

Carnegie Mellon University

DIETRICH COLLEGE INDIVIDUAL STUDY ABROAD FUNDING APPLICATION¹

Use this application if you are applying for individual support for a traditional study abroad program through which you expect to earn academic credit that will transfer to your CMU academic record.

Student name: _____ Andrew id: _____ Date: _____

I. Eligibility

Eligibility for Dietrich College Study Abroad funding extends to undergraduates:

- whose home college is Dietrich College, SHS students with a Dietrich College primary major, and BHA students
- who are in good academic standing
- who are not on a leave of absence (both at the time of application, and during the proposed study abroad period)
- whose proposed time frame for study abroad:
 - would not occur during their first CMU semester
 - would not occur after graduating

NOTE: Students (individuals or a group) seeking funding support for an international travel portion of a CMU course should use the appropriate (individual or group) Dietrich College "Travel Abroad" application form.

II. Selection criteria

Selection for Dietrich College Study Abroad funding is based on the following criteria:

- Quality and accredited status of the proposed study abroad program
- Thoroughness, thoughtfulness and overall quality of the study abroad funding application
- Strength of the recommendation letter
- Financial need (as reflected in the university's financial aid award analysis)
- Aggressive pursuit of other funding sources²

¹ Revised February 25, 2020.

² Applicants are expected to pursue all other sources of potential funding available through the proposed program, as well as available through Carnegie Mellon University and appropriate external sources.

Priority for study abroad funding is given to:

- sophomores and juniors
- students who have not previously had a study or travel experience abroad
- students who have not received CMU or Dietrich support for experiential learning abroad

III. Presentation options

Students receiving Dietrich College study or travel abroad funding are required to develop and implement a plan for sharing their study abroad experience with the wider CMU and Dietrich College communities. There are several options for fulfilling this presentation requirement, including:

- a one- to two-page report and presentation about the study abroad experience
- reporting and reflecting on the study abroad experience as it unfolds using Twitter, a blog, video clips, etc., with updates to be posted on the College’s website
- a poster presentation on Saturday of Family Weekend (in October), as part of the annual Dietrich College Undergraduate Colloquium

IV. Application time line

Applications are “rolling” (i.e., can be submitted at any time), while also governed by the following application deadlines:

Funding for	Application deadline
Fall semester	April 1
Spring Semester	November 1
Winter Break	November 1
Spring Break	February 1
Summer	April 1

Only complete applications, submitted by the respective deadline, will be considered.

V. Student Information

Name: _____ Andrew id: _____

U.S. Citizen? Yes No If "no," citizen of: _____

Email address: _____ Phone Number: _____

Local address: _____

Permanent address: _____

Primary Major: _____ Additional major(s): _____

Minor(s): _____ Expected graduation date (semester/year): _____

Previous study abroad experience: When and where? _____

Have you received financial support previously from Carnegie Mellon University for study or travel abroad?

Yes No

If yes, please provide details about when this support was provided, how much support you received, and where you studied or travelled abroad with this support:

When submitting this application, please include a copy of your resume.

VI. Study Abroad Program Information

NOTE: Some study abroad programs are CMU-sponsored programs for which tuition is paid through Carnegie Mellon, and to which a student's CMU financial aid package can be applied. Others are external programs for which tuition and other program costs are paid directly to the program or host university. The CMU Office of international Education suggests that you use this [OIE form](#) to initially determine if, for your own personal situation, you will benefit financially by participating in a Sponsored or External Study Abroad Program.

Program title: _____

Program web site: _____

Location of Study Abroad Program:

City: _____

Country: _____

Study abroad program provider: _____

Begin/end dates of the program: Begin date: _____ End date: _____

Name and describe any additional steps or documentation that the program sponsor requires (e.g., a background check, security clearances, travel insurance, visa requirements, etc.):

NOTE: If your program offer letter does not include all of this information, request a written supplement from the person who signed the offer letter that furnishes any missing information.

To qualify for Dietrich College study abroad funding, you must have been accepted by the program for which you are seeking financial support. Please submit as part of this application a copy of the communique admitting you to the program, and indicate the date by which you must either accept or decline the offer of admission: _____

If at the same time you accept the offer you must also submit a deposit, see section IX, page 8, of this application where we request deposit amount and deadline information.

