



Baylor Business in Europe Study Abroad in the Heart of Europe



Application

The enclosed forms must be completed before the Baylor Business in Europe Study Abroad Program can begin to process your application. **Applications are available now and will be accepted until all spots are filled.** However, the program will be **limited to 30 students**, and all available seats are offered only on a first-come, first-served basis. We encourage early application to ensure the best possible chance of participation.

Please take care that all the information you enter into this application is legible. If we cannot read your application it will delay the process and potentially jeopardize your spot in the program.

Main Application Form

The information requested on this form is very important; please be sure to complete all of the questions asked as thoroughly as possible. This information will help us in making the best arrangements for you. It is especially important for us to have accurate addresses and telephone numbers and to know the dates that you will be available at each.

Applicant's Statement

This form must be signed by you and, if you are under 18 years of age, by your parent or guardian.

Insurance

All participants will be provided temporary insurance through Baylor's Center for International Education. This insurance will cover any incidents incurred while abroad.

Transcript

An unofficial copy of your latest transcript or degree audit is required. This may be printed from BearWeb and should be included along with your application.

Passport and Visa

You will need a valid passport if you are traveling overseas. **Processing a passport can take 4 months or even more.** If you are waiting for a passport, do not delay sending your application, but make sure we know that you are obtaining one. **No visa is required for American students traveling with a U.S. passport.** If you are traveling with a non-US passport, be sure to check the travel requirements for your passport for both the Schengen countries and the UK. Schengen visa travel requirements can be found at <http://www.immihelp.com/visas/schengenvisa/requirements-exemptions.html>. If your country is on this list, you will need to apply for a Schengen Visa. All information needed is included at <http://www.immihelp.com/visas/schengenvisa/application.html>. You will also need to check the travel requirements for your specific passport for the UK at <http://www.ukba.homeoffice.gov.uk/visas-immigration/do-you-need-a-visa/>. If your country is on this list, you will need to apply for a UK Visa. All information needed is included at <http://www.ukba.homeoffice.gov.uk/visas-immigration/general-info/>.

Applying for a Schengen Visa and/or a UK Visa is an involved process. Starting the process early will be extremely important!

Fees

The total program fee for Summer 2014 is \$3,500. A \$500 non-refundable deposit must accompany your application and should be turned in as early as possible with your application and unofficial Baylor transcript. Once you are accepted to the program, the deposit is applied to your program fee. The remaining balance of the program fee, \$3,000, will be due by **February 28, 2014**. After this date, a \$500 late fee will be applied making the total program fee \$4,000. The program fee balance payment may be split into two \$1,500 payments if desired.

Program fees are not refundable after the start of the program unless there is a medical emergency which is verified in writing from a medical authority, for which a partial refund may be due you.

Deadlines

Completed applications are available now and will be accepted until all 30 spots are filled. Please understand that costs could be affected by availability of travel and room arrangements. Early application is encouraged! If your completed application and other materials are not turned in in a timely manner, your chances of being accepted will go down.

CHECK-LIST

- ❖ Have you read through all the materials carefully?
- ❖ Have you filled out all applicable blanks?

The following materials must be submitted to the Baylor Business in Europe Summer Study Abroad Program:

Main Application

Applicant's Statement/Insurance Information

A valid passport (if you already have one, so it can be scanned) or a Statement of Application for Passport

Color copy of birth certificate (not the original)

Unofficial transcript from Baylor University

Deposit of \$500 (make check payable to Baylor University)

You must also be signed up on BearsAbroad. To sign up, go to bearsabroad.baylor.edu follow the on-screen instructions.

If all of your application materials have been received in a timely manner and you continue to meet the specified requirements, you will be sent additional information that will help you prepare for the program.

Mail this application to:

Wes Nemec

The John F. Baugh Center for Entrepreneurship

One Bear Place #98011

Waco, TX 76798-8011

Applications can also be hand-delivered to Wes Nemec (HSB, 3rd floor, office #310 in the Department of Management and Entrepreneurship, Hankamer School of Business).

If you have any questions concerning the application process, please email Wes_Nemec@baylor.edu.

GENERAL INFORMATION (Type or print clearly)

Name _____
Last First Middle (Nickname)

Baylor ID # _____

Sex _____ Birthdate _____ Place of Birth _____ Marital Status: _____

Social Security Number _____ Citizen of: _____

State of Legal Residence _____

Passport Information (required for overseas programs):

Number _____ Date Issued _____ Expiration Date _____

College or University _____ Expected Graduation Date _____

Standing at the time of your expected participation in the program (circle one):

Freshman Sophomore Junior Senior Other _____

Have you attended another college previous to this one? _____ If so, which one? _____

CONTACT INFORMATION: Please indicate dates when materials should be sent to each address.

