses you want to find equivalencies for on your semester away. Also plan out the rest of your college career. Yes, we know this many change, but plan it anyway.
Once you finish planning, go to MY PROGRESS.
Print/Save as a PDF for uploading
Course Equivalency Approval

Students must obtain the Mville course equivalency for all study abroad courses. A minimum of 12 credits must be taken abroad to maintain full time status. Please take the following steps to ensure your study abroad courses transfer to Manhattanville upon your return:

• Review the course offerings from your study abroad provider.
• Meet with your academic advisor to discuss which courses fit into your study plan.
• Select the courses you want to take abroad and enter them on this form.
• Contact department chairs to obtain remaining equivalencies. Bring course descriptions and syllabi from program provider websites.
• Obtain adviser signature once the form is complete. Your adviser can also help obtain approvals for Gen Ed requirements.
Course Equivalency Approval Form

Students must obtain the McVille course equivalency for all study abroad courses. A minimum of 12 credits must be taken abroad to maintain full time status. Please take the following steps to ensure your study abroad courses transfer to Manhattanville upon your return:

- Review the course offerings from your study abroad provider.
- Meet with your academic advisor to discuss which courses fit into your study plan.
- Select the courses you want to take abroad and write them on this form.
- Contact department chairs to obtain remaining equivalencies. Bring course descriptions and syllabi from program provider websites.
- Obtain advisor signature once the form is complete. Your advisor can also help obtain approvals for Gen Ed requirements.

SCAN AND UPLOAD THIS FORM WITH YOUR APPLICATION

Note: Though grades from coursework, international and direct exchange do not factor into your GPA, they do count toward scholarship eligibility.

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad Program:</td>
<td>Term:</td>
</tr>
<tr>
<td>Academic Adviser Name &amp; Signature:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foreign Course Name &amp; Number</th>
<th>Credits</th>
<th>MC Equivalent Course Number</th>
<th>Credits</th>
<th>Approver Name &amp; Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit a scanned copy of this form with your study abroad application.
Uploads

– Unofficial transcript
– Student Planning Audit with SA semester and subsequent semesters planned
– Course Equivalency Approval Form
Street Address
Address Line 2
City
Postal / Zip Code
Country

What is your current housing status?
- Residential
- Commuter

Anticipated Graduation Date
- SELECT ONE

The program I would like to attend is:
- SELECT ONE

Title of Program: (COOP & Independent only)

Semester/year I want to go abroad:
- SELECT ONE

Upload: Unofficial Transcript
- Choose File

STUDENT PLANNING with Study Abroad Semester
- Choose File

Upload: Course Equivalency Pre-approval Form
- Choose File

UPLOADS
Faculty Recommendations

Please note that at least one recommendation should come from a member of your major department. Hopefully, you have asked your proposed reference in advance. It is never wise to ask and send the form in the same email, especially if you want a positive result. These references go directly to the Study Abroad Office and not back to the student.

Once you know your references are on board:

• Create emails to your references (2)
• Subject Line: Recommendation for Study Abroad
• In the body of the email include: Your Name, Your Program Title and Country, and your college ID (this is needed for your reference to complete their form)
• Copy and paste the following link into the body of your email
  https://oiss.wufoo.com/forms/faculty-recommendation-form/
• Last line – be sure to thank your reference
Remember, you need to contact your faculty directly.
The Essay

Explain in a well-constructed essay (maximum 700 words) your reasons for studying abroad. The essay will be reviewed by the Study Abroad Selection Committee. The following will be considered:

• Where does your interest in studying abroad originate?
• Describe any previous overseas experiences.
• What academic enrichment do you expect to gain from studying abroad?
• How do you intend to relate your study abroad experience to campus on your return?
Write in advance and cut and paste into form.
The Selection Process

Once a completed application has been received, it will be reviewed by the Faculty Study Abroad Selection Committee (not independent participants). Applications will be reviewed, and decisions will be made according to the following criteria:

• Program rationale
• Strength of recommendations
• Placements available
• Fit with major/career goals
• Direct and cooperative placements are subject to available funding

If you are not selected for a direct exchange or cooperative program, there is always the option of an independent program.
Step Two – The Interview

- Be prepared for a 10-15 minute interview with 2-3 members of the faculty committee
- Remember the rationale you used in the essay
Step Three

Those who are approved by the Study Abroad Selection Committee must then submit a completed application to the host institution through the Study Abroad Office. Deadlines vary according to the program, so it is necessary that you obtain an application link from the Manhattanville Study Abroad Office immediately upon receiving approval.

- For acceptance to the host institution abroad, applicants must:
  - Complete the required application
  - Apply for an official transcript from the Manhattanville Registrar
  - Obtain the required letters of recommendations (probably same as before)
  - Submit the required medical forms (both the program's and Manhattanville's)
  - Submit other documentation (photos, etc.) required by the program
  - Confirm budget and funding for it from all sources (Mville Aid, Federal Aid, personal funds)

There will also be visa applications and such, but the receiving institution or program partner will give guidance.
Questions

• Call: 914.323.5168 during office hours
• Email: studyabroad@mville.edu
• Come to Founder’s Gallery for a visit