Morehouse College Study Abroad Website
Student Instructional Guide

https://studyabroad.morehouse.edu/

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Read overview information related to the Morehouse College Study Abroad Program from “About Morehouse Study Abroad” Tab.
Program Search (simple & advanced search)
You can perform a program search (instructions below) or you can access the a listing of approved semester programs, here. ISEP Exchange Programs, here.

The Advanced Search page is organized into the following sections:

- **Program Search**: Enter keywords for the program name. Use the "Show" drop-down menu to change what program type is displayed.
- **Location/Term**: All cities, regions, countries, and terms for which you have an associated program are listed and can be used as filters.
- **Parameters**: All program parameters configured under Settings > Program Params are listed and can be used as search filters. A site can create custom program parameters which applicants can use to search available programs.
- **Sort Options**: A series of radio buttons allow applicants to modify how the results list will be displayed.
Faculty-Led Programs

Faculty-Led programs are the hallmark of the Morehouse College study abroad portfolio. We offer a variety of this type of program for Winter, Spring and Summer breaks. Each program is tailored for our students by Morehouse faculty, thus offering unique opportunities for students.

The following faculty-led programs are currently on offer for upcoming terms. The application process for each program is outlined on the program brochure page.

Faculty-led programs

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Featured Programs
External Provider Websites

External Provider Contact List, here.

Morehouse College Study Abroad Financial Policy, here.
When You Are Ready to Apply

Return to the program page of your program of interest and click the 'Apply Now' button on the How to Apply tab to begin an application. Once you start an application, here’s what will come next:

1. You will be prompted to log in with your Morehouse single sign-on credentials
2. You will be prompted to select the term in which you wish to go abroad on that program (example: winter, summer, fall semester, etc.) Some programs may only have one option, while others may have more than one.
3. Read the instructions for the application and click the 'Get Started' button to begin completing the required elements of the application.
4. As you complete required elements, refer to the progress circle shown in your application to monitor how many requirements you have remaining. When you have completed them all, return to the top of your application to click the 'Submit' button to submit your application for review.
5. You do not need to complete the entire application in one sitting. You can save your work as you go (Click ‘SAVE’ often to capture your progress as you go).

**NOTE:** You can leave and return to your existing application at any time until it is submitted. Please be sure to use the Access to an Existing Application or Proposal portal, [here](#).

About the Application

Exactly what you will have to complete as part of your study abroad application will depend a little bit on which program you apply for. However, a general overview of what's required is outlined below. Once you have started an application, details and prompts will be provided every step of the way. **Your application is not considered submitted until your application status is shown as "Application Submitted".**

1. Basic application questions
2. Program-specific questions or statement of interest (depends on program)
3. Signatures of waivers and understanding of policies
   - Forms: [Study Abroad Course Approval Form](#), [Health Forms](#), [Financial Aid Form](#)
4. Along with required clearances from college offices such as Student Conduct, all students must receive a travel health clearance from the AUCC Student Health & Wellness Center. This process should be started immediately after your program acceptance. Students should submit their [travel health forms](#) to the Point & Click Portal, [here](#). (Instructions for activating PnC access are, [here](#)). Upon submitting the health forms, the health center staff will determine what vaccinations are required (routine and other travel vaccinations). The AUCC staff will coordinate on-campus travel vaccination events for students to obtain required travel vaccinations such as, Yellow Fever and Typhoid (announcements will be sent out to student travelers and faculty/staff- program leaders).

   If students have a specific question regarding their health forms, required vaccinations, etc., they should email Ms. Brittany Talbott at [btalbott@msm.edu](mailto:btalbott@msm.edu). Please be reminded that the AUCC Travel Program physician will NOT clear a student for study abroad travel unless all the stated health requirements are met.

   Check the [CDC Traveler’s Health](#) website for important health and vaccination information for your destination.
5. First begin an application with the program provider (for applicants to external provider programs, i.e., CIEE, ISEP, etc.), then complete your Morehouse application. **Be sure to check the external provider’s application deadline as it may be different from the Morehouse Study Abroad application deadline.** There are application requirements and clearances for on both ends, and students must adhere to each deadline in order to be considered for participation.

In addition to the information you provide as part of the application process, Morehouse faculty and staff who have access to your application will also be able to view basic demographic data about you from the Morehouse Student Information System. You will be able to view the data that has been pulled about you in your Profile. Examples of this data include your major, minor, GPA, Academic Advisor name, address, phone number, and more. Reviewing these fields help faculty and staff responsible for the programs ensure that you are eligible for the program to which you have applied.

**When you apply for a program and arrive on the application, you will see a similar image like the one below. There will be instructions at the top, along with a few requirements to complete below.**

![Application Image](image-url)
Some of the requirements are questionnaires, which require you to answer a few questions. Click ‘SAVE’ often to capture your progress. Once a section is complete, click ‘SAVE’ as well as the 'DONE' button at the bottom of the questions to mark the section as completed.

Application

At any time as you work on this questionnaire you may click the 'Save' button to save your work. When you have completed all questions in this questionnaire and are ready to submit it, click 'Done'.

