STUDY ABROAD AT SALVE REGINA UNIVERSITY: A PARENT OVERVIEW

Welcome, Salve Families*! Your student's decision to study abroad is an exciting step in their academic and personal journey. As they prepare to live and learn in a new country, you may have questions about the process, the university's role, and what to expect. This guide offers a high-level overview of how* ***Salve Regina University*** *and its trusted* ***international partners*** *support your student—from initial planning to their safe return. The majority of these answers can be found across our study abroad handbook, participation agreement and home tuition policy.*

THE SEMESTER STUDY ABROAD PROCESS AT A GLANCE

Phase	Salve Regina's Role	Partner Program Role
1. Planning & Advising	The CGEF (Center for Global Education & Fellowships) asks students to attend an informational session offered (offered multiple times per week) to get started planning. An info session is required before individual advising. Students are encouraged to review programs in ViaTRM – Salve's student traveler portal – during the inquiry process. Students declare a major before pursuing semester study abroad. The CGEF supports students in choosing a program, understanding costs, and reviewing their academic status at Salve.	Partners provide brochures, course options, and country-specific info.
2. Salve Application & Approval	Salve reviews eligibility (GPA, conduct, academic fit). Salve looks to approve students for semester study abroad based on these eligibility factors. The earliest semester a Salve student could be considered to go abroad is 2nd semester Sophomore year (with at least 3 semesters on any college campus). Note that an advising guide at the info session showing the preferred semester by department.	Not involved in Salve's internal approval but may assist with early guidance.
3. Partner Program Enrollment	Once a student has completed a Salve semester study abroad application, their application is reviewed and their student account is reviewed by Student Affairs to deem the student fit for study abroad. Once Salve approved, students must begin enrolling with the partner and sharing key information (passport, transcripts, housing documents, etc) with the partner and meet their deadlines.	Students enrolls directly; partner manages program admission.
4. Course Approvals & Credit Transfer	Students get courses pre-approved by Salve faculty and CGEF. Salve ensures transfer of credits and grades into GPA. Salve recommends students have 8-10 courses pre-approved from CGEF (core / free electives) and department (major/minor coursework)	Partner delivers coursework and transcript to Salve after completion.
5. Financial Process	Students receive an Estimated Budget Sheet and consult with financial aid (see timeline for more details). Students pay Salve tuition + a study abroad fee and retain scholarship and financial aid eligibility (some adjustments may apply). See timeline for more details about when this happens.	Students pay for housing, meals, deposits, and excursions directly to the partner.
6. Pre-Departure Prep	CGEF runs mandatory workshops, visa sessions, and shares travel/health/insurance (international) info in weeks prior to departing for semester study abroad	Partners provide visa documents, orientation schedules, and housing info.
7. On-Site Support	CGEF monitors global safety alerts & remains a secondary support system to each of our partners who serve as primary point of contact.	Partners manage daily student support, host orientation, and coordinate local services.
8. Return & Credit Posting	Salve posts credits/grades on transcripts and supports re-integration to campus.	Partner sends final transcript and collects program feedback

SALVE
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🗓️ Semester Timeline Overview

Step	Spring Study Abroad	Fall Study Abroad
Planning & Advising	March–May (prior Spring before going abroad)	Oct–Dec (prior fall before going abroad)
Salve Semester App Deadline	September 21 (before Spring)	March 15 (before Fall)
	Semester applications are done in the Salve study abroad portal – ViaTRM. Students are required to submit a goal statement (about why they want to go abroad), their valid passport (valid for at least 6 months beyond their semester study abroad end date), an updated resume, key academic/personal data, emergency contact information and at least one faculty reference (from a professor with whom they've had class). A second faculty reference may be requested.	
Partner Application / Enrollment	Begins mid/late September – early/mid October (in tandem with Salve approval)	Begins mid-March – mid-May (in tandem with Salve approval)
	Partner enrollment may begin before or around the Salve App deadline and students are advised accordingly.	
Initial Course Approvals Finalized with Salve	By mid-November	By early May
Estimated Budget Sheet Curation **(Program Specific)**	Mid/late October	Early April
Housing Deposits / Costs	Each semester study abroad student receives a customized budget sheet which gives a general snapshot of all costs. Specific housing costs are paid to the partner and paid by the student to program (deadlines vary). Students can review past budget sheets during advising (if on file) and look to receive partner budgeting guidance. Partners share non-tuition, student-facing cost information upon approval/acceptance.	
Salve Visa Workshop(s)	Mid/late October	Late March/Early April
Mandatory Pre-Departure Meeting	Mid November	Mid/Late April
General Program Start Dates	January – February	August – September
General Program End Dates	May–June	November - December
Grade Posting to Transcript	July–August (summer after semester abroad)	January –February (after returning to Salve after fall abroad)

