Lawrence Tech offers a wide variety of opportunities for students looking to study abroad for a full semester or participate in other international experiences that range from one week to an entire summer. Study abroad is a wonderful opportunity to explore a new country and a new culture. Many students take advantage of their extra time to also visit places outside of their host city or even host country. Study abroad programs have expanded to include opportunities in Germany, France, England, Italy, and Mexico to name a few.

Going overseas for a semester or a summer term is the best way to develop as a leader with a global view. There is no better way to understand and appreciate the history, culture, and language of foreign society than to participate in an international experience opportunity.

**Requirements to Study Abroad**

Each individual program has its own set of requirements. Timelines for each program can be found on the LTU Study Abroad website (www.ltu.edu/abroad) that outlines requirements and deadlines. 

*Additionally*, all Lawrence Tech students must adhere to the following:

**Approval from Department**

Students must meet with their academic advisor and department chair to get approval for studying abroad and the courses they wish to take. Also, students must complete the Guest Credit process.

**Grade Point Average**

Students in the College of Architecture and Design must have a cumulative GPA of 3.0. All other students must have a cumulative grade point average of 2.5.
Passport Requirements

Any one travelling internationally must have a passport that will be current 6 months after their return. To request a new passport or renew a passport, visit the U.S. Department of State website. Passport requests should be done immediately to assure on-time arrival.

Financial Stability

Students must be able to demonstrate financial stability and support during their time abroad. Countries that require a Visa for entry will deny student Visas if they cannot. This is as simple as proof of a bank account with a balance.

Filling out a FAFSA (Free Application for Federal Student Aid - fafsa.ed.gov), even if not normally qualified, can make a student eligible for aid as studying abroad has additional costs as opposed to a normal semester. Michigan’s deadline is March 1st. Students should regularly follow up with the Office of Financial Aid to assure all of their paperwork is in order.

Financial aid and other scholarships can be applied to LTU partner programs that are for-credit. Participating in an independent program (not a partner program) may result in loss of financial aid. Additional scholarships may be available to students who qualify. A list of various scholarships can be found on the LTU Study Abroad website.

If expecting a refund, students should complete a Direct Deposit Form (available from the One Stop Center) in case financial aid does not disburse until after departure. For that reason, it is important to file the FAFSA on time. If that happens, students should make sure to plan ahead financially and expect to make travel arrangements and pay other preliminary expenses on their own.

Contact the Office of Financial Aid, enrollmentservices@ltu.edu, with any financial aid issues or questions.
Tuition Rates

If participating in partner programs, students will be enrolled in SAP courses at LTU and will pay LTU tuition rates. If participating in independent programs, students will direct enroll as guest students at the host institution and will be responsible for all fees to that institution. Again, students should meet with Financial Aid to see what their options are.

Credits and Grades

Credits and grades for all coursework taken overseas will be recorded on the student’s Lawrence Tech transcript as CR/NC (credit/no credit) only. This means that the grades will not count in their GPA. With that said, transfer grades must be a C or above to count as credit. It is a student’s responsibility to ensure that a course for which they receive CR/NC credit will count toward their degree. This is done through academic advising, meeting with your department chair, and the Guest Credit Process.

*Note to Graduating Seniors

It is important that seniors maintain close contact with Lawrence Tech's Office of the Registrar if they are studying abroad during their final semester at Lawrence Tech. Before departing the host country, they must inform the host institution that they are planning to graduate and ask that their transcript be expedited. Students should inform the Office of Registrar that they intend to graduate so that they know to process the transcript quickly once it arrives. Please note that it is impossible for Lawrence Tech to guarantee that grades will be submitted in time for you to graduate.
How to start the process:

Research! Before applying for a study abroad program, it is necessary to first do research in order to gather information about the country, city, school, program, and courses offered during the semester of interest. Students will be living in a different country immersed in a different culture. Do the research and make sure that the program would be a good fit personally and academically. It is a good idea to start researching 1 year to 6 months prior to application deadlines. Information and links to our Partner Institutions can be found on the LTU Study Abroad website.

Meet with a Study Abroad advisor to discuss the different options. This can be important to make sure students are on the right track. Appointments can be made with a Study Abroad Advisor through the LTU Study Abroad website.

Students need to meet with their academic advisor to discuss the courses that best fit their academic program. For accreditation purposes, courses abroad usually must be equivalent in content to courses offered at LTU. There is some flexibility with electives. It will be up to the academic advisor, department chair, and the Guest Credit Committee to determine if the courses will count towards your degree. Students should bring with them the descriptions of the courses so advisors can better assist. These can be found on each institutions website. If having trouble finding them, feel free to contact the Study Abroad Office.

