

**HONORS PROGRAMS
APPLICATION FORM FOR STUDY ABROAD SCHOLARSHIP STIPENDS**

REQUIREMENTS AND INSTRUCTIONS

READ THE INFORMATION BELOW VERY CAREFULLY AND KEEP A COPY OF THIS SHEET AND THE SCHOLARSHIP STIPEND APPLICATION FOR YOUR RECORDS AND TO ANSWER FUTURE QUESTIONS

1. Who is eligible to receive a Study Abroad Scholarship Stipend through Honors Programs?

Students who have completed **at least one academic year** at Texas A&M University and who are receiving one of the four year academic scholarships administered by Honors Programs listed below are automatically eligible to receive a \$1000 Study Abroad Scholarship Stipend usable prior to graduation. Each student may receive only one stipend during his/her TAMU career.

The required minimum TAMU GPR varies depending on endowment requirements and is noted in parenthesis next to the scholarship. The student must have the appropriate TAMU GPR **at the time of application** for a request to be processed.

President's Endowed Scholarship (3.0/3.5)	Lechner Scholarship (3.0/3.5)
Academic Achievement Scholarship (2.75)	McFadden Scholarship (3.0/3.5)
President's Achievement Scholarship (2.75)	Zoch-Chandler Scholarship (3.0/3.5)
Challenge Scholarship (2.5)	Century Scholar Scholarship (2.75)

2. For which study abroad programs is the Study Abroad Scholarship Stipend applicable?

The Study Abroad Program for which a stipend is requested must be an official TAMU sponsored program coordinated by or in cooperation with **and approved by** the Study Abroad Programs Office.

A fall or spring Study Abroad Program must total at least 12 credit hours; a summer Study Abroad Program must total at least 6 credit hours; a winter-break or mini-mester study abroad program must total at least 4 credit hours. *Programs such as the Jordan Institute Fellows or those which only consist of Independent Study enrollment are not considered official TAMU sponsored Study Abroad Programs.*

Honors candidates (students that have completed at least 9 hours of honors coursework) can use the stipend for honors abroad programs approved by the TAMU Honors office. Approved honors abroad programs must award honors credit, award 12 or more hours total, and be at least ten (10) weeks in length. For a list of approved honors abroad programs, see an honors advisor.

3. How do I request a Study Abroad Scholarship Stipend?

Turn in the attached form to the Study Abroad Office (Lobby Bizzell Hall West) by the deadline on the reverse side of this sheet. Applications should not be turned in to Honors Programs. The Study Abroad Programs Office will hold applications approximately four weeks before the final program payment deadline. Applications are then delivered to Honors Programs for verification. Honors Programs verifies the student's scholarship status and eligibility and then forwards the application with an accompanying voucher to the University's Scholarships and Financial Aid and Fiscal Departments for processing.

4. How do I claim my Study Abroad Scholarship Stipend?

The \$1,000 Study Abroad Scholarship Stipend is processed by Honors Programs and is applied directly to your **University fiscal account for the semester you will be abroad**. After the balance due has been deducted, funds are disbursed in the form of a refund check or, if previously selected, through direct deposit.

It is your responsibility to check your account online for any balance due that may be deducted from your study abroad stipend. See the My Record tab in the Howdy web portal at <https://howdy.tamu.edu>.

A full TWO WEEKS should be allowed from the time a Study Abroad Scholarship Stipend Application is received by Honors Programs (not the Study Abroad Programs Office) until funds are disbursed.

The deadlines noted on the reverse side of this sheet allow ample time for requests to be processed so that you can meet the final program payment deadline for programs which have payments due to the Study Abroad Programs Office. If you are participating in a program that requires payment to another department or college, you should verify that final program payment deadline with that unit and plan accordingly.

5. What if I also want to request a regular semester scholarship payment while studying abroad?

If you are receiving a regular semester scholarship payment during your trip abroad, that money will be credited to your account just as it is done when you are studying at the College Station campus. Thus, the regular scholarship payment will not be credited or made available until you are enrolled in coursework for that term. Be sure to read the special instructions on the application if you are requesting a regular semester scholarship payment in addition to the Study Abroad Scholarship Stipend.