KEY RESPONSIBILITIES (SALVE & PARTNER) FOR PARENTS TO KNOW

✅ Salve Responsibilities

- Academic approvals and transcript processing
- Tuition billing and financial aid coordination
- Pre-departure advising and emergency protocols
- Evaluation and oversight of partner programs

🌎 Partner Responsibilities

- Admission, housing logistics, and on-site services
- Visa documents, excursions, and orientation
- Delivery of coursework, grades, and transcripts
- First response in health, safety, or emergency situations

🌎 Student Responsibilities

- Follow the advising process – info session, advising and application – in a timely manner.
- Stay up to date on Salve deadlines and ViaTRM (student traveler portal) forms
- Upon Salve acceptance, connect with partner and meet partner deadlines especially with regards to housing arrangements (paid directly to partner).
- Remain in compliance with participation agreement, Student Code of Conduct and partner policies before and during the study abroad experience.
- Manage flight and visa in collaboration with partner and CGEF.
- Attend Salve's pre-departure orientation AND partner on-site orientation

🔗 Want more about the semester study abroad experience?

We encourage you to **review our full Pre-Departure Semester Student Handbook**, which further details and outlines expectations, safety protocols, health insurance coverage, money matters, packing tips and more.

📖 https://salve.edu/documents/study-abroad-handbook

🔒 Privacy & Communication – FERPA & HIPAA

Salve Regina complies with federal privacy regulations under the **Family Educational Rights and Privacy Act (FERPA)** and the **Health Insurance Portability and Accountability Act (HIPAA)**. This means:

- In the early parts of the semester study abroad process, our office can address **general questions** about study abroad processes and/or logistics.
- Any parent(s)/guardian(s) who are listed as a health and safety emergency contact, our office may be able to discuss more specific information about the program, country, and/or unique circumstances affecting their students that relate directly or indirectly to the student's health and well-being in preparation for their time abroad.

📌 Important Note:

At least one emergency contact per student will be asked to **review and sign** the program's **Partner Participation Agreement**—a digital document that outlines travel risks, withdrawal policies, insurance requirements, and student responsibilities in more detail.

📌 Additional Reminders

- **Students are the primary point of contact.** All official communication and deadlines go directly to each student to build responsibility. Our partners will work directly with each student.
- **Visa support (if applicable):** Many students require a visa and the CGEF helps support students to stay on track with their visa preparation. The CGEF helps guide the process and provides key Salve-specific required documents. The onus is on the student to organize visa paperwork, work with the partner to receive proper documentation and book any visa appointment with a consulate, embassy or visa processing center.
- **Emergency support is in place.** Collectively, CGEF and our partner programs have 24/7 emergency contacts and protocols.
- **Wellness matters.** Students are encouraged to disclose any health needs early so appropriate support can be arranged, especially with our partners who will be supporting them on site. Students are enrolled in international medical insurance through Zurich and On Call International which goes in addition to their existing insurance.
- **Health Preparedness Prior to Departure:** The CGEF and our partners can provide resources and let students know what resources they have at their disposal. Once students are Salve approved for semester study abroad, they can request insurance information and look to call the 24/7 hotline in our insurance resource to get government resources from their host country to help students prepare for going abroad.
- **Medical Preparations Prior to Departure:** Note that students are encouraged to arrange appointments with their primary care provider and discuss going abroad to make a game plan for medication prior to going abroad. Some medicines may not be considered legal in the country where the student plans to go so understanding potential implications are important prior to departure. Students are also encouraged to go to the dentist prior to departing for any semester study abroad experience.
- **CGEF Support (Pre-Departure & On Site Abroad).** Our office wants to support each student—and answer parent questions within privacy guidelines – and within our capacity to be able to prepare all students for their experiences. While we do our best to answer questions, we encourage students communicate and work with our partners who have their own health and safety protocols, resources and team on the ground who will be best suited to help students be prepared for their team abroad.

