Study Abroad in New Zealand/Australia
Undergraduate & Graduate Students All Majors

NOTE: The information in this document is current as of 4/16/15 but the itinerary and cost may change slightly. A final information document will be sent to those registered by Sept 1. Withdrawal with no penalty will be in effect until Sept 1, 4pm.

1. Highlights
   - Earn three hours of MU course credit (no prerequisites required)
   - Learn about the principles and practices of international business with a special focus on New Zealand, Australia, the Pacific Basin and trading partners in North America and Europe.
   - Visit international companies in New Zealand and meet MU alumni business professionals in Australia.
   - Learn about the history of New Zealand and gain an appreciation of the indigenous Maori culture.
   - Spend New Year’s Eve in the first time zone to welcome in the New Year!

2. General Requirements for Program Eligibility and Participation
   The following general requirements apply so that MU can conduct a quality program for all student participants:
   A. Undergraduate students and Graduate students must be in good academic standing and have no current disciplinary sanctions.
   B. You will need a valid passport with an expiration date greater than 6 months after return date.
   C. An Australian Visa (ETA) is required to enter Australia. (see section 12)
   D. You will be expected to complete the International Center’s online seminar and assessment in the fall for business study abroad programs.
   E. You will be asked to sign a liability release form and medical release form (MU International Center).
   F. You must meet minimum health insurance requirements set by the university; therefore as part of your program fee, you will be enrolled in the University’s HTH Health plan for the duration of the program. You will receive an HTH ID card during the pre-departure class and you will be expected to visit the HTH website and familiarize yourself with the plan and procedures for health emergencies.
   G. You will be expected to follow acceptable behavior standards as outlined in the MU student conduct manual and the MU “Conditions of Participation and Program Acceptance” form.
   H. Non-business graduate and undergraduate students are encouraged to participate.

3. Program Details
   A. Program beginning and end
      The program starts when you check in on a timely basis in LAX on Dec. 27 and ends when you check in at Sydney airport on Jan. 12 with boarding passes through to LAX.

   B. Location – You will spend 10 days in New Zealand and 5 days in Sydney.

   New Zealand, you will stay at the Otago Polytechnic in Dunedin. The city of Dunedin, New Zealand has played an important role in the history of New Zealand. Archaeological evidence points to the area having been long inhabited by Māori prior to the European arrival. In the 1930’s, despite Dunedin's slow growth, the university continued to expand boosted by its monopoly in health sciences. The developing Colleges and Halls saw the establishment of a student quarter. The 1970’s was a culturally vibrant time with the university's new privately endowed fellowships for writers, composers and visual artists. The 80’s brought forth a burgeoning popular music scene which made Dunedin and its "Dunedin Sound" well-known to rock music fans. Local bands such as The Chills, Straitjacket Fits, The Clean, and The Verlaines became popular both nationwide and internationally.
The following **optional** (at student expense) activities will be available while in New Zealand.

- **Queenstown Extreme Adventure Sports.** There are a multitude of activities you can pursue in the Queenstown area from walking, hiking, boat riding, etc., to extreme sports such as white water rafting, bungee jumping, sky diving, among others. On the other hand, you don’t have to participate in the extreme sports to enjoy Queenstown. You will participate in a final four-hour dinner and culture evening consisting of Maori food and a final cultural interactive program of dancing and other activities by Maori native peoples. This dinner activity is **included** in your program fee.

- Every kind of outdoor mild and extreme sport can be experienced and new ones continue to be dreamed up every year. Go to the following web sites or just enter key words, such as Queenstown extreme sports in Google to learn more. Please be aware that you could easily spend $300 - $800 USD or more here, depending on the activities you choose. Of course, there are milder activities that do not cost very much. Check out the links below.

  http://www.queenstownadventure.com/history.asp
  http://www.totaltravel.co.nz/travel/south-island/queenstown-fiordland/queenstown/directory/adventuresport

- **Te Anau - Milford Sound Cruise Experience. (Optional)** Discover New Zealand’s spectacular Milford Sound, in the heart of the Fiordland National Park, on a personalized sightseeing cruise. The Milford Sound tour takes in unique wildlife (including dolphins), tumbling waterfalls and the towering beauty and majesty of Mitre Peak. Fiordland is one of the last true areas of remote wilderness in the world. See an example of this and other activities at


On the last full day in Queenstown, you will attend and participate in a final four – hour dinner and culture evening consisting of Maori food and a final cultural interactive program of dancing and other activities by Maori native peoples.