1) Email Address (REQUIRED)

Morehouse email is preferred, but it is not required.

[ ]

2) Cell Phone Number (area code first) (REQUIRED)


3) Do you have a valid passport? (REQUIRED)

Do you have a passport that is valid at least 6 months beyond your planned return date from abroad? (Check the expiration date of your existing passport to be sure.) If you do not have a passport at all, or do not have one that meets these criteria, please answer 'No' to this question and then explain where you are in the process of obtaining or renewing a passport. If needed, consult the Preparing to Travel section of the Morehouse Education Abroad website for more about obtaining or renewing a passport.

☐ Yes  ☐ No

4) If your passport was issued by a country other than the United States, please specify your status.


5) List your name exactly as it appears on your passport (REQUIRED)

IMPORTANT: Please provide your name exactly as it appears on your passport (First Name, Middle Name, Last Name, Suffix, if applicable). If you have not yet secured your passport, please list your name exactly as it appears on your passport application.

[ ]

6) Are you currently covered by a health insurance plan? (REQUIRED)

If yes, provide the name of the insurance company.

☐ Yes  ☐ No

7) Are you currently insured for personal property you will be using during your experience abroad? (REQUIRED)

Insurance for personal property may include coverage for laptop, cell phone, camera, clothing, etc. Please note that Morehouse College is not responsible for lost or stolen items during your experience abroad.

☐ Yes  ☐ No

8) Are you currently on social probation or do you have a record of reprimand for discipline? (REQUIRED)

If yes, please explain.

☐ Yes  ☐ No

9) Do you have an outstanding balance on your student account? (REQUIRED)

If yes, please explain.

☐ Yes  ☐ No
Some requirements are documents which can be signed electronically.

Acknowledgement of Department Approvals

With my signature, I acknowledge that the following departments will be consulted as part of the review of my application for an international experience. I acknowledge that the information obtained about me from these departments will be considered in whether I am approved for an international experience. Read thoroughly.

- **Student Conduct:** Will be asked to confirm you are not on social probation and do not have a record of reprimand for discipline that will prevent participation in a Morehouse-approved study abroad program.
- **Student Accounts:** Will be asked to confirm you do not have an outstanding balance on your account.
- **Student Health Center:** Will be asked to confirm you have received the necessary vaccinations/immunizations to travel to your program location(s). See section of this application about the required Health Form for additional details.
- **Office of Records and Registration:** Will be asked to confirm that you have a minimum GPA of 2.0.
  - **Special Note:** For students traveling on external partner experiences for a semester or academic term, you must have your study abroad course approval form completed and signed before submitting it to the Office of Records and Registration for processing. Your study abroad course approval form should list all of the courses that will be taken during the term abroad, the Morehouse course equivalent, the appropriate departmental signature for each course, along with all other required signatures. Students must take a minimum of 12 semester hours in order to receive their financial aid. When submitting your study abroad course approval form to the Office of Records and Registration, you should receive a file copy for your records, which notes their receipt of the original document. You must have this file copy to show to your financial aid advisor in order to receive your financial aid verification and clearance.
- **Financial Aid Office:** For students travelling on external partner experiences for a semester or academic term, the Financial Aid Office will be asked to confirm that you have been made aware of available financial aid for your chosen study abroad program, as well as the completion of requisite financial aid forms and documentation needed for the disbursement of your financial aid.

I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

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**Internal College Requirements & Clearances**

- **Student Conduct:** Will be asked to confirm you do not have an active student conduct hold and/or you do not have a record of reprimand for discipline that will prevent participation in a Morehouse-approved study abroad program. **Students with an active Student Conduct hold are NOT eligible to participate in a study abroad program.**

- **Student Accounts:** Will be asked to confirm you do not have an outstanding balance on your account. Students with an outstanding account balance are not allowed to participate in a study abroad program. If you have an account balance you must resolve it before a clearance to participate will be granted.

- **AUCC Student Health & Wellness Health Center:** Students should submit their travel health forms to the Point & Click Portal, [here](#). (Instructions for activating PnC access are, [here](#)). Upon submitting the health forms, the health center staff will determine what vaccinations are required (routine and other travel vaccinations). The AUCC staff will coordinate on-campus travel vaccination events for students to obtain required travel vaccinations such as Yellow Fever and Typhoid (announcements will be sent out to student travelers and faculty/staff- program leaders). If students have a specific question regarding their health forms, required vaccinations, etc., they should email Ms. Brittany Talbott at btalbott@msm.edu. Please be reminded that the AUCC Travel Program physician will NOT clear a student for study abroad travel unless all the stated health requirements are met. Please review the CDC’s Traveler’s Health website (link above). BEGIN THIS CLEARANCE PROCESS IMMEDIATELY.