GENERAL FREQUENTLY ASKED QUESTIONS

Q: When should my student look to do a semester study abroad experience?

Second semester Sophomore year standing (3 semesters on college campus prior to study abroad) is required for consideration, and preferred semester abroad varies by major. The preferred semester abroad can be found in the Campus Portal in our Study Abroad Interest Group Resources Tab. Additionally, on each advising guide, there is a QR code and linktree with highlighted programs for each major.

At info sessions, students can receive a semester study abroad advising guide which states when their department generally advises students go abroad for a semester. Nursing majors are unable to go abroad for a semester. Certain majors – Education and Social Work - may only go during the second semester of their Sophomore year, should they decide to pursue semester study abroad. Note that short-term study abroad is open to all majors.

Q: What are some key steps to make sure that my student can study abroad?

Our office encourages students to make sure that they have a passport and that their passport is valid for 6 months after the end of their program. Students should have a valid passport in their possession one full semester ahead of when they plan to study abroad. For instance, the passport should be valid, ready and in…

Q: What are some key steps to make sure that my student can study abroad? CONTINUED

…the student's possession at the beginning of the Fall semester for next Spring semester or ready/valid at the beginning of the Spring prior to Fall study abroad. For more info, see the Global Salve Passport Linktree: https://linktr.ee/global_salve_passport

Additionally, students are strongly encouraged to visit their doctor and dentist to help ensure that they are in good health, up to date on any vaccinations and have a plan for any regularly prescribed medication. Students may request a "vacation override" which allows them to take medication abroad. Note that certain prescribed medications in the USA may not be considered legal in the host country (e.g. Adderall or similar medications). Our office encourages students to work with their local provider, our insurance product and our host partner to help ensure that they can see about taking any prescribed medication abroad.

Q: Is study abroad required as a part of the Salve experience?

Global Studies, Global Business & Economics and Art History – require study abroad (short-term or semester). Minors in those academic areas aren't required to do study abroad. Pell Honors students may complete their experiential learning requirement with study abroad – short-term or semester - or an internship. Pell Honors students must fill out the experiential learning form (https://salve.edu/documents/pell-honors-experiential-learning-requirement-approval-form) to fulfill this requirement for the semester abroad.

Q: In locations with a foreign language, do students have to study a foreign language in their host country when studying abroad?

No, Salve students aren't required to study a foreign language in their host country as a Salve academic requirement. Students are encouraged to take their foreign language requirement courses abroad or continue building on their foreign language experience at Salve. However, some study abroad programs may require a foreign language course during their semester experience (and students are made aware of this during advising). Note that majors in Global Studies and Art History must complete coursework into a low intermediate level to satisfy their degree requirements in accordance with their respective departments.

Q: Who pays for tuition and non-tuition, student-facing costs?

Salve collects regular tuition fees in accordance with its established deadlines/timelines as well as a study abroad fee ($750 – subject to change). Each student pays non-tuition expenses (e.g. housing, deposits, meals, excursions) directly to the partner program. Costs will vary by location and are provided in each student's Estimated Budget Sheet. Only accepted semester students receive a budget sheet.

Q: What does our family owe Salve when our student is abroad and what is the Home School Tuition Policy?

Students studying abroad through Salve continue to pay Salve tuition—not foreign tuition—and remain enrolled as full-time Salve students while abroad – at least the equivalent of 12 Salve credits. Most of a student's financial aid and scholarship funds apply for a semester study abroad through a Salve approved semester program which can be found in Salve's ViaTRM student traveler portal. 🔗 Read the full policy here: https://salve.edu/documents/study-abroad-home-school-tuition-policy

Q: What happens if my student withdraws after being Salve accepted and depositing with a partner?

Depending on the timing, students may still be responsible for non-refundable, student-facing fees to Salve and/or the partner. Salve will work in good faith with families to help ensure the best outcomes for unique circumstances, should a student not be able to go abroad for health, medical and/or personal reasons. Each student is required to sign Salve's Participation Agreement and one parent/guardian emergency contact is asked to digitally sign the Parent Participation Agreement. 🔗 Read the full Parent Participation Agreement (example, subject to change) here: https://salve.edu/documents/study-abroad-example-participation-agreement

Q: Who do we contact in a health and safety emergency?

