

A Parent's Guide to Studying Abroad  
Center for Learning Abroad  
Lynn University

*Lynn University offers over 50 programs in more than 20 countries worldwide. With programs lasting as little as 3 weeks, virtually all students who meet program eligibility requirements can have the opportunity to study abroad. Below is a helpful guide for parents who have students who wish to study abroad during their time at Lynn.*

## Step by Step

The study abroad process can seem like a huge task to overcome, however these steps will get you started off on the right track.

### *Step 1: Meet with a study abroad advisor*

The easiest way to get a clear understanding of what program best fits a student's goals is to meet with an advisor in the Center for Learning Abroad. CLA staff help students look through program options, keeping in mind the student's academic and professional goals, to help provide an idea of which programs may work best! The CLA is located on the second floor of the University Center.

### *Step 2: Create an account*

Next, the student will need to create an account on "Lynn.abroadoffice.net". This allows students to apply to programs and it will give the CLA the ability to contact students about the next steps!

### *Step 3: Apply to a program*

At this point in the process, we hope the student will have chosen a program and can start applying on our website. To be eligible to study abroad, students must have a minimum 2.5 GPA (some programs require higher GPAs) and be in good social standing with the university. *See next page for application process.*

### *Step 4: Acceptance*

Once the student has completed all of the application steps and is approved to study abroad by our office, the student will receive instructions via email on applying directly to their selected external study abroad provider! Their steps will look very similar to ours, however we will be here every step of the way to help guide the student through the process.

### *Step 5: Pre-departure Orientation (Good-bye!)*

Finally, students participate in a pre-departure orientation that lasts around two hours. We cover topics such as banking, communication, and health and safety while abroad. Students are required to attend and we consider this as a farewell! However, we are always available to answer questions and offer support.

#### *Step 6: Checking in while abroad*

The CLA contacts each student several times during their time abroad to ensure the student has safely arrived, to confirm their course enrollment and update pre-approvals as necessary so courses transfer back to Lynn, as well as to learn more about the student's experience abroad. We love hearing stories of all that students learn and experience, and offer support throughout the entire process.

#### *Step 7: Re-Entry – Welcome Back!*

The CLA hosts a welcome back party at the start of each semester for students who studied abroad during the previous semester or term. This is a time for students to connect with other students who went abroad, to learn how to incorporate study abroad into their resume, and to discuss ideas of how to keep their study abroad experience alive.

## **Application Process**

The application process is relatively simple and yes it is also step by step! Below find specific information on the steps that students take within the process.

#### *Step 1: Apply to a program*

The first step in the application process is for the student to identify the program that is the best fit and helps them reach their academic and professional goals. Once a student has decided on a program, search the program on our website and click the blue “apply” button at the bottom of the country's page.

#### *Step 2: Fill out form 1. Lynn Program Application*

This form is relatively easy. The student will need to fill out all of the fields with an asterisk (\*). Most of the information is about the student, but we also ask for emergency contact information!

#### *Step 3: Fill out form 2. Advisor Course Pre-Approval*

This form is the one that takes the most time. Students should receive an email from their study abroad Advisor informing them to go meet with the specified faculty Advisor within their college. We connect students with faculty program coordinators who have in-depth working knowledge of the student's degree curriculum in order to facilitate the course selection process, helping students understand how to stay on track to graduate. Once they meet with the faculty program coordinator, the student will send us the list of courses they selected and we will complete the Course Pre-Approval form and send it to the appropriate College Dean for review and approval. Once the CLA receives the signed form, it is uploaded to the student's abroad office account, and students can always login and access the forms under application form 2. Advisor Course Pre-Approval.

#### *Step 4: Fill out form 3. Program Deposit*

For full semester and J-term programs, students must pay a non-refundable \$500 program deposit. The fee is then applied to the overall cost of the program (it is not in addition to the program fee), however it is non-refundable should the student choose not to participate. The student will need to pay the \$500 to Student Financial Services (either online through ebill or in person) and have a student accounts representative from SFS sign the form. To find the form, the student can download the form from their Abroad Office account under application forms, form 3. Program Deposit or pick up the form in the CLA.

#### *Step 5: Fill out form 4. Student Affairs Verification*

This form simply requires that the student click the "send notification" button. The Case Manager with the Dean of Students is notified, completes the form, and automatically sends it back to the CLA. No other action is required by the student for this form once they click "send notification".

#### *Step 6: Fill out Enrollment forms*

There are nine enrollment forms that must be filled out before the student is able to go abroad. They allow students to be informed of and agree to Lynn's policies, and other forms include a passport copy, health information, a flight itinerary, and the final payment verification.

## **Scholarship Information**

Lynn University offers many avenues for students to gain scholarship funds to study abroad. There are a variety of merit, diversity, and financial need based scholarships for which students may be eligible to apply. Below find information on what we and our providers have to offer.

## J-Term 2020 Program Scholarships through Lynn University

### The CLA Correspondent Scholarship

The CLA Correspondent Scholarship offers Lynn students studying communication, film and television, multimedia journalism or related fields the opportunity to go “on assignment” with a CLA off-campus program. The CLA Correspondent will travel alongside their peers to document the destinations and important events that take place during the program.

### Memorial Scholarships

Established to honor the Lynn University faculty and students who lost their lives during the earthquake in Haiti on January 12, 2010, the following need-based Memorial Scholarships are awarded to deserving students who best demonstrate a commitment to service and who would otherwise not be able to participate on a J-term program for financial reasons. Scholarships are available to student applicants participating on the J-Term Citizenship Project + Spanish Language and Culture program in either the [Dominican Republic](#) or [Costa Rica](#).