**Sydney, Australia.**

At the end of your stay in New Zealand, you will fly to Sydney, Australia. There are plenty of interesting places to visit in the historic district—Sydney Harbor Bridge; Sydney’s world-famous Opera House on the Circular Quay (pronounced “key”), and a ride on the ferry to Manly Beach is highly recommended. The tour of the Sydney Opera House is a highlight (cost is about $35USD). The tour features a 15-minute video that emphasizes the selection process from the applications of world designers, and the issues and controversy that evolved over time with the citizens of Sydney. (Note: some students from previous programs skipped the tour and attended a performance at the theater.)

The World Heritage listed Blue Mountains National Park has a multitude of trails, rain forests, huge eucalyptus trees, and other natural environments. Also an option, the Featherdale Wildlife Park with all of its large varieties of kangaroos that you can touch as well as emus, parrots, and koala bears.

In Sydney, you will be staying in an apartment/hotel that is a 15-minute walk to the old historic district, and a 20-25 minute walk to the Sydney Harbor Bridge or Sydney’s world-famous Opera House on the Circular Quay.

Public transportation in Sydney is excellent and it is easy to get around at relatively low cost.
B. **Lodging and Meals**

A few social program dinner events will be paid for by the program during the four weeks. Please note that breakfast is included most days. The program schedule will outline which meals are included in the program fee. While staying on campus at Otago Polytechnic, most meals are provided. While in Queenstown and Sydney, one program dinner will be included.

D. **Language and Culture**

Even though it may not sound like it sometimes, English is spoken both in New Zealand and Australia. Both countries have been a melting pot for cultures from around the world.

The indigenous population, the Maoris, originated with settlers from eastern Polynesia who arrived in New Zealand in several waves of canoe voyages at some time between 1250 and 1300 CE. Over several centuries in isolation, the Polynesian settlers developed a unique culture that became known as the "Māori," with their own language, a rich mythology, distinctive crafts and performing arts. Early Māori formed tribal groups, based on eastern Polynesian social customs and organization.

4. **Course Offerings and Prerequisites**

The New Zealand/Australia program will be an international business course. All students should be sure to check with their advisors on how this course would satisfy graduation and/or major area requirements. **No prerequisites.** This will be an introductory type of course, open to students of all backgrounds of study. Course materials will be provided and all students will be expected to access additional materials through Blackboard.

- **Undergraduates** – MGT 3901: Special Topics in Management: International Business—New Zealand and Australia, Dr. Joel Poor. The emphasis will be on understanding various issues in international business with a focus on the South Pacific and that area’s trading relationships in the global economy. 3 Cr Hrs. For undergraduate business students, this course may be used to directly satisfy an elective requirement for BSBA graduation requirements. The course will be graded S/U. Be sure to consult with your advisor on any questions about how this course would satisfy your degree requirements.

- **Graduate students** -- BUS_AD 8730. International Study Abroad: International Business—New Zealand and Australia, Dr. Joel Poor. The emphasis will be on understanding various issues in international business with a focus on the South Pacific and that area’s trading relationships in the global economy. 3 Cr Hrs. Graduate students will complete additional requirements for the elective credit. This will be explained in the pre-departure sessions (see next section). The courses will be graded S/U. MBA and Accountancy students should be sure to consult with their academic advisors on any questions about how this course would satisfy degree requirements.