VII. Essay³

Write a short essay in response to the following prompt:

Describe why you chose your intended study abroad program, what you expect to learn (i.e., your “learning objectives”) from this experience abroad, and how that learning will add to and complement your overall curricular and/or metacurricular education at Carnegie Mellon. In addition, describe how you will share your experience with the rest of the Dietrich and CMU communities.

Your essay should be at least one page, and no more than two pages, double-spaced.

VIII. Academic and Study Abroad Advisor Endorsements

As part of this application process, we require that you meet with your academic advisor about your proposed study abroad program, and that the advisor submit a letter of endorsement and recommendation on your behalf.

We also require that you meet with an OIE study abroad advisor⁴ to review and confirm several aspects of the proposed study abroad program, confirm your eligibility, identify other possible funding sources, and to have that advisor confirm that this meeting has occurred.

Academic Advisor Letter of Recommendation and Endorsement⁵

We require that your academic advisor⁶ submit a letter of endorsement and recommendation on your behalf that addresses the study abroad program’s academic suitability and potential

³ If you are applying for support from another funding source (e.g., the Tartans Abroad program) that also requires a similar essay, you may use that essay for this application as well.

⁴ A listing of OIE Study Abroad Advisors is available at www.cmu.edu/studyabroad/contact

⁵ If you are applying for support from another funding source (e.g., the Tartans Abroad program) that also requires a similar letter, that letter may be used for this application as well. Have your recommender submit the letter for this application through the Dietrich College Dean’s Office Andrew account (dietrichdean@andrew.cmu.edu).

⁶ This letter could come from your primary academic advisor or, if the proposed program is more closely aligned with an additional major or minor (e.g., in a Modern Language program), from your academic advisor in that program.

value for you, as well as your potential to add value to the program. This letter should be no more than 1-2 pages, double-spaced. In this letter, your advisor should:

- Confirm that you have met and discussed the proposed program
- Confirm that the proposed program curriculum aligns well with your CMU program requirements and plans.
- Comment on the personal qualities and characteristics that, in your advisor’s opinion, make you a strong candidate for this program and someone who would be a positive representative of the university
- Comment on the “value added” for you that the proposed program seems well-positioned to provide. This commentary could usefully link with your study abroad learning objectives expressed in your application essay.

This letter is to be submitted separately through the Dietrich College Dean’s Office Andrew account (dietrichdean@andrew.cmu.edu).

Study Abroad Advisor Endorsement

We require that you meet with your OIE study abroad advisor to:

- confirm that the program is appropriately accredited
- confirm that the program’s location does not call for travel in locations where the U.S. State Department has a Level 3 or Level 4 [Travel Advisory](#) in effect
- discuss the proposed study abroad program and confirm its suitability for your study abroad learning objectives
- review program costs
- identify other potential sources of program funding for which you are also eligible⁷

Your study abroad advisor must confirm having had this meeting with you by completing, signing and dating the sections of this application appearing below and on the next page.

Other Potential Sources of Financial Support⁸:

Check if the student is eligible	Award/Scholarship Programs	Notes

⁷ You are expected to seek support from all funding possible sources for your proposed travel abroad program. To the extent that you do, your chances for Dietrich College grant support are enhanced.

⁸ Most of these programs require separate applications. However, certain application components can be used for multiple applications (including this application). Check with your Study Abroad advisor for more details.

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	Arthur F. and Mary Ellen Cranell Naylor (AFMECN) Study Abroad Award (CMU program)	
	The Bridging Scholarship	
	Department of Modern Languages Undergraduate Study Abroad Scholarships (CMU program)	
	Freeman Asia	
	Fulbright Scholarship Program	
	Gilman Scholarship Program	
	Global Engagement Scholarship (CMU program)	
	National Security Education Program Scholarships David L. Boren Scholarships	
	Tartans Abroad Scholarship - Individual Fund (CMU program)	
	Other Programs ⁹ <i>(add rows, or attach additional pages, if needed)</i>	

I hereby confirm that I have met with this applicant to discuss the suitability of the proposed program for his or her study abroad learning objectives, to assist in compiling projected program costs, and to identify other funding sources that should also be pursued. I can also confirm that the program is appropriately accredited, and that the program would not call for travel in locations where the U.S. State Department has a Level 3 or Level 4 [Travel Advisory](#) in effect.