Some things to keep in mind when selecting courses:
- Some programs require that students be registered for a minimum number of credits or courses.
- Immigration laws require that students participating in study abroad programs be registered full-time (at least 12 credit hours) at their host institution. Also, to qualify for some scholarships and financial aid, students may need to be registered full-time. They will be registering for special SAP courses at LTU. Also, a maximum of 6 credits may count toward electives.
- Some programs have required language or culture courses that are mandatory in order to participate. Review the program’s curriculum requirements carefully. These courses might count as an elective. Discuss this with the advisor.
Meet with a Study Abroad advisor after meeting with the academic advisor and department to turn in the LTU Study Abroad Application signed by both. Students can then start the application process. Many of the programs differ in their application requirements so it is good to start this process early to make sure all requirements are met. Also, if students plan on staying in university accommodations, the earlier an application is submitted, the greater the chance of acquiring a spot as accommodations are limited.

Applications for all Lawrence Tech's Study Abroad and International Experience opportunities are available via the host institution links on the LTU Study Abroad website or in the Study Abroad Office. Copies of all application materials must be submitted to the Study Abroad Office to ensure all requirements are met.

Regardless of the program, all Lawrence Tech students are required to fill out the LTU Study Abroad Application. This form must be submitted with the other application materials, or the host institution will not process the application. When applying to participate in an overseas opportunity, students need to be accepted by both the host institution abroad and approved to participate by Lawrence Tech.

For volunteer abroad and international tours, it is unlikely that students will receive academic credit for their experiences, so it is usually not necessary to register for courses. Depending on the program, it is possible that an Independent Study may be completed if offered by the faculty running the program. However, study abroad opportunities are academic programs and require students to register for courses and stay in good academic standing throughout the semester of their experience. Students should speak with a study abroad advisor if they are unsure if credit is available for a program.

Once accepted, now it is time to think about booking airfare. The host institution may have suggestions that are included with the acceptance package. Some programs will arrange group flights and will be purchased for the student and added to their balance.
Now is also the time to apply for Guest Credit. Students will need course descriptions of the foreign university courses and a letter detailing what courses they would like to take and where. Once students receive approval from the Guest Credit Committee, they will submit the approval to the Office of Study Abroad so that their courses may be created. Students can find the Guest Credit form on the LTU Study Abroad website.

Course registration will depend on the program the student is participating in, and whether or not there is an agreement between Lawrence Tech and the host institution. Students should check with the Office of Study Abroad Programs to make sure they follow the correct registration procedures.

All programs listed on the website are part of an agreement with Partner Institutions.

-Partner Institutions

Study Abroad programs that are official partners with Lawrence Tech have agreements in place in which students will register for Study Abroad Programs (SAP) courses that are created through Lawrence Tech’s registration system. This means students will be charged Lawrence Tech tuition rates and pay all of the other fees (registration, housing, etc) directly to Lawrence Tech. It also means all internal scholarships and financial aid will be applied to their study abroad experience.

-Independent Programs

If students find a Study Abroad experience that is not part of an agreement, they will most likely be participating in that program as a "guest" or "transient" student of the host institution. To participate as a "guest" or "transient" student in an independent program, students must follow all of the same procedures as a partner program except they will not register for courses at Lawrence Tech. Instead, they will become a student of the host institution for the semester abroad. This also means, that they are responsible for all costs incurred and payments are made to the host institution.
Participating in an independent program can often result in loss of financial aid dollars because students are not affiliated with Lawrence Tech during their semester abroad. Students should make an appointment with the Office of Financial Aid early on to find out what their options are and to discuss the possibility of a Consortium Agreement or similar document so that scholarships and loans may apply to their study abroad experience.

*Note to all students*
As you prepare to embark on the journey of a lifetime, there are some things to consider:

You will be immersed into a totally different culture. Embrace it! The more you do, the more you will enjoy your experiences and the more you will learn. Learn about the culture before you leave so that your transition can be much smoother. Make an effort to learn some of the language if they don’t speak English, it will be much appreciated by the local residents. You will learn more about your career field, the world, and yourself than you ever thought imaginable. Employers will want to hear all about your experience and how the skills you learned abroad set you apart. Make sure to take some time and reflect on what you want to accomplish by studying abroad. Set goals for yourself and have fun!

**If you have any questions about anything, feel free to contact us:**

Study Abroad Programs- [www.ltu.edu/abroad](http://www.ltu.edu/abroad)
Davey McConnell – [dmcconnel@ltu.edu](mailto:dmcconnel@ltu.edu) – 248-204-4113