The course will be conducted in two parts: There will be eight class sessions at MU before departure to lay the groundwork for the principles of international business with some focus on the economies of New Zealand and Australia. The second part will be conducted on site at Otago Polytechnic in New Zealand (South Island) with additional MU classes, company visits, lectures by NZ professors, and other experiences. Overall, the primary emphasis will be on the economy and global business strategies of the island nation of New Zealand; its export markets; and its trading partners in the Pacific, North American and European areas.

**Note:** This course has been designated by the registrar’s office as a spring course. Educational fees for 3 spring semester credit hours are costs you would normally see on your spring bill. Non-resident students should plan on paying the usual non-resident educational fees. Actual fees for the spring semester are set by the Board of Curators during their April meeting. **Be sure to let your academic advisor know if these 3 units will put you over your max for spring.**
Pre-departure Class meetings at MU
Prior to the start of the program, pre-departure class sessions will be held in Cornell Hall, beginning October. The purpose of these class meetings will be to provide lectures on the principles of international business; review information regarding the companies that will be visited; and an orientation to the host country, travel administration, and safety abroad.

This is a non-credit course for which you will be required to register before the first day of the pre-departure class, in order to go on the program. You will not be charged any educational fees for this “course”.

Course Number: Undergrads - BUS_AD 0555 Class# 60038
Meeting Schedule: Graduates - BUS_0584 Class # 60039
- Tuesdays
- Oct 6 through Dec 1, 2015
- 6-8:30 pm
- Room TBA

NOTE: It is a requirement of this program that you attend all of these eight pre-departure sessions to prepare for this New Zealand and Australia program. You must plan to attend all of these class sessions or you will not be accepted to participate in this program. Possible special circumstances may allow flexibility on this requirement, but would have to be approved by Professor Gay Albright, Director of TCoB International Programs.

5. Program Schedule: DRAFT – will be finalized by Sept 1.

<table>
<thead>
<tr>
<th>2015-16</th>
<th>Day</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27-Dec</td>
<td>Sun</td>
</tr>
<tr>
<td>2</td>
<td>28-Dec</td>
<td>Mon</td>
</tr>
</tbody>
</table>
| 3       | 29-Dec | Tue | Arrive Dunedin – OP bus pick up at airport  
|         |       |     | OP staff meets group—dormitory check-in  
|         |       |     | OP Orientation  
|         |       |     | 12:15 pm lunch at dining hall  
|         |       |     | St. Clair beach bus transfer – including walk into the city centre  
|         |       |     | 6:30 pm – Group arrival dinner at dining hall with OP staff |
| 4       | 30-Dec | Wed | 7:30 am Breakfast  
|         |       |     | 8:30 am OP business & Commerce Lecture  
|         |       |     | 10:30 am MU Lecture  
|         |       |     | 12:15 pm lunch at dining hall  
|         |       |     | 1:00—6:00 pm OP bus City surrounds tour, including Penguin Place and Otago Peninsula  
|         |       |     | Free time  
|         |       |     | 6:30 pm Dinner at dining hall |
| 5       | 31-Dec | Thu | 7:30 am Breakfast  
|         |       |     | 8:30 am OP business & Commerce Lecture  
|         |       |     | 10:30 am MU Lecture  
|         |       |     | 12:15 pm Lunch at dining hall  
|         |       |     | 1:30 – 3:15 pm Business Trip TBD  
|         |       |     | 6:30 pm Dinner on own cost  
|         |       |     | New Year’s Eve in Dunedin |
| 6       | 1-Jan | Fri | 10:00 am -Brunch in dining hall  
|         |       |     | Free time  
|         |       |     | Dinner on own cost |
| 7       | 2-Jan | Sat | 8:00 am Breakfast  
|         |       |     | 9:00 am -10:30 OP business & Commerce lecture  
|         |       |     | 10:30--12:00 pm MU Lecture  
<p>|         |       |     | 1:30—3:15 pm Business Trip TBD |</p>
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>3-Jan</td>
<td>Sun</td>
<td>Free time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6:30 pm Dinner in Dining Hall</td>
</tr>
<tr>
<td>9</td>
<td>4-Jan</td>
<td>Mon</td>
<td>7:30 am Breakfast</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8:30—11:00 am MU Lecture</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Business Trip TBD</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>11:30—12:15 pm Lunch at Dining Hall</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>12:30 pm Travel to Queenstown</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Stay at Rydes Hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dinner on own cost</td>
</tr>
<tr>
<td>10</td>
<td>5-Jan</td>
<td>Tue</td>
<td>8:00 am Breakfast</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8:30 Business Trip TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10:30 am Zip Lining</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lunch and dinner on own cost</td>
</tr>
<tr>
<td>11</td>
<td>6-Jan</td>
<td>Wed</td>
<td>8:00 am Breakfast</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Day free</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lunch and dinner at own cost</td>
</tr>
<tr>
<td>12</td>
<td>7-Jan</td>
<td>Thu</td>
<td>8:00 am Breakfast</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Day free</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lunch at own cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:30 pm Evening at Skyline Gondola, Dinner &amp; Maori Haka Show</td>
</tr>
<tr>
<td>13</td>
<td>8-Jan</td>
<td>Fri</td>
<td>8:00 am Breakfast</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Depart Queenstown for Sydney Time TBD</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>MU Alumni Networking Event TBD</td>
</tr>
<tr>
<td>14</td>
<td>9-Jan</td>
<td>Sat</td>
<td>Sydney – Free Time</td>
</tr>
<tr>
<td>15</td>
<td>10-Jan</td>
<td>Sun</td>
<td>Sydney – Free Time</td>
</tr>
<tr>
<td>16</td>
<td>11-Jan</td>
<td>Mon</td>
<td>Sydney – Free Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7:00 pm – Farewell dinner, Wolfies</td>
</tr>
<tr>
<td>17</td>
<td>12-Jan</td>
<td>Tue</td>
<td>Depart Sydney, Time TBD</td>
</tr>
</tbody>
</table>

