

# STUDY ABROAD 201

## STUDY ABROAD SEMESTER APPLICATION PROCESS

The study abroad application for the CSB/SJU semester study abroad programs is an on-line process. You can access the application at: <http://csbsju.edu/global/getting-started/apply>.

When preparing your application to study abroad it is very important to know **WHY** you want to study abroad. After you have decided on a program, or to help you decide, spend a bit of time reflecting about your **GOALS & ASPIRATIONS**. Your goals should be more substantial than “my brother went on that program”, “I think that it will be cool”, or “I have always wanted to go to \_\_\_\_\_”. Spend some time writing down your goals. This will help you with your application.

The Writing Center is available for you to have someone look over your essay questions. This is highly encouraged!

### Academic:

- 1.
- 2.
- 3.

### Personal:

- 1.
- 2.
- 3.

### Professional:

- 1.
- 2.
- 3.

Apply from an educated perspective. You want to make sure that you know the basic information about the program before you apply. This will help you articulate your personal, professional and academic goals. Here are a few ways that you can learn more about the programs.

- Consult the Center for Global Education (CGE) website for helpful links and program resources.
- Read more details about each programs on the CGE website or CSBSJU-Global Portal.
- Talk to the Study Abroad Ambassadors. These are study abroad returnees who want to share their experiences abroad with you! Connect to the Ambassadors on the CGE website to learn about their personal experiences.
- Know a little bit about the faculty director for your program of choice.
- If you need more information about a program, schedule a meeting with a CGE program manager by calling the office at 320-363-5952 or emailing [cge@csbsju.edu](mailto:cge@csbsju.edu) . Request a meeting with the following CGE staff:
  - *Nicole Clements: Austria, Chile, France, Guatemala, Spain, Valladolid, or Short Term*
  - *Jessica Dickau: Cork, Greco-Roman/Roman-Greco, Japan, or Short Term*
  - *Nichole Matuska: Australia, China, Germany, South Africa, or Global Fellowships*
  - *Joy Ruis: Ireland-Dublin, Ireland-Galway, London (Fall & Spring), Short-term, Embedded or Global Fellowships*

### Application Tips & Tricks

- Start your application early and take your time. Please note that the average application will take between 3 and 4 hours to complete. You can save your application at any time.

- Make sure that you have read over (and proofread) your answers and that they are a good representation of you and what you will bring to the program. Remember that this is a competitive application process, so be professional!
- Be honest & upfront: your behavior record will be considered during the application process. If you have violations on your record, it is best to speak about them in a straightforward manner. Your faculty director will be aware of any violations that are on your CSB/SJU judicial record.
- When appropriate, CGE has given suggested word counts on essays!
- Your GPA is not everything. You must meet the minimum requirements; 2.5 for all programs (*NOTE: The Cork - Ireland program has a minimum GPA requirement of 3.0. The Dublin - Ireland program has a minimum GPA requirement of 2.75. For these 3 programs only you MUST be at the minimum requirement to apply, there are no exceptions.*), but GPA is not the only deciding factor for program admittance. Look on the application website for a full list of criteria for the program to which you are applying. Selection will be made based on a combination of all of the selection criteria.
- Fully prepare for your first choice, but keep a second choice in mind. Some programs are highly competitive.
- All applications will be reviewed after the NOON deadline for short-term or semester. There is no advantage given to students who apply early. **Applications submitted after the deadline will not be considered until the second round of interviews** (on a space available basis).
- Historically, study abroad applicants who used the Experience and Professional Development Office (XPD) for resume critiques and/or practice interviews had a higher than 90% success rate of being selected for their 1<sup>st</sup> choice study abroad program.

## Resume

You will need to upload a PDF of your resume as part of the application process. Need help? XPD offers a variety of services to assist you in developing a resume. Take advantage of these!

**Workshops: Creating a Resume for Study Abroad** – Getting started early on your resume gives you more time to have it critiqued and revised!

### Resume Workshops:

- Nov. 17, 7 p.m.
- Nov. 30, 4:30 p.m.
- Dec. 2, 7 p.m.
- Dec. 9, 12 p.m.
- Feb. 2, 7 p.m.

**Resume Tips & Sample Resumes:** Utilize the XPD website (<http://www.csbsju.edu/xpd/career/students> - click on "How to...Write a Resume") to learn more about resumes and to view various sample resume formats.

