

NOW THAT YOU HAVE DECIDED TO GO ABROAD WITH ELAP...

Follow these steps to achieve your Experience with Purpose.

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MEET THE ELIGIBILITY REQUIREMENTS

PERSONAL PROFILE REQUIREMENTS

The ideal ELAP participant should possess the following attributes:

- Patience with others
- Desire to participate and learn
- Ability to work in a team
- Personal initiative
- Reliability
- Commitment

ACADEMIC AND LANGUAGE REQUIREMENTS

↳ STAND-ALONE, ELAP + ISA CONCURRENT, POST-ISA ADD-ON

- 2.5 GPA for Latin America and South Korea programs; 2.8 GPA for England and Spain programs
 - 4 semesters or 6 quarter units of Spanish for most ELAP programs in Latin America and Spain
- Spanish language eligibility will ultimately be determined through a Spanish language phone interview. Please note some placements can accept participants with less Spanish language experience. Please contact The ELAP Team for more details.*

↳ ELAP GROUP PLACEMENTS

- 2.5 GPA
- A minimum of one semester of college-level Spanish, or the equivalent

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DISCUSS ELAP WITH YOUR HOME INSTITUTION

QUESTIONS TO ASK YOUR STUDY ABROAD ADVISOR:

- When is the best time for me to go abroad?
- Does the Study Abroad Office have paperwork or an application to complete before applying to ELAP?

Earning academic credit for ELAP programs may be possible depending on your home institution's policies. Be sure to visit the ELAP website to find out if students from your university have received academic credit for ELAP in the past. Keep in mind that even if your institution is not listed, you may still be able to get credit.

QUESTIONS TO CONSIDER:

- Who is the primary department or contact person on campus I should speak to about getting academic credit?
- How many hours are necessary for me to get credit (or transcript notation) for ELAP? Are there additional assignments required for credit transfer (ie: a blog, reflection activities, final paper or digital story)?

ONCE YOU HAVE THIS INFORMATION, PLEASE FILL OUT THE ACADEMIC CREDIT TRANSFER SECTION (FOUND ON PAGE 3 OF THE APPLICATION).

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SUBMIT YOUR APPLICATION MATERIALS

WHEN YOU HAVE COMPLETED AND COMPILED THE NECESSARY DOCUMENTS, MAIL TO:

ELAP
1112 W. BEN WHITE BLVD.
AUSTIN, TX 78704

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FOLLOW UP

SPANISH LANGUAGE INTERVIEW FOR LATIN AMERICA AND SPAIN PLACEMENTS

The ELAP Team will contact you to set up a brief Spanish language phone interview, which will determine your program eligibility. *This does not apply to group projects.*

PROGRAM ACCEPTANCE

After successfully completing the language interview, you will receive an ELAP acceptance email and log-in information regarding a personal student portal account where you can find additional forms and information about your program.

PLACEMENT CONFIRMATION

Four weeks before your program start date, you will receive confirmation of your specific ELAP placement.

FINAL FORMS AND PAYMENT DEADLINE

Please see the country specific pages or ELAP website for deadlines.

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For information regarding scholarships, loans or grants, please visit the ELAP website.

APPLICATION AND PAYMENT DUE DATES

ELAP STAND-ALONE AND POST-ISA ADD-ON PLACEMENTS: Please refer to the city-specific page for program dates, application and final forms and payment deadlines.

ELAP ALTERNATIVE SPRING BREAK GROUP PROJECTS: You must submit your application no later than Jan. 15th. Final forms and payment deadline is Feb. 1st.

ELAP LATIN AMERICA GROUP PROJECTS: You must submit your application no later than March 1st. Final forms and payment deadline is March 15th. Program participants must follow the deadlines listed in their student portal for all ELAP and/or ISA programs in which they are enrolled. Participants who have not paid in full by the final forms and payment due date are subject to a late fee of \$150.

ELAP + INTERNATIONAL STUDIES ABROAD CONCURRENT PROGRAMS: Please visit studiesabroad.com for ISA application and final forms and payment deadlines for participation in any ISA program in conjunction with ELAP. Please refer to the city-specific page for program dates, application and final forms and payment deadlines.

CODE OF CONDUCT

All participants are required to adhere to the ELAP Code of Conduct. A full description of the ELAP Code of Conduct can be found on the ELAP website at myelap.com. Please read and familiarize yourself with the policies.

REQUIRED DISCIPLINARY INFORMATION

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended at the college or university level, whether related to academic misconduct or behavioral misconduct?