**Disclaimer:** This itinerary is accurate as of the publication date of this program information. The schedule is subject to change and the costs are subject to change as deemed necessary. This is a relatively small risk that every participant must be willing to accept in such an extensively planned itinerary as is being offered in this New Zealand/Australia program.

6. **Students Graduation Ceremony**
   Due to the departure date, this issue does not apply to this program.

7. **Weekend Travel**
   Individual travel on weekends will not be possible during this program.
8. Travel to program site from the U.S.

We will be using a ticket consolidator to obtain a discounted group fare. This will include the visa required for Sydney, (see section 12). The cost of the international ticket including taxes and fees is estimated to be about $2300 and is included in the program fee.

Each individual will be responsible for domestic travel to and from Los Angeles. This allows for flexibility for students traveling from their home cities. We recommend that you book flights from your home city to arrive in Los Angeles at least 4 hours (but six hours would be better and less risky) prior to our departure from LAX to Auckland. This will allow you time to deal with unanticipated delays such as flight delays, baggage claim and a possible change of terminals. It is better to have extra time in the airport than to miss a connection. Similarly, at the end of the program when you arrive back in the states at LAX airport, we suggest that you plan to allow for four hours connecting with your domestic flight back home.

Please Note:
The program starts when you board the group flight in LAX in December and ends when you get your boarding pass in Sydney in January for the flight home. By signing up for this program, you are accepting the financial risk and expenses that may be associated with flight delays, cancelations, or other travel uncertainties encountered traveling to LAX at the beginning of the program and/or returning back from LAX at the end of the program. Students should be prepared to pay for the cost of delayed departure out of LAX and missing connection when arriving back in LAX from Australia. Travel insurance is available on line for students who desire to purchase travel insurance protection against the cost of travel delays and uncertainties.

Final Flight Itinerary:

TBD
9. Estimated Budget
The following budget may be used for planning purposes.

