



ACCEPTANCE & PRE-DEPARTURE POLICIES

Application Process at API

Students may submit their application to API in one of two formats: 1) by completing the printed application that is found in the API catalog and returning it to our office by mail or fax, or 2) by completing the online application. In either case, students will also be required to submit additional documentation, including the transcript, letters of recommendation and advisor's signature page directly to API by mail.

Upon receipt by API, the new applicant is called by a Program Assistant. At that point, a student is advised as to whether the application is complete or if any components are missing. Unless a direct billing arrangement is in place with API, (s)he is also informed of the program price (the cost of the program reflected on the API website as of that particular date) and it is explained that even if the program price increases, the student's price as quoted will not change.

Generally, once an application is complete, it takes 10 business days for the applicant to be accepted. In the majority of situations, API can directly accept a student on behalf of the overseas host institution. In those cases where the host university must confirm acceptance, students are offered provisional acceptance through API once their materials have been reviewed and are otherwise treated as a regularly accepted student.

Once an acceptance decision has been made, students are called by their Program Managers and alerted to their acceptance status. Students who are not accepted will receive a refund of their \$150 application fee. On the same day, students who have been accepted receive an acceptance email that details more specifically the steps they need to take to continue moving forward with their preparations. Attached to the email, students will find an Intent to Enroll form which allows students to fully confirm their intention to participate in the API program. Once this form is received, API transfers the student status from an applicant to a participant.

In addition to their acceptance email, students receive an acceptance packet that contains all of their post-acceptance paperwork, including a medical form, a detailed list of what items are included in the API program cost, a housing form (unless submitted previously with the application), a course form, a description of the API cell phone plan (where applicable), and a billing and financial aid policies form, as well as their official acceptance letter from API and a "What's Next" form detailing the various stages of the pre-departure process with API.

What if a student who is interested in applying does not meet the API program's GPA requirement?

API believes in the importance of a strong GPA, but is willing to consider applicants whose GPAs fall below the GPA requirement in certain instances. Students are asked to submit a statement of explanation along with their application in which they are encouraged to honestly address the reasons behind their low GPA. API is most willing to consider an applicant with a low GPA in the following instances:

- 1) The GPA trend has steadily improved from a low point in the freshman year.
- 2) One particular course really drove down the GPA.
- 3) The student has made a concerted effort to study the host language, has performed well in the language courses and has applied for a program with a language focus.
- 4) The student selected the wrong major, and upon correcting the course of study, has steadily improved the GPA.

Whenever possible, if API cannot accept a student for the session originally pursued by the student, we will extend the opportunity to improve grades in the current semester and reapply for a subsequent session.

What if my student applicant is on disciplinary probation (DP) or has a history of disciplinary infractions?

API considers students with a history of disciplinary infractions on their home campus on a case-by-case basis. API will only consider students with disciplinary histories if the home institution has agreed that the student is eligible to participate in a study abroad program. If the infraction was relatively minor and a minimum of a full semester has passed since the infraction occurred, API is more likely to accept the student.

More serious infractions are reviewed by the Director of Student Services; in many cases, a phone interview will be scheduled to discuss the circumstances behind the probation with the student. If the student has a solid rationale for studying abroad and demonstrates that (s)he has learned from the experience of being placed on disciplinary probation, API is reasonably comfortable accepting most students. Students are advised that API treats its own on-site rules seriously and warned that failure to abide by API guidelines on-site can result in removal from housing or dismissal from the program. All students, once accepted, are asked to sign a Study Abroad Agreement which details basic rules and conditions for participation in the API programs, as well as a housing conditions agreement.

Post-Acceptance Mailings from API

As students prepare for their study abroad experience, they receive information from API via email and regular mail.

EMAILS: We periodically send students important program updates, forms, and other program information by email. We encourage students to check their email regularly so that they do not miss important information!

We may occasionally send students emails from generic API accounts such as billing@academicintl.com or acceptance@academicintl.com. We urge all students to modify the preferences in their email account so that all emails from the academicintl.com domain come directly to their inbox, and thereby decrease the risk that our emails could be sent to junk mail.

ORIENTATION PACKET: Students and parents receive an Orientation Packet, complete with an Orientation Handbook, approximately 6 weeks before they depart for their study abroad program. They will also receive instructions via email regarding how to complete the online pre-departure orientation using the API Toolbox.

FINAL PACKET: Approximately 2-3 weeks before students depart for their overseas destination, API will send students the Final Packet. It contains each student's housing assignment, a program itinerary, an insurance card, and other final program details, including arrival information. If students are departing early, the final packet information can be sent to students via email and they can collect their insurance card on-site.

Students will not receive their final packets until their API balances are paid in full, unless the student has submitted documentation that the program fee will be paid with financial aid funds or the student attends a direct bill school whose university will cover program fees.