Look to start with the on-site program contact(s), who can assist more immediately, and make sure your student puts the parent/guardian down as an emergency contact so the partner can reach out directly in the case of a health and safety emergency. Then notify Salve's CGEF office, which can work to coordinate additional support.

Q: Who do we contact in a health and safety emergency? CONTINUED

During each student's pre-departure orientation meeting and pre-departure course, each student is directed to make a note key emergency including but not limited to key partner information, local police/hospital/fire numbers, and the local/nearby U.S. Embassy in their host country. Every semester study abroad student is required to attend our partner's mandatory, on-site orientation at the start of their program.

Q: How are grades handled before, during and after a student goes abroad?

Students are encouraged to work with the Assistant Director of Study Abroad and the CGEF to have their four year academic plan optimized for semester study abroad. Courses must be pre-approved to be considered for Salve credit. Core and free electives may be approved by the CGEF directly while certain courses – such as major/minor courses - require department chair approval. Grades earned abroad are converted to the U.S. system using the partner's scale or the WES scale (https://applications.wes.org/country-resources/resources.asp) which are factored into the Salve GPA.

Assessments can be heavier, class participation may or may not be required and attendance may or may not be stricter. Courses abroad cannot be taken pass/fail. Pre-approving courses (or updating approvals abroad if changes occur) is essential to help ensure that credits transfer properly to keep students on track to graduate by their identified graduation month/year. While abroad, students are put into a placeholder course ("GST-3## - 12 credits") which shows that the student has accepted fiscal responsibility and remains enrolled at Salve.

Grades typically post a few weeks after their semester abroad ends. Refer to the end of the Semester Timeline above for specific details.

Q: What should we know about meals and dining abroad?

Meal plans abroad vary by program and housing type, but most partners do not offer traditional U.S.-style meal plans.

- Homestays often include 2–3 meals per day, depending on local host agreements.
- Apartments, dorms, and residence halls are typically self-catered which means students abroad buy groceries and cook for themselves.
- Students should budget for groceries, meals out, and snacks based on their housing setup which is provided to them by the partner. Estimated costs are included in the program's budget sheet.

Q: Tell me more about the costs of study abroad and the Estimated Budget Sheet.

The Estimated Budget Sheet (EBS) provides each semester study abroad student with an individualized overview of the anticipated costs associated with their program. It includes Salve tuition, the Salve study abroad fee, partner program costs, and estimated out-of-pocket expenses such as visas (if applicable), books, local transportation, airfare, and other anticipated costs. An EBS is prepared for each student after they have been accepted to and committed to a semester study abroad program. These estimates are provided in U.S. dollars and may vary due to factors such as currency exchange rates, inflation, etc. While the budget sheet is an estimate, it provides a helpful baseline for financial planning. Once available, the EBS is uploaded to the student's ViaTRM portal, and the student receives an email with instructions to:

- Download the EBS from ViaTRM.
- Print the form.
- Bring it to the Office of Financial Aid which is located on the third floor of Ochre Court.
- Have a financial aid counselor complete the financial aid section.

Financial Aid staff complete the sections outlining projected institutional, state, and federal financial aid.

Q: Can my student use their loan funds to help pay study abroad expenses, such as housing?

Students may be able to use eligible loan funds toward approved study abroad expenses, including housing. Students should be aware, however, that the loan disbursement timeline may differ from a partner's housing payment deadlines. Students who plan to use loan funds toward housing or other program expenses should contact their partner program to confirm payment deadlines and discuss available options with the Salve Regina Bursar and their host program. Students are responsible for paying their partner institution or housing provider, according to the partner's payment schedule. The Center for Global Education & Fellowships (CGEF) can help facilitate communication between the partner and the Bursar's Office, if needed.

Q: Where can I find the list of Salve's approved semester programs?

Our Salve student traveler portal – ViaTRM – has a program view-only page that includes all countries. If there is a program 🔗 See the full list of programs here (no login required): https://salve-study-abroad.via-trm.com/visitor-programs-v2

Q: What if my student receives tuition remission, tuition exchange or military benefits for tuition?

Students who receive some form of tuition benefit should pursue semester study abroad programs through one of our exchange partners. Students with benefits are asked to declare these benefits as a part of their semester study abroad application.