<table>
<thead>
<tr>
<th>Student Planning Budget</th>
<th>Program Fee paid to MU</th>
<th>Tuition/ Fees Paid to MU</th>
<th>Personal Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Airfare to LAX <em>(Dependent on Home city)</em> estimate</td>
<td></td>
<td></td>
<td>$525</td>
<td>$525</td>
</tr>
<tr>
<td>Educational Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU Tuition <em>(estimated for 3 credit hours)</em> based on Undergrad rates.</td>
<td>$822</td>
<td></td>
<td></td>
<td>$822</td>
</tr>
<tr>
<td>TCOB Business Course Fee</td>
<td>$218</td>
<td></td>
<td></td>
<td>$218</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$39</td>
<td></td>
<td></td>
<td>$39</td>
</tr>
<tr>
<td>Program fee: <em>(billed to student account)</em> APPROX.</td>
<td>$5423</td>
<td></td>
<td></td>
<td>$5423</td>
</tr>
<tr>
<td>MU International Center study abroad fee</td>
<td>$75</td>
<td></td>
<td></td>
<td>$75</td>
</tr>
<tr>
<td>Estimated Student Cost</td>
<td>$5423</td>
<td>$1079</td>
<td>$525</td>
<td>$7102</td>
</tr>
</tbody>
</table>

Cost
The program fee for the January Intersession program to New Zealand and Australia will be billed to your student account in December. This program fee will be the basic cost to participate in this New Zealand and Australia January intersession program and includes the group round trip international airfare from LAX (LAX to New Zealand; New Zealand to Australia; and Australia back to LAX). As noted in the itinerary, the fee also includes many of your daily meals and all lodging.

Expenses *included* in the program fee are the following:
- Round Trip airfare from LAX to New Zealand and Australia.
- All airport transfers.
- Lodging at Otago Polytechnic accommodations in Queenstown and Sydney.
- Meals as noted on the Itinerary.
- All in-country program-related ground transportation in New Zealand and Australia.
- All program culture and company visits, including entrance fees and transportation.
- Registration for the Australian ETA (visa).
- University of Missouri HTH Insurance coverage for the duration of the program. *(Note: In some cases you may be required to pay out of pocket to receive services. This coverage allows you to submit claims for reimbursement by HTH for any medical expenses incurred out of the US while on the program.)*

Expenses *NOT included* in the program fee are the following:
- All outdoor adventure activities will be a personal cost and are not included in the program.
- Round-trip airfare from your home city to LAX.
- Independent travel after the program. At the time of paying for the ticket, students may elect to change their departure from Sydney, Australia, to take in any desired additional travel and destinations.
- **Educational fees.** Educational fees will be paid for the same as you would pay for any three-hour undergraduate or graduate course you would take in the spring semester immediately following the January program. **Resident students pay usual resident fees. Non-resident students will pay the usual non-resident fees.**
- Passport renewal or passport application fees.
- **MU International Center study abroad fee of $75.** This fee includes the following:
  - MU support services for student emergencies during the program period.
  - Emergency evacuation and repatriation coordination.
  - Pre-departure orientation.
Daily personal expenses such as souvenirs, personal items, going out at night, and city transportation, such as subway, taxi, and bus fares would be extra. Costs may vary depending upon a person’s actual needs and wants. It is estimated that you may want to budget an extra $500 - $1,000 for social spending and/or souvenirs and separate cultural site visits during your free time.

*Note that the international airfare is included in the program cost, as a group flight is arranged and required of all students. Keep in mind that when you purchase your airplane ticket, you “own” the ticket. You are subject to the airline’s policies on unused tickets and would have to deal directly with the travel agent and/or the airline on cancelling the ticket or on how to apply an unused ticket as a credit for a future flight on the same airline.

11. Withdrawal from Program - There is no withdrawal penalty for anyone registering for this program until Sept 1. After that time - Students must contact Karyn Cremeens directly by e-mail documenting any withdrawals from the intended study abroad program. Withdrawal notification will be determined to be the date shown on the e-mail that you send to the Student Services Coordinator in 307 Cornell Hall stating that you are withdrawing from the program.