Additional comments and/or suggestions: _____

 OIE Study Abroad Advisor name (printed) and Signature

 Date

IX. Costs

- List and tally all costs associated with this study abroad program;
- List and tally all sources and amounts of financial support that you can confirm now that you will receive for this study abroad program;
- Subtract the financial support amount from the total cost figure to arrive at a net cost figure for this study abroad program.

⁹ For example: private & government grants & scholarships, scholarship for minority students, grants and scholarships from the proposed study abroad program, etc.

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Costs

Cost item(s)	Amount	Notes
Tuition		
Room		
Board		
Airfare (1 round trip)		
Other expenses paid to the program (e.g., books & materials) <i>(Itemize & describe in "Notes" column)</i>		
Other expenses <i>(itemize & describe in "Notes" column. Insert additional rows [or a separate page] as needed.)</i>		
TOTAL		

Financial Support (that has been confirmed)

Source(s)	Amount	Notes
Federal or State funding		
Carnegie Mellon University grant or scholarship ¹⁰		
Other ¹¹ <i>(Itemize & describe in "Notes" column. Add rows [or a separate page] as needed.)</i>		
TOTAL		

Net Costs

	Amount	Notes
Total Costs		
(minus) Total financial support		
TOTAL NET COSTS		

Deposit required: \$ _____ Deposit due date¹²: _____

¹⁰ For example: Tartans Abroad Scholarship (individual); CMU Global Engagement Scholarship; etc.

¹¹ For example: Scholarship from the proposed study abroad program; Rotary Scholarship; Parent Employer Scholarship; etc.

¹² If a deposit has already been paid, indicate the amount on the "Deposit required" line, and indicate "Already paid" on the "Deposit due date" line.

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Other pending study abroad financial support. What other financial support have you applied for in connection with this study abroad plan from which you are awaiting a reply? (Check all that apply.)

Check if you've applied	Award/Scholarship Program	Expected Notification Date	Notes (including any information about tentative funding levels)
	Arthur F. and Mary Ellen Cranell Naylor (AFMECN) Study Abroad Award		
	The Bridging Scholarship		
	(CMU) Department of Modern Languages Undergraduate Study Abroad Scholarships		
	Freeman Asia		
	Fulbright Scholarship Program		
	Gilman Scholarship Program		
	Global Engagement Scholarship		
	National Security Education Program Scholarships David L. Boren Scholarships		
	Tartans Abroad Scholarship - Individual Fund		
	Other. (List and describe each. Add rows [or a separate page] as needed.)		

X. Financial aid information

Do you receive financial aid to attend Carnegie Mellon? Yes No

If “yes,” please include with this application a copy of your most recent financial aid analysis and award letter.

XI. Other financial factors

If you feel there are additional financial factors that the selection committee should take into account (e.g., recent family job loss, significant loss of family income, recent significant and unexpected expense, siblings in college, inability of family to provide assistance, etc.), please describe these in the space below (attach additional pages if needed):

XII. Special points for consideration (optional)

Please describe any additional relevant information about yourself, or personal hardships, that you feel that our committee should take into consideration. (Limit: 250 words; attach additional pages if needed)

XIII. Application checklist:

Your application will not be considered “complete” until we have received all of the following items:

To be compiled and submitted as one file:

- ✓ This application form
- ✓ Resume
- ✓ A copy of your program admission communique (letter or e-mail)
- ✓ Required essay
- ✓ A copy of your most recent CMU financial aid analysis and award document (if you receive financial aid)

PLUS (to be submitted separately):

- ✓ Endorsement and recommendation letter from your academic advisor (to be submitted separately)

Again → Only complete applications, submitted by the respective deadline, will be considered.

Submit materials to dietrichdean@andrew.cmu.edu