6. What if I have questions?

Questions regarding the administration/processing of the Study Abroad Scholarship Stipend may be directed to Myra Gonzalez in Honors Programs, 845.1957 or email myra-g@tamu.edu.

TAMU SPONSORED STUDY ABROAD PROGRAMS**DEADLINE FOR SUBMISSION OF FORM***

Spring Semester	November 1
Summer Session	March 1
Fall Semester	March 1
Denmark's International Studies Program (DIS)	
Spring	November 1
Fall or Full Year	March 1

*These deadlines apply to programs that require payment to the Study Abroad Programs Office. If you participate in a program that requires payment to another department or college, you should verify the final program payment deadline with that department or college and plan accordingly.

YOU MUST ALLOW AT LEAST FOUR WEEKS FOR A STUDY ABROAD SCHOLARSHIP STIPEND TO BE PROCESSED. IF YOU TURN IN AN APPLICATION WITH LESS THAN FOUR WEEKS NOTICE, THERE IS A CHANCE THE FUNDS WILL NOT BE READY IN TIME FOR YOUR DEPARTURE.

NOTE: It is **highly recommended** students planning to study abroad consult with a Financial Aid Advisor in Scholarships and Financial Aid in the Pavilion. There are various financial options for study abroad students, including scholarships and loans.

Return to the Study Abroad Office

APPLICATION FOR STUDY ABROAD SCHOLARSHIP STIPEND ADMINISTERED THROUGH HONORS PROGRAMS

READ THE ATTACHED REQUIREMENTS AND INSTRUCTIONS PRIOR TO COMPLETING THIS FORM.
KEEP A COPY OF THIS FORM FOR YOUR RECORDS. **PLEASE TYPE OR PRINT.**

NAME _____ UIN _____ - _____ - _____
LOCAL ADDRESS _____ PERMANENT ADDRESS _____

LOCAL TELEPHONE _____ EMAIL ADDRESS _____

MAJOR _____ CLASSIFICATION _____ CUMULATIVE TAMU GPR _____

NAME OF FOUR YEAR SCHOLARSHIP _____ EXPECTED GRAD. DATE _____

TAMU STUDY ABROAD PROGRAM TITLE _____

PROGRAM COUNTRY _____

PROGRAM PROFESSOR _____

SEMESTER ABROAD (Stipend will be paid semester you are gone): Fall ___ Spring ___ Summer I ___ Summer II ___

_____ I request **only** the \$1000 Study Abroad Scholarship Stipend.

_____ I request my regular semester scholarship payment in addition to the study abroad stipend. (*You must be registered for at least 12 hours during fall or spring semester at Texas A&M University to receive a regular scholarship payment. To receive a regular scholarship payment for summer you must enroll in at least 8 credit hours for the summer of which a minimum of 6 are study abroad. (Caution is urged for out of state students choosing this option).*)

_____ I request **only** a regular semester scholarship payment while studying abroad **without** the Study Abroad Scholarship Stipend.

CLASSES YOU PLAN TO TAKE DURING YOUR STUDY ABROAD: **Total Hours:** _____

Course Title and Number	Credit Hours	Course Title and Number	Credit Hours
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

FINAL PROGRAM PAYMENT DEADLINE _____

STUDY ABROAD OFFICE USE ONLY:

- The above program is an official Texas A& M sponsored study-abroad program (Faculty-Led program or Reciprocal Exchange).
- The above program is an Independent Study Program which requires ADDITIONAL review by honors office.

SAPO Representative (full name) _____ Date _____

HONORS OFFICE USE ONLY:

The above program has been approved as a TAMU Honors Abroad experience.

Honors Representative: _____ Date: _____

OHPAS Use Only Edited 8/01/08 MG

Account # _____

Approved by _____