<table>
<thead>
<tr>
<th>Amount to be billed to student account</th>
<th>Date of Withdrawal Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>After registration submitted</td>
</tr>
<tr>
<td>$300</td>
<td>After Sept1 but before Sept 20</td>
</tr>
<tr>
<td>$675</td>
<td>After Sept 20 but before Oct 21</td>
</tr>
<tr>
<td>$725</td>
<td>After Oct 21 but before Nov 18</td>
</tr>
<tr>
<td>$800</td>
<td>After Nov 19th</td>
</tr>
<tr>
<td>Withdrawal under special Circumstances</td>
<td>Must be approved by Program Director</td>
</tr>
</tbody>
</table>

12. Visas and Travel Documents
All students will need a valid US passport or appropriate passport/documentation from their country of citizenship.

- No visa is required for American citizens to visit New Zealand.
- A visa is required to enter Australia for American citizens. They call this an ETA. An ETA is equivalent to a visa, but there is no stamp or label in your passport. Applications will be submitted and the ETA purchased for you by the travel agent and will be part of your program fee.
  When you arrive at the airport for check-in on the flight to Australia, the airline check-in staff will verify your ETA electronically and confirm that you have authority to board the flight to Australia.
- Copy of passport due to Study Abroad office by Oct 10.

This program does not use a competitive selection process. Acceptance into this program will be dependent upon the date registration forms are submitted. Students who register after 50 students have submitted their registration forms will be placed on a waiting list and accepted as space permits.

IMPORTANT: If you are a student with a disability and anticipate requesting accommodations while studying abroad, we encourage you to notify the MU Office of Disability Services as early as possible (http://disabilityservices.missouri.edu). Early notification is essential to allow us time to ensure that appropriate arrangements and reasonable accommodations can be provided, both by the program and our Study Abroad partner organizations.
14. Student Financial Aid
This Intersession Program qualifies for student financial aid, because the three hours of courses are MU spring session credits. Please check with the financial aid office in 11 Jesse Hall for complete financial aid details.

15. Scholarships
The International Center website, http://international.missouri.edu/study-outside-the-us/getting-started/financing/mu-scholarships.php has a list of available scholarships for studying abroad.

Disclaimer: The costs and schedules presented in this document are best estimates performed in good faith and do not represent any kind of fixed contract. The nature of dealing with foreign partners makes it difficult to plan exactly how this study abroad program will be finalized.

Program Cancellation Policy for Student Financial Liability
I understand that in some circumstances I may not receive full academic credit for the study abroad program for which I have applied. These circumstances include, but are not limited to:

- Cancellation of the program due to circumstances beyond the control of the University of Missouri;
- A decision by the University, in its sole discretion, that cancellation of the program is appropriate based on health, safety, or similar considerations;
- My inability to participate in or complete the program due to circumstances beyond the control of the University of Missouri
- My dismissal from the program.

I understand that in any of these circumstances, I will be refunded only those costs that can be recovered by the University of Missouri or the University’s partner program. If I have not been billed the program fee at the time of my withdrawal – I understand that I will be billed for any cancellation fees charged to the program.

To obtain more information visit:

Trulaske College of Business International Programs Web Page:
http://TCoSStudyAbroad.missouri.edu

Course and Program Information: Gay Albright, Tel: 573-882-2403,
E-mail: albrightj@missouri.edu

Questions regarding Registration Forms, Passport and Visa:
Karyn Cremeens, Cornell 307, Tel: 573-884-5312, e-mail: TCoBStudyAbroad@missouri.edu
Registration Procedure – use as a checklist

**Step 1: Registration**

- **Print out this registration packet.**

- **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.

- **Study Abroad Registration Form.** Complete the Study Abroad Registration Forms.

- **Bring** the following to the Study Abroad office in 307 Cornell Hall:
  - Registration forms
  - 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 submit a copy as soon as possible.

**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 passport photos to submit with your passport application (2) and visa application (1). (see below)

- 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 tcobstudyabroad@missouri.edu in a pdf. file or bring your passport to the office to have a copy made.

- **No visa is required for American citizens to visit New Zealand.**

- **A visa is required to enter Australia for American citizens.** They call this an ETA. Instructions for applying for this document will be presented in the pre-departure class. See the information document for more information.

