

# Guidelines for Student Travel Vouchers

## Study Abroad Office Funding Supporting Travel Related to Credit-Bearing Academic Experiences Outside the United States

As part of an institution-wide effort to prepare students for the rigors of a globally competitive and interconnected marketplace, Arkansas State University (A-State) is actively encouraging its students to engage in educational activities outside the United States (U.S.). To help achieve this goal, A-State is providing funds that are available to students in the form of travel vouchers to help defray transportation costs, subject to eligibility requirements and conditions described below.

**Deadlines:** Spring: Nov. 30th, Summer: March 15th, Fall: July 15<sup>th</sup>, Winter: September 1st

**Who can apply?** Full-time undergraduate and graduate students in good academic standing as determined by A-State. Students must have completed at least one semester of academic study at A-State to participate in an A-State approved program offering academic credits in any of the following activities:

- ✓ Faculty-Led Programs
- ✓ Full year, Semester, Summer Study Abroad Programs
- ✓ International Independent Study, Service-Learning Experiences
- ✓ International Research Projects Outside of the U.S. and its Territories
- ✓ Exception to the Full-time rule: Students who are participating in Summer and Winter sessions

**Priorities:** Preference will be given to students with a GPA of 2.75 or above. Priority will be given to applicants who meet the following criteria:

- ✓ Demonstrate financial need
- ✓ Complete the FAFSA (Federal Student Aid or Financial Aid Application)
- ✓ Enrich, or broaden an existing A-State Program rather than developing new relationships
- ✓ Participate in academic experiences of four (4) weeks or more, as well as shorter programs involving significant projects in a related field study and/or research

### Eligibility requirements:

- ✓ Must not have received a previous travel voucher during the current academic year
- ✓ Must provide proof of acceptance or enrollment in an academic program. Awards will not be given until proof has been provided
- ✓ International students enrolled at A-State may not apply for a travel voucher to their home country

### Conditions

- ✓ Commitment and willingness to serve as an A-State Study Abroad Ambassador for one semester to assist in promoting international education and internationalization on campus, if asked
- ✓ Participate in outreach activities at A-State for at least six (6) hours upon return is required
- ✓ Provide content for program promotion, video, blogs, photos, etc.

### Travel voucher support provided:

There are two options available:

- ✓ The general \$500 Travel Voucher, which is available to any student who meets the above requirements. These travel vouchers are limited to providing funds to acquire coach/economy class roundtrip airplane tickets.
- ✓ A \$1,500 Travel Voucher (which cannot be combined with the \$500), for students whose family contribution is less than \$10,000 for additional support.

Should the trip be cancelled for any reason, except for cancellations on the part of A-State or if the U.S. government prohibits or discourages travel to that country, the student recipient is responsible for refunding the full amount of the travel voucher to A-State. Travel vouchers will not be awarded to support travel to countries/regions under U.S. Department of State travel advisories or bans.

### **How to apply?**

Submit the following:

1. A complete application (see the next page)
2. An essay, no more than 1 page, typed, double-spaced, 12 point font, explaining:
  - a. Why you want to study abroad?
  - b. How you will contribute to promoting Study Abroad and internationalization of Arkansas State University when you return?
3. If applying for the \$1,500 travel voucher, a copy of your award letter with the EFC listed, showing that your family contribution is \$10,000 or less

Supporting documents may be required to verify program eligibility. Award decisions will be made within 30 days of the deadlines listed above.

**Statement of non-discrimination:** It is the policy of A-State to afford equal opportunities in education and in employment to qualified persons regardless of age, color, race, disability, religion, or sex, in accordance with all laws, including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1973, Americans with Disabilities Act of Civil Rights Act of 1991, and Executive Order 11246.

For more information about this application, contact the Study Abroad Office at (870) 972-3734 or [studyabroad@astate.edu](mailto:studyabroad@astate.edu).

# Study Abroad Office

## Travel Voucher for Credit-Bearing International Academic Experiences

PLEASE READ the information on previous pages of this application BEFORE completing this form.

<b><u>PERSONAL INFORMATION</u></b>		<b>Student ID:</b> _____			
Name: _____		Country of Citizenship: _____			
A-State Email: _____		Major: _____ Minor: _____			
Class Level:	Fresh.	Soph.	Junior	Senior	Graduate
When is your expected graduation date? _____		Month _____	Year _____		
I am applying for:	\$500 Travel Voucher	\$1,500 Travel Voucher			
Have you ever received a Travel Voucher award before?		Yes _____ No _____			

<b><u>OBJECTIVES:</u></b>
On a separate page, state your reason for wanting to study abroad, what you hope to learn while studying abroad, and what you plan to do with the new knowledge once you return home.
Explain how you will contribute to promoting Study Abroad and internationalization of Arkansas State University when you return.

<b><u>SUPPLEMENTAL INFORMATION</u></b>
1. Is the Study Abroad experience credit bearing? Yes _____ No _____
2. Host Institution _____ # of credit hours to be earned? _____
3. Program start date: _____ Program end date: _____
4. Country/countries of destination _____

I, the undersigned, am committed to completing two of the following international outreach activities up to six (6) hours when I return from my program overseas (check the activities that would interest you next semester)

- Give a presentation on the A-State campus
- Participating in Pre-Departure Orientation
- Participate in Study Abroad Events, such as workshops or classroom visits
- Other

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date