- **Office of Records and Registration:** Will be asked to confirm that you have a minimum GPA of 2.0. This is the minimum required GPA in order to participate in a study abroad program.
  - **Special Note:** For students traveling on external partner experiences for a semester, summer, or academic term, you must have your study abroad course approval form completed and signed by all required department approvers before submitting it to the Office of Records and Registration for processing. Forms can be emailed to oie@morehouse.edu. Your study abroad course approval form should list all of the courses that will be taken during the term abroad, the Morehouse course equivalent, the appropriate departmental signature for each course, along with all other required signatures.
  - **Students must take a minimum of 12 semester hours in order to receive their financial aid.** When submitting your study abroad course approval form to the Office of Records and Registration you should receive a file copy for your records, which notates their receipt of the original document. **You**
must have this file copy to show to your financial aid advisor in order to receive your financial aid verification and clearance.

- **Financial Aid Office:** For students traveling on external partner experiences for a semester or year-long academic term, the Financial Aid Office/Student Financial Services will be asked to confirm that you have been made aware of available financial aid for your chosen study abroad program, as well as the completion of requisite financial aid forms and documentation needed for the disbursement of your financial aid. Students will be required to upload a copy of their signed form once the verification has been completed.
  - **PLEASE NOTE:** For students needing a financial aid verification for fall semester programs, please request a financial aid verification before the end of the spring semester; however, the Student Financial Services may not be able to provide any financial aid information (verifications) for the upcoming academic year until early June. Their office must perform Satisfactory Academic Progress calculations for all students. This calculation determines a student’s eligibility to continue receiving financial assistance, thus financial aid verifications may not be feasible until early June. Please plan to follow up with their office during the first week of June. Please contact their office via email at studentfinancialservices@morehouse.edu or make an appointment for your financial aid verification via the link, here. Their full office information can be found, here.

- **Crown Forum:** For students participating in a semester-long study abroad program, please adhere to the following procedures as it relates to their Crown Forum requirements.
  - While abroad students are not required to register for Crown Forum; however, prior to departure, as a part of the clearance process, they must contact crown.forum@morehouse.edu (and copy oie@morehouse.edu) to alert the office of their upcoming semester abroad and obtain any directives for their time abroad as well as for the returning semester.
  - Thoroughly read the Crown Forum Overview, here, and the Crown Forum FAQs, here.

**Application Submission**

Once you have completed all of the application elements, you will see a green checkmark next to each item and a button will appear at the top. Click this 'submit your application' button to submit your application for review. **IMPORTANT NOTE:** Your application is NOT considered complete until the progress meter is closed and a green checkmark is next to each application item. From there, click the ‘Submit Your Application’ button near the top of the page.
After Approval

If your application for study abroad is approved, you will have additional responsibilities. An overview of what this includes is described below, although the exact items will vary based on program. Details and prompts will be provided to you for your specific program after approval.

1. Accept/Commit your participation to the study abroad program
2. Pay deposits and program fees on the schedule outlined
3. Provide Emergency Contact, Passport Information, and any other pre-departure tasks. You will continue to receive system generated emails when there are outstanding items to be completed.
4. Confirm your application status with the external program provider
5. Notify Housing / Residence Life of the term(s) you will be away (for semester-long study abroad students who live on campus only). For Faculty-Led Program participants, if you need housing prior to departure and the departure date is after the semester ends, please alert Housing personnel and the faculty leader.
6. Complete the Course Approval process
7. Attend any required orientation sessions offered by your faculty leader, external program provider, or Office of International Education staff.

Other Important Information
FAQ

What study abroad programs does Morehouse offer?
Morehouse College offers two main models of study abroad: faculty-led and provider programs. Faculty-led programs are the hallmark of the Morehouse College study abroad portfolio, and are offered in Winter, Spring and Summer terms. In addition, Morehouse has relationships with five high quality providers of study abroad programs for semester and year-long study abroad, as well as shorter terms such as summer. These providers are Arcadia, CAPA, CIEE, IES Abroad, and ISEP. Read more about the Morehouse College study abroad offerings.

How much does it cost to study abroad, and can my financial aid be used for study abroad?
For students participating in short-term, faculty-led programs, each program has its own set cost, which is advertised on the brochure page of that program. Costs range widely. Generally, costs for short-term, faculty-led programs are paid by the student.

Policy on Institutional Scholarships
Institutional scholarships are not applied to study abroad costs. We strongly encourage students to apply for external scholarships to fund study abroad.

For students participating in semester or year-long study abroad programs with a Morehouse College External Provider (Arcadia, CAPA, CIEE, IES Abroad, and ISEP).

At this time, Morehouse College students will be required to pay our preferred providers directly for semester or academic-year experiences. We have featured programs from our preferred providers listed on this site which we have vetted for quality, safety, and cost. Students who intend to enroll at Morehouse College and apply federal and other financial aid (excluding institutional scholarships) are required to select one of the programs featured for Morehouse College students. In this case, all payments (including financial aid) will be applied to the student’s account at the College and a refund will be sent to the student (or parent if PLUS loan funds are disbursed) that will be applied toward the study abroad experience.

The College has a mandatory direct deposit policy for student refunds. Students must submit a direct deposit enrollment form prior to the semester payment due date. It is the student’s responsibility to use their student account refund to pay the study abroad