

## Registration Procedure

### *Step 1: Registration*

1. **Print out this registration packet.**
2. **Make a copy of your passport photo page.** Note that your passport **MUST BE VALID** at least six months later than you plan to return to the U.S. This is a U.S. passport control regulation for re-entry into the U.S. If you do not have a passport, see step 2 below.
3. **Study Abroad Registration Form.** Complete the Study Abroad Registration Forms.
4. **Program Registration Deposit.** Complete the registration deposit form. Take the form and your registration packet along with \$100 to the Cashier's office in 15 Jesse Hall (lower level). The cashier will stamp the deposit form paid.
5. **Bring** the following to the Administrative Assistant in 307 Cornell Hall:
  - a. **Deposit form** (stamped paid by the cashier's office.)
  - b. **Registration forms including signed Student Agreement form.**
  - c. **COLOR** copy of your **passport**.
    - You may apply without having received your passport. Simply write "applying" on the form where it asks for your passport number. You do need to make sure you bring your copy to the Admin Assistant as soon as possible.

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### *Step 2: Obtaining a Passport.*

- IF you do not already have a passport, then the next step is to apply for a passport. You will need 2 passport photos to submit with your passport application.
  - The main post office in Columbia has a passport window with a person who can assist you, or you can go to the web site at: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)
  - Once you receive your passport – send a copy to the Admin Assistant in 307 Cornell ([cremeensk@missouri.edu](mailto:cremeensk@missouri.edu)) in a pfd. doc or bring your passport to the office to have a copy made.**

(FedEx-Kinko's, Walgreens and Wal-Mart produce regulation photos but **shopping mall photo booths are not acceptable**.)

Check with the TCOB Study Abroad Office in 307 Cornell Hall, for questions on registration, deposits, passport applications, and the study abroad registration form.



**University of Missouri-Columbia  
Trulaske College of Business  
STUDY ABROAD STUDENT DATA FORM**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_  
*Last First Middle*

MU Student #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Citizenship:  U.S.  Other: \_\_\_\_\_ UGR GRAD (*circle one*) Grad Tuition Waiver? **Y N**

Passport # \_\_\_\_\_ **\*\*Please provide a color copy of the photo page**

Student Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Previous Programs: (please circle applicable programs)

Italy Summer Spain Summer China Summer Korea Summer  
Ireland Summer Ireland Internship Prague Summer

Student GPA: Cumulative: \_\_\_\_\_ Resident Non-Resident (*circle one*)

Local Address: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Local Phone: (\_\_\_\_) \_\_\_\_\_ Local information valid until (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

Parents' Address: \_\_\_\_\_

Parents' Phone: (\_\_\_\_) \_\_\_\_\_

**Emergency Contact:**  
(required) \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

**Emergency E-mail: (required)** \_\_\_\_\_

Professional Organization Member:

- Alpha Kappa Psi
- Delta Sigma Pi
- Marketing Forum
- Other \_\_\_\_\_

Social Organization Member:

- Sorority
- Fraternity
- Other \_\_\_\_\_

Responsible Office Positions: Please tell us any positions of responsibility that you have held in the above organizations, such as president, social chair, treasurer, etc.

How did you hear about this program? (*Circle all that apply*) Friends Website Exposition

International Center Advisor MU Info Other \_\_\_\_\_

In a sentence or two, tell us why you chose this program over the others available.  
(Cost, location, friends, just travel, etc.)

What are you looking forward to the most on this program?

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T-SHIRT SIZE - **Please circle one** - Small Medium Large XLarge XXLarge

## CERTIFICATIONS

Are you currently 1) on scholastic probation; or 2) under any disciplinary sanction by the university?

Yes  No

*Please note that the fact that a student is on probation or under sanction will be taken into account when making a decision regarding that student's registration for study abroad and may result in the rejection of an registration. As part of the registration process, current academic and disciplinary standing will be reviewed. Failure to indicate probationary status will result in withdrawal of support for an registration.*

May the International Center provide information related to your study abroad program to the person listed as your emergency contact?

Yes  No

I certify that the information in this registration is complete and correct to the best of my knowledge. I understand that any action on this registration is contingent on review of all of my grades until the time of departure for the program. I further understand that, if I incur a disciplinary sanction prior to my departure overseas, this may result in the withdrawal of support for my nomination. I understand that the registration process may include supplementary materials, which I agree to complete promptly. If accepted, I will participate in all required orientations and complete all evaluations. I authorize the International Center to forward my transcripts to the overseas studies program(s) to which I am applying. Finally, I authorize the Director of Study Abroad to release any information deemed relevant to my health and/or safety.

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**Student Signature**

**Date**

**To obtain more information, and application forms, please visit the**

**Trulaske College of Business international web page**  
<http://TCOBStudyAbroad.missouri.edu>

- **Application and Payment Forms**
- **Passport Information**
- **Scholarship Application**
- **Photos about China**

**or contact**

**Program Application: Karyn Cremeens, Cornell 307, Tel: 884-5312, e-mail:**  
[cobstudyabroad@missouri.edu](mailto:cobstudyabroad@missouri.edu).

**Program Information: Chuck Franz, Cornell 325, Tel: 2-7637, e-mail: [franzc@missouri.edu](mailto:franzc@missouri.edu)**