Your Address at Baylor

Home Address

Summer Address

Street

Street

Street

City

City

City

Zip (Postal Code)

Zip (Postal Code)

Zip (Postal Code)

Country

Country

Country

Email:

Email:

Email:

Phone: ()

Phone: ()

Phone: ()

Dates:

Dates:

Dates:

Parent/Guardian: _____ Phone: (____) _____

Phone: (____) _____ Cell Phone: (____) _____ Email: _____

Address: _____

In case of an emergency, please list someone other than your parent whom we may contact:

Name: _____ Relationship to you: _____

Phone (daytime): (____) _____ Phone (evening/weekend): (____) _____

Address _____

ACADEMIC INFORMATION

Major _____ Minor _____ GPA _____

Baylor ID # _____

Course Combination for BBE 2014 (choose **one** of the options below) _____

Option A: ENT 3350 International Entrepreneurship and ENT 4351 Entrepreneurship in the EU

Option B: INB 3350 International Entrepreneurship and INB 3333 Doing Business in Different Cultures

Option C: MGT 3325 Operations Management and INB 3333 Doing Business in Different Cultures

Option D: BUS 4385 Strategic Management* and ENT 4351 Entrepreneurship in the EU

OR

INB 3333 Doing Business in Different Cultures

* To take BUS 4385, a student must have completed all prerequisites for the course before the start of Summer 2014.

PLEDGE OF ACCEPTANCE

Participants in the Baylor Business in Europe Summer Study Abroad Program are expected to (1) exhibit sensitivity to the host culture, (2) maintain good behavior, and (3) observe the local rules and laws.

The Baylor Business in Europe Summer Study Abroad Program reserves the right to require the withdrawal of any participant for reasons of unacceptable personal behavior and/or inadequate academic participation (when applicable). Such dismissal will be without refund in program fees and expenses, and the student being dismissed will be responsible for the additional expense for the trip back home.

There are some basic and inviolable rules of behavior related to every program.

1. The student must maintain an adequate standard of academic work in programs and behave responsibly at the host site and living situation.
2. The student will study under the direction of the Program Directors and must abide by the philosophy, structure and regulations of Baylor University.
3. Illegal drugs in any form are not tolerated, and students dependent on their use should not apply. Students in the program found using or possessing illegal drugs in any form are subject to immediate dismissal at participant's expense, without refund in program fees and expenses, and with the additional cost for the trip back home.
4. Violent behavior results in automatic dismissal at participant's expense, without refund in program fees and expenses, and with the additional cost for the trip back home.
5. Sexual behavior disruptive to the program merits dismissal at participant's expense, without refund in program fees and expenses, and with the additional cost for the trip back home.
6. Breaches of the local law of the host community or country are referred to and handled by the appropriate law enforcement authorities (and will not be the responsibility of the Program Directors, the host University, or Baylor University).

Student's Pledge:

I understand that as a participant in the Baylor Business in Europe Summer Study Abroad Program, I will be viewed as a representative of my country, my religion, my family, and Baylor University. It is my intention to act as a goodwill ambassador and conduct myself in a fitting manner. I have read these rules and agree to obey them during the time of my participation in the Baylor Business in Europe Summer Study Abroad Program. I understand that violation of these rules will lead to probation or dismissal at my expense, without refund in program fees and expenses, and with the additional cost for the trip back home.

Signature _____ Date _____

APPLICANT'S STATEMENT
(Parent or Guardian if Applicant is under 18)

I have read the program description. I understand the arrangements made for me and the responsibilities I will have. I hereby release the Baylor Business in Europe Summer Study Abroad Program and its members, Baylor University, the college of the host country, and any other participating organization of any and all responsibilities and liability of any nature whatsoever for any loss of property or personal injury occurring during my participation in the study abroad program. I understand that the Baylor Business in Europe Summer Study Abroad Program acts as agent only and accepts no responsibility for loss, damage, or injury from delay or any kind of negligence of any transportation company, agency or service, or from any other cause whatsoever. I agree to assume all responsibility for any and all debt incurred during the program by myself (son, daughter or ward), including the cost of telephone calls, cables, transportation or optional living expenses.

Print Applicant's Name

Baylor ID #

Applicant's Signature

Date

Signature of Parent or Guardian, if applicant is under 18

Date

INSURANCE

All participants will be required to have temporary insurance through the Center for International Education. The program will arrange and provide insurance for participants.

PAYMENT PROCEDURES DEPOSIT - PROGRAM FEES

You may pay by check or money order. Payment should be in US dollars, made out to Baylor University.

Application Fee (\$500)	Due now with application and unofficial transcript
Program Fee Balance Payment (\$3,000)	February 28, 2014*

*After this date, a \$500 late fee will be applied making the total program fee \$4,000.

By submitting an early registration deposit, you are ***not*** guaranteed acceptance in the program. Acceptance is determined based on the completed application and applicant eligibility (that is, a GPA of 2.75 or better). Also, participating students may not be on academic probation or suspension. NOTE: A student with a GPA lower than 2.75 may still apply, but he or she may be asked to provide additional information. Acceptance can be revoked if applicant becomes ineligible at any time before departure.

Make checks payable to: Baylor University

Mail checks to:

Wes Nemec
The John F. Baugh Center for Entrepreneurship
One Bear Place #98011
Waco, TX 76798-8011

You may also hand-carry your deposit check, application, and unofficial Baylor University transcript to Wes' office, HSB 310, in the Management/Entrepreneurship department on the third floor of the Hankamer School of Business.

For questions:

Email: Wes_Nemec@baylor.edu