🔗 See the full list of exchange programs here (subject to availability, check with CGEF during the application process): https://salve.edu/academics/study-abroad/semester-and-academic-year-programs

Q: What if our family is planning an unrelated international trip in the weeks/months before our student goes abroad or after their semester abroad ends?

Many study abroad students require a long-term study visa and students who need visas typically need to turn in their passport to receive their student visa. Extended international travel - more than a few days prior to a semester study abroad program - can put students at risk of losing or damaging their passport. This increased risk can create unexpected, undesirable consequences including but not limited to being unable to process visa paperwork on time and/or not being able register on site with their student visa which may affect a student's ability to successfully participate in semester study abroad. Students are encouraged to consult with their study abroad Program prior to making official travel arrangements.

Note that Salve's international medical insurance provides coverage to each student for about a week prior to their start date and a week after their program ends. Also note that partner staff tend to have their own leave and/or be out of office after the semester ends and may not be able to assist any students once a semester has ended.

Q: What if our family is trying to plan a trip while abroad for the semester?

Our office would advise that no plans be made prior to a student receiving their visa ahead of time (if applicable) and receiving the most up to date academic calendar from the host university / partner for the best information on when there are breaks in the academic year.

Q: Does my student have international medical insurance while abroad?

Yes, semester study abroad students are enrolled in international medical insurance that goes in addition to a student's existing insurance plan and coverage here in the USA. Students should maintain their US-based coverage while abroad. Parents will have access to the student's plan information in the weeks prior to their student going abroad. The plan only covers the individual student and doesn't extend to anyone else in the family.

Q: What if my student is most interested in a short-term, faculty-led program?

These programs can also be found in ViaTRM usually as "Salve Regina in [Insert City or Country Name]". Salve typically runs the following number of programs: 1-2 winter or spring break programs - typically 7-10 days including travel AND 3-5 summer programs – usually about 3-8 weeks on the front half of the summer.

Q: What if my student is most interested in a short-term, faculty-led program? CONTINUED

The short-term programs are launched and announced at the study abroad fair in mid-September. Deadlines and program details are included on the short-term program brochures.

🔗 See the short-term program linktree for more information: https://linktr.ee/global_salve_short_term

FINAL NOTES

The study abroad process – informational sessions, advising, pre-departure orientation, pre-departure course and on-going preparations – are meant to support each student in their pursuit of an international experience. Our partners offer experiences in towns and cities that are different from the USA. The location of housing may not be in the same area as the university campus buildings. Their staff members and the faculty at these host institutions have their own unique perspectives and teaching styles which likely vary from instruction at Salve. The purpose of semester study abroad is to help Salve students foster a sense of independence and growth so they can expand their personal, academic and professional goals while continuing to see themselves as a part of the global community.

Key Study Abroad Linked Resources for Salve Families

1. **Parent Resources Linktree:**

   🔗 https://linktr.ee/global_salve_parent_resources

2. **Study Abroad Handbook**
   📖 https://salve.edu/documents/study-abroad-handbook

3. **Home School Tuition Policy**
   💰 https://salve.edu/documents/study-abroad-home-school-tuition-policy

4. **Pell Honors Experiential Learning Form**
   📄 https://salve.edu/documents/pell-honors-experiential-learning-requirement-approval-form

5. **View-Only Semester Program List (ViaTRM) – No Login or Account Required**
   🌎 https://salve-study-abroad.via-trm.com/visitor-programs-v2

6. **Global Salve Linktree**
   🧳 https://linktr.ee/global_salve

7. **WES Grade Conversion Scale**
   📊 https://applications.wes.org/country-resources/resources.asp

8. **Global Salve Instagram**
   📷 https://www.instagram.com/global_salve/

9. **Global Salve Facebook**
   📘 https://www.facebook.com/GlobalSalve/

📞 CONTACT INFORMATION

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Note that the studyabroad@salve.edu email is primarily monitored by our student office team who may direct general inquiries to specific CGEF team members during the school year and it is monitored intermittently during the summertime. Some emails may get moved to spam/junk based on Salve's data safety and protections. Note that once Salve students are accepted for a study abroad program, their primary CGEF point of contact for the Salve student contacts the primary emergency contact shortly a student is accepted for an approved Salve study abroad program. Note that CGEF Student Office Assistants cannot share or comment on any specific student(s) status but they can comment generally on study abroad processes to the best of their capacity.