Yes No

2. Are you currently on probation, whether academic or disciplinary, at your home institution?

Yes No

3. Have you ever been charged or convicted of a misdemeanor, felony or other crime?

Yes No

If you answered yes to any of the above questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

You must mention if the violation(s) resulted in your probation, suspension, removal, dismissal or expulsion from the institution.

Your home institution will confirm the information above when they complete the Disciplinary Verification Form, which will be available in the student portal.

CANCELLATION POLICY

Please review the refund policy below. When applying to an ELAP program, participants are required to adhere to all established deadlines, terms, conditions and policies.

If your application is denied due to eligibility reasons, or if we are unable to confirm a placement in one of your listed preferences, your deposit will be fully refunded. The final deadline for withdrawal from any ELAP program is 14 days prior to the departure date of the program. If a participant withdraws after this final deadline, no refund will be given, regardless of the reason for withdrawal. If an applicant has not paid in full by the final payment deadline, they will be withdrawn from the program and responsible for all associated costs incurred during the enrollment process. All withdrawal requests must be submitted in writing by the participant. If a participant withdraws from the program prior to this final deadline for withdrawal, the ELAP refund policy is as follows:

LATIN AMERICA:

- If the participant withdraws from the program prior to the final payment deadline appearing on the ELAP website/student portal, ELAP will refund all but \$200. This applies to all participants, regardless of the reason for withdrawal.
- If the participant withdraws 1-9 days after the final payment deadline appearing on the ELAP website/student portal, ELAP will refund all but \$750 plus any costs incurred by ELAP on behalf of the participant.
- If the participant withdraws 10-20 days after the final payment deadline appearing on the ELAP website/student portal, ELAP will refund all but \$1,000 plus any costs incurred by ELAP on behalf of the participant.
- If the participant withdraws 21 or more days after the final payment deadline appearing on the ELAP website/student portal, but prior to the final deadline for withdrawal, ELAP will refund all but \$1,500 plus any costs incurred by ELAP on behalf of the participant.

ENGLAND AND SPAIN:

- If the participant withdraws from the program prior to the final payment deadline appearing on the ELAP website/student portal, ELAP will refund all but \$200. This applies to all participants, regardless of the reason for withdrawal.
- If the participant withdraws 1-9 days after the final payment deadline appearing on the ELAP website/student portal, ELAP will refund all but \$750 plus any costs incurred by ELAP on behalf of the participant.
- If the participant withdraws 10-20 days after the final payment deadline appearing on the ELAP website/student portal, ELAP will refund all but \$1,250 plus any costs incurred by ELAP on behalf of the participant.
- If the participant withdraws 21 or more days after the final payment deadline appearing on the ELAP website/student portal, but prior to the final deadline for withdrawal, ELAP will refund all but \$1,750 plus any costs incurred by ELAP on behalf of the participant.

Signing and returning all documents in your acceptance packet is your responsibility. If you fail to return the documents after repeated notification (email or call), you will be deemed withdrawn and will not be eligible for any refund.

If you change or defer to another ELAP program after the final payment deadline but prior to the final deadline to withdraw, ELAP will assess a \$500 change fee plus costs incurred. Program changes are not permitted 1-14 days prior to the start of the program.

ELAP advises group participants to confirm that the minimum enrollment requirement for their program has been met prior to purchasing airfare. Individual program participants are advised to wait for their official acceptance before purchasing airfare. If booking occurs before either of these, ELAP is not responsible for airline fare or ticket change fees incurred by program participants. ELAP reserves the right to cancel or adjust program dates to accommodate host organization calendar changes, and is not responsible for airline fare or ticket change fees incurred by program participants.

Prices and dates are subject to change without notice.

By signing below, I acknowledge that I have read and understand the ELAP Final Forms and Payment Due Dates and Cancellation Policy sections. I also certify that the details that I provided in the Required Disciplinary Information section are true and correct.

FULL NAME (PRINT)

PARTICIPANT'S SIGNATURE

X

DATE

PARENT/GUARDIAN SIGNATURE (to be completed if applicant is under 18 years of age)

By signing below I certify that I have carefully read and understand this application in its entirety and agree to the information presented. I give my permission for the applicant to participate on this ELAP program.

PARENT/GUARDIAN NAME (PRINT)

REQUIRED - PARENT/GUARDIAN SIGNATURE

X

REQUIRED - RELATIONSHIP TO APPLICANT

DATE

NOTARY NAME (PRINT)

REQUIRED - NOTARY SIGNATURE

X

DATE

ADVISOR VERIFICATION (TO BE COMPLETED BY A STUDY ABROAD ADVISOR)

Please have your study abroad advisor complete this section to indicate their awareness of your intent to participate in an ELAP program. If your home university/college does not have a study abroad office, then an academic counselor or equivalent may complete this section.

