

Completed Applications should be submitted to the
Center for International Education, GSC 230

APPLICATION DEADLINES: **OCT. 30 FOR SPRING PROGRAMS**
 MAR. 15 FOR SUMMER PROGRAMS
 APR. 15 FOR FALL PROGRAMS

This award made available from a generous donation to Xavier University to support international community engagement and service learning experiences.

ELIGIBILITY

- Undergraduate students must have at least a 2.5 cumulative GPA; graduate students must have a cumulative 3.0. Students must provide evidence of a university level GPA in order to apply.
- Full-time enrollment (taking classes) as a Xavier student the semester prior to, and during, the international program. Summer enrollment is not required. Awarded students must return to Xavier for at least one semester after the program.
- Students must be receiving credit towards a Xavier degree as a part of their program of study abroad and participating in either a for-credit academic service-learning/engagement course as part of the program, or community engagement/service is an integrated part of the experience.
- Students who receive funds from the International Education Community Engagement Fund **MUST** comply with ALL regulations and policies established by the Center for International Education at Xavier. You must complete necessary paperwork to ensure your status at Xavier while you are away and engage in the International Community Engagement Fund blog during your program and upon your return.

COMPLETE APPLICATIONS

In order to receive full consideration, applications must consist of:

- Completed **APPLICATION** form
- An official **BUDGET** statement and Price breakdown from the provider or Xavier department offering the program
- A budget **INFORMATION** sheet indicating how you will cover costs not met by the IEF.
- A one paragraph study abroad **PROGRAM SUMMARY**, to include dates, location, affiliated provider information or details on who is offering the program.
- Compose a 1-2 page typed, double-spaced **ESSAY** in which you discuss the program you want to attend, what courses you will be taking and how they relate to your major, whether you will be taking courses in a foreign language (or studying a foreign language), and how participating in this program will benefit you in your chosen career, or future studies. Also discuss your personal qualifications, language training (if applicable) and how this program will help you meet your goals. Most importantly, indicate the service/community engagement/internship you will be completing as part of your study abroad program.
- REFERENCE FORM** – CIE will take reference form from your Xavier study abroad application. If reference is not required for your program application, complete attached form.

You may request amounts in the range of \$300-\$2000; however, few awards will be as large as \$2000. **The Committee will not consider your application if you do not indicate how you will pay for any expenses that exceed the amount you have requested.** Please note that your budget should **NOT** list any of the following expenses: entertainment and extra travel outside of program, souvenirs, and incidentals (e.g. toothpaste, soap). Because of limited resources and the great demand for financial assistance through this fund, the committee must limit awards by abiding the priorities set for making awards.

***Applicants will be notified of results via email within 30 days of application deadline.**

9/27/2017



XAVIER
UNIVERSITY

Center for International Education

INTERNATIONAL EDUCATION COMMUNITY ENGAGEMENT FUND

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SELECTION CRITERIA

Merit vs. Need: Both merit and need are integral considerations for this award.

Grade Point Average – Minimum grade point average is 2.5 for Undergraduate Applicants, 3.0 for Graduate Applicants. In general, students with a higher GPA will be given preference.

Award Amounts and Program Lengths – In general, longer length programs will be given higher awards. Award amounts will be made based on the following guidelines (mitigated by other factors such as number of applications, available funding, etc.):

- | | |
|--|---------------|
| • 20 days or less (less than three weeks) | up to \$500 |
| • 21 days to 42 days (three to six weeks) | up to \$800 |
| • 43 days to 84 days (six to twelve weeks) | up to \$1,500 |
| • 85 days or more (more than twelve weeks) | up to \$2,000 |

Quality of Essay – Essays will be evaluated on the content of the student’s presentation of academic goals and plan, and integrating service/community engagement into the experience. Clarity and logic of ideas presented will also be considered.

Reference Letter and Form – Reviewers will evaluate the overall rating on the Reference Form, and the level of support indicated by the Faculty Letter of Reference. Letters should address specifically why the student is a good candidate for the study abroad proposed, as opposed to being general in nature. References must be from a professor at Xavier who has taught you.

Letters of reference will **not** be accepted from faculty who are: (1) serving on the scholarship committee, or (2) participating in (or leading) the program for which the student is applying. If reference for program application comes from one of these, please request attached reference from someone else.

Verification of Financial Need – All applications will be reviewed for financial need, based on input from the Financial Aid Office at Xavier. The total cost of the program will be evaluated against the funds already available to each individual student. Other college or department provided funding for study abroad should be considered.