- *Stephanie Crispinelli Endowed Memorial Scholarship – One (1) \$2,500 scholarship*
- *The Christine Gianacaci Journey of Hope Award – One (1) \$3,600 scholarship*
- *Lynn University Global Citizenship Memorial Fund – One (1) \$2,000 scholarship*

### Spring 2020 semester scholarships

#### Elaine Johnson Wold American College Dublin (ACD) Scholarship

As a continuous supporter of Lynn University and its students, Elaine Johnson Wold has generously provided scholarship funds to cover the **cost of tuition** for eligible and qualified students who choose to attend American College Dublin (ACD) during a fall, spring, or summer term. Up to three scholarships are available each term.

### CIEE Open Campus Student Grants

In support of the Institute of International Education’s (IIE) Generation Study Abroad initiative CIEE will increase overall scholarships and grants to \$20 million by 2020. As part of this commitment, CIEE is pleased to offer Lynn University **three, \$3,000 grants**. These grants will be available to students studying at any CIEE Global Institutes in Spring 2020. Also, CIEE is offering **three, \$2,000 flight vouchers** for students going to specific locations.

### **Lynn University Boice Scholarship - \$2,500**

A long-standing supporter of Lynn University, Yvonne S. Boice is a local Boca Raton businesswoman and philanthropist who devotes her expertise, talents and energy to numerous causes. Designed to support students in the College of Business and Management pursuing a business-focused study abroad program during the spring semester.

### **Provider scholarships for semester programs**

The study abroad providers that have partnered with Lynn University to provide the Lynn-approved semester programs offer a variety of scholarship opportunities. Eligibility for financial assistance varies depending on the program, the term and need, among other factors. For more information on available scholarships for semester study abroad, students should visit their respective study abroad provider's website to learn about scholarships for which they may be eligible to apply.

### **Scholarships for Studying Abroad Continued**

In addition to Lynn University and provider scholarships, students may choose to research additional outside scholarships through various programs and organizations. While Lynn University is not affiliated with any of the following organizations or resources, some scholarships are highlighted below and additional searchable databases are provided to help facilitate the scholarship search.

<https://www.goabroad.com/scholarships-abroad/study-abroad>

[https://www.gooverseas.com/blog/study-abroad-scholarships-grants?view\\_mode=exp](https://www.gooverseas.com/blog/study-abroad-scholarships-grants?view_mode=exp)

*\*This information can also be found on our website (lynn.abroadoffice.net)\**

### **Frequently Asked Questions**

Allow us to help you with your questions about studying abroad. Although this can be a complex process, the Center for Learning Abroad staff is available to walk you through the steps that will make for an outstanding experience.

#### ***Will my classes transfer back to Lynn?***

Before students apply to any off-campus program they must speak with an advisor in the CLA. Students participating on semester or year-long programs will be required to complete the Course Pre-Approval Form with faculty program coordinator. This form will show the Lynn equivalent of the courses taken abroad.

***When should I study abroad?***

Students must successfully complete at least one semester of college-level coursework or a minimum of 15 semester credit hours before participating in an off-campus program. Students wishing to study abroad during the spring semester of their freshmen year must also complete a DJCP 100 course to be eligible. Additionally, all students applying to study abroad for a semester must meet the eligibility requirements of the host institution.

Freshmen		Sophomore		Junior		Senior	
Fall	NO	Fall	YES	Fall	YES	Fall	YES
J-term	YES*	J-term	YES	J-term	YES	J-term	YES
Spring	YES	Spring	YES	Spring	YES	Spring	YES**
Summer	YES	Summer	YES	Summer	YES		

\* Freshmen may only apply to J-term programs that meet the DJCP 100 requirement.

\*\* With approval from the Office for Academic Affairs

***If I study abroad will I still graduate on time?***

Ideally, yes. The key to staying on track is planning and speaking with the CLA early in a student’s academic career. The CLA staff and academic advisors will work hard to make sure that taking part in any of the off-campus programs will not delay a student’s graduation. With reasonable planning, any Lynn University student can have a great international experience and still graduate on time.

***Can I study abroad in a country where English is not the official language?***

Yes! Almost all of the approved programs selected by the CLA have English-based curriculum. Depending on the program students may be required to take at least one native language course.

***What is the cost of semester programs?***

Students participating on Lynn-Approved semester and yearlong programs are billed Lynn tuition, room and board as if they were studying on campus for the semester. Students studying with Les Roches in Bluche, Switzerland or with DIS in Copenhagen, Denmark or Stockholm, Sweden will be billed a supplemental fee to cover housing and program fees that exceed Lynn fees. Students receiving financial aid may apply up to \$6,000 of their Lynn Institutional aid towards the cost of the program. The eligibility and transfer of additional aid (federal or private) is unique to each student's financial aid package. Students must make an appointment with their Financial Aid Counselor to review their financial aid package and discuss how it may apply. Payments for tuition, room and board will be made to Lynn's Student Financial Services (SFS) for semester abroad programs.

## **Contact Us**

If you have any more questions, please do not be afraid to contact our office!

### **Center for Learning Abroad**

*Phone: 561-237-7075*

*Email: [CLA@lynn.edu](mailto:CLA@lynn.edu)*

*Website: [Lynn.abroadoffice.net](http://Lynn.abroadoffice.net)*