**Resume Critiques:** Study Abroad resume critiques are available on a drop in basis. Visit the XPD's Resource Centers (CSB – Clemens Library #A101; SJU – Mary Hall 25) for a resume critique with a career assistant. If you'd like to meet with a career coach for a critique, please call for an appointment (CSB – 320-363-5707; SJU – 320-363-3236).

### Resume Critique Walk-in Sessions:

- Monday – Friday, 8:30 a.m. – 4:30 p.m.
- Tuesday & Wednesday evenings, 6 – 9 p.m.

**ALL workshops, critiques, and practice interviews take place virtually in the XPD CAREER AMBASSADOR ZOOM ROOM:** <https://csbsju.zoom.us/j/2632716242>

## Semester Application References

Consider carefully who you will ask to complete your references. Speak with these individuals before you submit your application and make sure they are willing to complete your reference form. **YOU WANT TO COMPLETE THE ONLINE RECOMMENDATION REQUEST ASAP!** You will need to submit their email address on the application form. You can check if they have completed their references and send them reminders on the application form in CSBSJU-Global Portal.

1. Faculty/Academic Advisor \_\_\_\_\_

*This person will talk about your four-year plan and how study abroad can fit into this plan. This is not a character reference, but a logistical one. They need to be able to answer the question: Does study abroad fit with your academic goals?*

2. Faculty Reference \_\_\_\_\_

*This person is your academic character reference. They should be able to speak to your abilities in the classroom. (also applicable for Global Fellowships)*

3. Non-Faculty Reference \_\_\_\_\_

*This person serves as a second character reference. They should be able to speak to your abilities and involvement outside of the classroom. This cannot be a student peer or family member, but can be an RD/FR, work study supervisor, coach or advisor for a club or organization. (Note: They may be a CSB/SJU Faculty member, but they are talking about your skills outside of the classroom.)*

4. Language Reference \_\_\_\_\_

*Students applying to **Chile, Germany, Guatemala and Spain** are required to request a Language Recommendation. Students applying to **Austria, China, France, and Japan** who HAVE COMPLETED language courses should request this recommendation.*

If you wish to request a reference from outside the CSB/SJU community, simply insert the reference's email in for the Non-Faculty reference on the Application form in the CSBSJU-Global Portal.

### Submitting Your Study Abroad Application:

**SHORT TERM:** Complete the on-line application (includes application fee, and the CSB/SJU Study Abroad Agreement and Waiver), and recommendation request (Global Fellowships only) before the deadline:

**EMBEDDED:** Complete the on-line application (includes application fee, and the CSB/SJU Study Abroad Agreement and Waiver) before the deadline:

**Japan: JAPN 330D and Tanzania: BIOL 373Q still accepting applications until programs are filled.**

**VIRTUAL:** Complete the on-line application (no application fee) before the deadline:

**Guatemala in Minnesota and Ireland or UK Virtual Internship are still accepting applications, due MONDAY, NOVEMBER 2, 2020 AT NOON.**

**SEMESTER:** Complete the 2 components of your on-line application: recommendation request, and on-line application (includes application fee, and the CSB/SJU Study Abroad Agreement and Waiver) before the deadline:

**WEDNESDAY, FEBRUARY 17, 2021 AT NOON.**

### Prepping for your Study Abroad Interview: (Semester & Global Fellowship Programs)

After submitting the application, the next big step is your interview! You have made the huge decision to study abroad and gone through the tough process of picking a program. Now you have to sell yourself. You have 15 to 30 minutes - go to it!

**Be Prepared:** It is key that you go into your interview prepared. You don't have to know everything about the program you are applying to, but you should know some highlights and how this program will meet your Academic, Personal and Professional goals.

**Put Your Best Foot Forward:** Make a good first impression and dress well. Be articulate and let your passion for this experience shine through. Think about it from the faculty director's point of view... Why are you the best candidate for this program? What do you plan to learn, gain from this opportunity? Why would they want to spend a semester with you? Look like you have your act together.

**Know the Selection Criteria:** The best way to prepare for selection is to know how the decisions will be made. You need to think about each criterion and how you meet the requirement. You still have time to influence some of these factors, others show past performance.

**Practice Interviews:** XPD (CSB: Academic Services Building, 320-363-5777; SJU: Mary Hall 25, 320-363-3383)

- There is no better way to be prepared for interviewing your best than a practice interview!. Sign up for a 20-30 minute study abroad practice interview that will take place between Monday, February 15 – Friday, February 19 with an XPD Career Ambassador. Sign up will begin on Monday, January 25 through [Handshake](#) and make sure to sign up early!