



Application Process

- ❑ Contact: Karen Williams - karen.williams@drake.edu
- ❑ Complete **Education Abroad 101**: www.Drake.edu/StudyAbroad
- ❑ Search for an ISA Service Learning program: <https://Drake-sa.TerraDotta.com>
 - ❑ Questions for ISA? Contact servicelearning@studiesabroad.com
- ❑ **Set up an appointment** with the Drake International office
- ❑ Complete a **Drake International Online Application** by clicking “Apply Now” on the program page in Terra Dotta
- ❑ If accepted, “Commit” to your Drake International program in Terra Dotta, and complete the post-acceptance documents
- ❑ Meet with Chad Cardani-Trollinger to complete the **Course Approval Form**. Upload the form to your online application after you have been accepted into the program.
- ❑ Complete the **ISA Application** by their deadline:
<https://studiesabroad.com/experience/apply-now>
- ❑ Submit **ISA’s supplemental page** to Drake International. Keep in mind that we can NOT sign the approval form until you have completed your Drake International application.

NOTE: skipping any of these steps could prevent you from participating in the program, be be careful to complete all sections.

Once You’ve Been Accepted:

- ❑ ISA Service Learning Team will be in contact with you for next steps
- ❑ Be sure you’re enrolled in a program of **at least** 6 weeks
- ❑ Refer to your ISA Student Portal for all further processes. There will be forms in your portal describing how to pay, how to pay using financial aid or scholarships, how to book your flight, etc, and also includes all supplemental forms you need to complete
- ❑ Opt to receive credit from Carroll College on any supplemental form that asks. Be sure to indicate you’re receiving a **letter grade** and **not** pass/fail
- ❑ Send your official transcript, schedule an interview with ISA, and upload a resume and cover letter
- ❑ **Order a passport** or renew your current passport if necessary. The passport needs to be valid for at least six months after your return date



- ISA will work with you on whether or not you need to get a **student visa**, but it doesn't hurt to start researching on your own

Financial Aid and Scholarships through the International Studies Office

- Contact: Karen Williams - karen.williams@drake.edu
- Learn about **Scholarships** at: <http://www.drake.edu/studyabroad/scholarshipsandfinancialaid/>
- Complete the **Global Learning Scholarship** application found in Terra Dotta
- Meet with the **Office of Financial Planning** after choosing a program. Go prepared to the appointment with an estimate of your total program costs, including airfare, meals, books, personal expenses, in-country transportation costs, etc.
- Review **ISA's payment process** and **withdrawal policy** found in your ISA Student Portal

Scholarships through ISA

- Contact: servicelearning@studiesabroad.com
- ISA offers a matching grant of \$300 to any student who receives the **Drake Global Learning Scholarship**
- Kalyn Peterson Memorial Scholarship – offered exclusively for students enrolled in an ISA Service-Learning program
https://studiesabroad.com/experience/sites/all/themes/fusion/sli_theme/pdf/Kalyn_Peterson_Memorial_Scholarship_Application.pdf
- All students receive an automatic \$200 discount due to ISA and Drake's affiliation
- Scholarship application deadlines are **strict so plan accordingly**

Financial Assistance through LEAD

- Contact: Chad Cardani-Trollinger; chad.cardani-trollinger@drake.edu
- Complete all application materials and be accepted to a program
- Complete all items in Financial Aid and Scholarships items above

Before You Go

- Attend the mandatory **Pre-Departure Orientation**, and any program-specific orientations
- Set-up an appointment with World Languages and Cultures to fulfill a **language minor** (if applicable)



Application Deadlines

Summer 2018

- Drake Administered: Deadlines range from February 15 through March 15
- ISA: March 1 (April 1 for programs starting in late June)

Drake Global Learning Scholarships

- Summer: February 15

ISA Scholarships

- Summer: February 28

FAQ

1. The ISA scholarship application says only students who are going for 8 weeks or more can apply, can I still apply if I'm only going for 6 weeks?
 - a. Yes, the Kalyn Peterson Memorial Scholarship can be applied to students going on programs less than 8 weeks. For all other scholarships, you must be enrolled for at least 8 weeks.
2. If I receive LEAD financial assistance, how do I apply that money to my ISA Student Portal?
 - a. You will need to work closely with your Financial Aid office as they will most likely create a scholarship and then apply it to your Drake Student Account. From there you will need to take the money out and use it to pay for the remainder of your program fees. In the event you do not have access to the money by the Final Forms and Payment deadline, you will need to fill out and submit ISA's Verification of Award form, which can be found in your ISA Student Portal.
3. There are 2 applications I have to do?
 - a. Yes. You must complete the Drake International application and be accepted, **and then** apply through ISA.
4. How many credits will I receive for the program?



- a. That depends on how long your program is. 1 credit = 30 hours of full time Service Learning so 4 or 6 week programs will receive 3 credits, and 8 week or more programs will receive 6 credits.
5. Can I take a class over the summer in addition to my Service Learning hours?
 - a. The mission of LEAD is to make significant contributions to Drake and your current and future communities of involvement by exemplifying ethical leadership. We wish for you to focus on this during your capstone abroad, but are willing to discuss additional classes under certain circumstances.
6. Is this pass/fail or a letter grade course?
 - a. Letter grade. Your Carroll College Transcript Request form (found in the your ISA Student Portal) will ask you to opt for pass/fail or a letter grade. You must choose a letter grade.
7. 6 week programs aren't listed except in Galway, how do I enroll in a 6 week program?
 - a. You'll need to apply for the 4 week program and then email your ISA Program Manager and tell them you would like to add 2 weeks onto the program. The additional cost for 2 weeks will vary by country, so be sure to confirm with Kristine what your final program cost is.
8. When in doubt, contact Karen Williams for Drake related questions, Chad Cardani-Trollinger for LEAD related questions, and servicelearning@studiesabroad.com for ISA related questions.