- Non-US citizen students at Mizzou will need to check the Internet about visa requirements for their particular country of citizenship.

(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, passport applications, and the study abroad registration form.
University of Missouri-Columbia
Trulaske College of Business
STUDY ABROAD REGISTRATION FORMS

Name as it appears on your passport

Last Name First Name Middle Name Student Number

Signature Pawprint

Telephone Number: (_______) _______________ Date: ____________________

Billing Policy in the event of Withdrawal from the Program: Student must contact the Student Services Coordinator directly by e-mail documenting any withdrawals from the intended study abroad program.

Withdrawal date will be determined to be the date shown on that e-mail.

<table>
<thead>
<tr>
<th>Penalty to be billed to student account</th>
<th>Date of Withdrawal Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>After registration submission.</td>
</tr>
<tr>
<td>$300</td>
<td>After Sept 1 but before Sept 20</td>
</tr>
<tr>
<td>$675</td>
<td>After Sept 20 but before Oct 21</td>
</tr>
<tr>
<td>$725</td>
<td>After Oct 21 but before Nov 18</td>
</tr>
<tr>
<td>$800</td>
<td>After Nov 19</td>
</tr>
<tr>
<td>Withdrawal under special Circumstances</td>
<td>Must be approved by Program Director</td>
</tr>
</tbody>
</table>

***Depending on the date that you withdraw from the program, the study abroad department may or may not be able to get a refund from the vendor. Your refund will be relative to the costs that can be recovered. If you have not been billed the program fee at the time of your withdrawal – you will be billed for any cancellations fees charged to the program.

Program Cancellation Policy for Student Financial Liability

I understand that in some circumstances I may not receive full academic credit for the study abroad program for which I have applied. These circumstances include, but are not limited to:

- Cancellation of the program due to circumstances beyond the control of the University of Missouri;
- A decision by the University, in its sole discretion, that cancellation of the program is appropriate based on health, safety, or similar considerations;
- My inability to participate in or complete the program due to circumstances beyond the control of the University of Missouri.
- My dismissal from the program.

I understand that in any of these circumstances, I will be refunded only those costs that can be recovered by the University of Missouri or the University's partner program. If I have not been billed the program fee at the time of my withdrawal – I understand that I will be billed for any cancellation fees charged to the program.

Signature ____________________________________________ date __________________

Office use only

<table>
<thead>
<tr>
<th>PP</th>
<th>Entered</th>
<th>Contact</th>
</tr>
</thead>
</table>

Date of Registration Submission (Office use only)
ADDITIONAL STUDENT INFORMATION

Birth Date: __________
Citizenship: □ U.S. □ Other: __________________________

Undergraduate  Graduate (circle one)  Graduate Tuition Waiver?  Y  N

Passport Status: Attached  Renewing  Applying  Sending (Please circle)

**Please provide a color copy of the photo page**

Student Major: ______________________  Expected Graduation Date: ________________

Missouri Residency Status: Resident  Non-Resident (Please circle)

Local Address: ____________________________________________________________

__________________________________________________________

Local Phone: (____) __________  Local information valid until (date): _______________

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 ____________________________

T-SHIRT SIZE: Please circle one - Small  Medium  Large  XLarge  XXLarge
IMPORTANT: If you are a student with a disability and anticipate requesting accommodations while studying abroad, we encourage you to notify the MU Office of Disability Services as early as possible (http://disabilityservices.missouri.edu). Early notification is essential to allow us time to ensure that appropriate arrangements and reasonable accommodations can be provided, both by the program and our Study Abroad partner organizations.

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 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 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 document 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 participation in the program. 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. Finally, I authorize the Director of Study Abroad to release any information deemed relevant to my health and/or safety.

Student Signature ___________________________ Date ________

To obtain more information, please visit the
- Trulaske College of Business International Web page TCoBStudyAbroad.missouri.edu
- TCoB Study Abroad Office
  307 Cornell Hall
  Tel: 573-884-5312
  or
- E-mail: TCoBStudyAbroad@missouri.edu.