TITLE	PHONE NUMBER	E-MAIL ADDRESS
STUDY ABROAD OFFICE/ADMISSIONS/ACADEMIC ADVISOR'S NAME - PLEASE PRINT		STUDY ABROAD OFFICE/ADMISSIONS/ACADEMIC ADVISOR'S SIGNATURE X

ACADEMIC CREDIT TRANSFER (TO BE COMPLETED BY THE APPLICANT)

ELAP participants can work with their university to receive academic credit. The policies of colleges and universities vary so this may not always be an option; however, many ELAP participants have successfully received "Independent Study," "Internship," "Directed Studies," or "Special Topics" credit for their program. Please contact your study abroad advisor to see if it would potentially be an option for you. Many times participants can work with a professor who would be able to award the credit as well. Transcripts are not issued for any ELAP program (only for ISA academic programs from host universities); however, we do provide a certificate of completion documenting the total hours earned at your ELAP placement. Additionally, we can provide evaluations and training materials to your school and/or advisor, if necessary.

Check one of the following boxes:

- I DO NOT plan to receive university internship or independent study credit by participating in ELAP.
 I DO plan to receive university internship or independent study credit by participating in ELAP.

(If you check this option, provide the contact information for the advisor/faculty member who will grant university credit, as well as the requirements needed to earn credit in the box below)

NAME	E-MAIL ADDRESS	TITLE
REQUIREMENTS NEEDED TO EARN CREDIT (ex: My major in Global Health requires an international experience abroad where I have to complete 135hrs of service.)		

STUDENT VISA AND PASSPORT INFORMATION

All ELAP participants must have a valid passport, and securing a passport is the responsibility of the participant. Be aware that you must have a passport valid for at least six months after your program's end date in order to apply for a visa. More information regarding passport procedures can be found at travel.state.gov/passport.

ELAP program countries vary greatly in their visa requirements for participants. While some participants may be required to obtain a student visa, others may be able to stay in the host country for the duration of their program as a tourist. The application process for a student visa also varies by country. Depending on the foreign consulate, applicants may have to apply for the visa in person, via an online application, or by mailing in all application materials. ELAP will include country-specific student visa information in the student portal (when applicable). You can also find contact information in the Embassies and Consulates section of the ISA website at www.studiesabroad.com. If you are not a U.S. citizen, contact your nearest consulate immediately to check on regulations as they may differ from those for U.S. citizens. Applying for a student visa is a lengthy process, so allow enough time for processing your visa application. You should apply for your visa 45-120 days prior to departure, depending on the host country. Most foreign consulates are located in big cities, and in many instances travel is required to obtain visas from the consular office in person in your area of residence. Processing and visa fees vary, and most are non-refundable.

Rules and regulations for student visas are constantly changing. Each consulate in the U.S. functions independently and makes its own rules, deadlines and policies. You should contact your consulate to request a student visa application, list of requirements and to verify the application process and timetable. In most cases your passport will physically remain at the consulate until your student visa is approved; therefore, if you have NOT applied for a passport, please apply early to avoid problems. If your consulate requires that you appear in person, be sure to verify that they will be open and accepting applications before you make specific travel plans; certain consulates only accept a specific number of applications per day. Some consulates also require that you set up an appointment far in advance.

ELAP has no power to intervene on behalf of participants who do not obtain a visa or who are denied a visa. If a participant is unable to secure a visa and can therefore not participate on his/her ELAP program, he/she may have the opportunity to defer to another ELAP program at a later date or to another ELAP program that does not require a visa. Participants who are unable to secure a student visa will not be subject to any special refund; the standard ELAP Cancellation Policy will apply.

RELEASE

In consideration of the benefits accruing to me from Experiential Learning Abroad Programs (ELAP), I do hereby release and discharge ELAP and its agents, employees, and representatives from all suits, claims, or liability of any nature arising out of or related to my participation in the Program including, without limitation, claims for personal injury or property damage.

I authorize ELAP to share details of my program with my parents/family, my home institution in the U.S., and my host institution. It is my responsibility to contact my home institution regarding policies on program participation, including but not limited to transfer credit procedures and procedures related to financial aid, if I have not done so already. I understand that if I am rendered ineligible for a program after my initial acceptance, I am not entitled to any refund from ELAP. I acknowledge that it is my responsibility to maintain the minimum eligibility requirements (including GPA) from the point of my acceptance until the commencement of my program, if participating in an ISA program in conjunction with ELAP.