Types of Programs – The committee should provide fair and equal consideration to all study abroad programs, regardless of their destination, design, origin or sponsorship.

PREFERENCE

- Students who can best explain how the program fits into their plan of study (academics and community engagement)
- Students with higher GPAs than minimum requirements
- Semester (Fall or Spring) or longer length programs
- Students with demonstrated financial need
- First time applicants to the International Education Fund



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| EXPENSE SUMMARY FOR THE DURATION OF PROGRAM – Part A | |
|---|---------------|
| Expense Category | Dollar Amount |
| Tuition and Fees (Program Cost) | |
| Travel | |
| Room and Board | |
| Other (Specify) | |
| Please note that your budget should NOT list any of the following expenses: entertainment, film or film developing, souvenirs, personal expenses or tuition for course work taken primarily on the UTSA campus. It is your responsibility to confirm program costs with the appropriate provider. Attach a detailed sheet if available. | |
| PART A TOTAL | |

| FUNDS AVAILABLE TO PAY FOR PROGRAM-Part B | |
|--|---------------|
| Fund Source | Dollar Amount |
| Xavier Financial Aid (based on aid received at time of application) | |
| Savings | |
| Parental Assistance | |
| Other (Specify) (based on funding that you are currently receiving) | |
| PART B TOTAL | |

| | Dollar Amount |
|--|--|
| Total Expenses (From Part A Above) | |
| Less Total Funds Available (From Part B Above) | |
| If the total amount requested exceeds the funds your program is eligible for attach a detailed sheet explaining how you intend to cover the outstanding costs. Also, please note any other scholarships or funding you may be applying for. Failure to provide this information will result in your application being denied. | TOTAL AMOUNT REQUESTED (Part A minus Part B) |

PLEASE NOTE THE TOTAL AMOUNT REQUESTED MAY NOT EXCEED:

- | | |
|--|--------------|
| 20 days or less (less than three weeks) | up to \$500 |
| 21 days to 42 days (three to six weeks) | up to \$800 |
| 43 days to 84 days (six to twelve weeks) | up to \$1500 |
| 85 days or more (more than twelve weeks) | up to \$2000 |

Student Requesting Funds Signature: _____ Date: _____

CIE Education Abroad Staff Signature: _____ Date: _____

Budget Information

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Using the space below, please indicate how you will cover ALL costs not met by an International Education Community Engagement Fund Award.

Please note that failure to provide this information WILL result in your application being denied.

Student Requesting Funds Signature: _____ Date: _____

Reference Form

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| | |
|---|-----------------------------|
| Name: _____ | Email: _____ |
| Banner ID: _____ | Date of Birth: _____ |
| Program Location: _____ | Program Dates: _____ |
| Xavier Professor Completing Reference: _____ | |
| Department and Phone Number: _____ | |

Under US Federal Law, students are permitted access to certain education records. Section 438 (a)(2)(B) of Public Law 90-247 provides that a student may waive the right to inspect confidential letters of recommendation. If you waive your right to inspect the information requested by this form, please sign below.

| | |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

To be completed by the individual providing the reference. The student named above is applying to study abroad through Xavier University. Xavier is concerned with an applicant's ability to represent XU abroad and thrive in a foreign environment. Study Abroad can be a stressful time, both academically and socially. Please comment on the student's abilities based on comparison with other students at similar stages in their academic careers.

How long have you known the student, and in what capacity? _____

| | Excellent | Above Average | Average | Below Average | Poor | Unable to Judge |
|---|-----------|---------------|---------|---------------|------|-----------------|
| Academic Work | | | | | | |
| Motivation | | | | | | |
| Ability to work on his/her own | | | | | | |
| Ability to express thoughts in writing and speaking | | | | | | |
| Maturity | | | | | | |
| Self-reliance and Independence | | | | | | |
| Ability to represent Xavier Abroad | | | | | | |
| Suitability to study abroad | | | | | | |

Please see page two of this form for additional questions.

Please comment specifically on the applicant in terms of the following, to the best of your knowledge:

1. Academic Suitability for study abroad
2. Personal suitability for living abroad
3. How study abroad would enhance the student's academic career
4. Any other relevant information to support the student's application

Signature of individual providing reference

Date

Printed Name

Title

Xavier Campus Address and Phone

Submit form to the Xavier Center for International Education, GSC 230 by the deadline.

9/27/2017