I release all photos taken or received from my experience abroad to be used by ELAP and its study abroad affiliates exclusively for promotional materials.

I understand that I can be removed or dismissed from the ELAP program at any time, either prior to or after departure, for violating the ELAP Code of Conduct and Guidelines as found on the ELAP website.

MEDICAL DISCLOSURE

While not required, it is advisable that health concerns, both mental and physical, be disclosed to ELAP at the time of application or, better yet, during the advising process that takes place prior to application submittal. The disclosure of this information will not result in our denying admission to any applicant, but will allow ELAP advisors to prepare and/or provide information relevant to his/her selected program in a timely manner. Disability services vary by country, thus ELAP cannot guarantee that all services offered in a participant's home country can be matched abroad. Efforts are made to provide special accommodations, within reason. It is beneficial to all involved if participants are fully advised of services prior to committing to a particular program. The differences in disabilities services within a particular city or country will not be grounds for exceptions to our cancellation policies.

By signing below, I acknowledge that I have read and understand the ELAP Visa and Passport Information, Academic Credit and Medical Disclosure sections.

FULL NAME (PRINT)	
PARTICIPANT'S SIGNATURE X	DATE

PARTICIPANT PROFILE AND SKILLS ASSESSMENT FORM

NAME

PLACEMENT LOCATION:

- | | | |
|--|---|---|
| <input type="checkbox"/> BUENOS AIRES, ARGENTINA | <input type="checkbox"/> SANTIAGO, DOMINICAN REPUBLIC | <input type="checkbox"/> GRANADA, SPAIN |
| <input type="checkbox"/> FLORIANÓPOLIS, BRAZIL | <input type="checkbox"/> LONDON, ENGLAND | <input type="checkbox"/> SALAMANCA, SPAIN |
| <input type="checkbox"/> VALPARAÍSO, CHILE | <input type="checkbox"/> CUSCO, PERU | <input type="checkbox"/> SEVILLA, SPAIN |
| <input type="checkbox"/> HEREDIA, COSTA RICA | <input type="checkbox"/> LIMA, PERU | |
| <input type="checkbox"/> SAN JOSÉ, COSTA RICA | <input type="checkbox"/> SEOUL, SOUTH KOREA | |

PLACEMENT TYPE:

- INDIVIDUAL GROUP PROJECT
 *Should the Group Project not be an option, would you consider an individual placement? Yes NO

PLACEMENT PREFERENCE (EX: MEDICAL CLINIC)

Refer to city-specific page for list of placement descriptions

1. _____

ALTERNATIVE PLACEMENT SELECTIONS

1. _____

2. _____

LANGUAGE INTERVIEW:

Please note all Latin America or Spain applicants will have a language phone interview to determine eligibility for the chosen program. So The ELAP Team may schedule this interview, please provide the most up-to-date contact information.

PHONE: ()

E-MAIL ADDRESS:

ON A SEPARATE PIECE OF PAPER, PLEASE PROVIDE DETAILED ANSWERS FOR ALL OF THE FOLLOWING QUESTIONS. THIS INFORMATION IS USED BY THE ELAP TEAM TO PLACE YOU IN THE INTERNSHIP OR VOLUNTEER PROGRAM THAT BEST FITS YOURS SKILLS AND INTERESTS, AS WELL AS NEEDS OF THE HOST ORGANIZATION.

1. Please provide a brief statement (250-500 words) on why you would like to participate in ELAP. Please include what you are hoping to achieve during your time abroad, any personal attributes that will assist you during this program and prior experiences abroad as a volunteer/intern.
2. Please list any courses you have completed which pertain to what you would like to do abroad. For example, if you are interested in working in the health care field, list any pre-med courses you have completed.
3. Please list previous (if any) foreign travel/study experience, amount of time (minimum stay = 1 week).
Please state: country, dates, group or independent, and the purpose.
4. Do you possess any additional abilities or skills that you would like to share with others (i.e.: musical instruments, sports, teaching languages, craft/art skills, manual/technical experience, medical certifications, etc.)?
5. For the area you selected as your first choice, what specific type of volunteer or internship work would you like to do? You may list several different activities—Remember, the more specific, the better!
6. How many hours would you ideally like to volunteer per week (during ELAP)?
7. All ELAP participants abroad must learn to deal with many challenges as a result of living in a foreign country. ELAP participants face the additional challenge of playing an active role in the community through a volunteer or internship experience. What do you believe will allow you to be successful as an ELAP participant?

