

NON-BENTLEY INTERNATIONAL EDUCATION PROGRAM GUIDE

PLEASE READ THIS **ENTIRE** DOCUMENT BEFORE YOU BEGIN THE PROCESS

IMPORTANT: Students interested in participating in a Non-Bentley International Education Program (organized by other colleges, universities or sponsors) may petition for approval to do so (via [Bentley Abroad](#), our online application system). Students must be aware that by participating in a Non-Bentley Program they will be taking a **Leave of Absence** from Bentley for their semester abroad, and that a Leave of Absence carries with it some critical academic consequences. *Please note that students who wish to participate in a summer Non-Bentley Program do not need to take a Leave of Absence.*

The following important information is divided into two categories: 1) Things to Consider before Applying to a Non-Bentley Program and 2) Non-Bentley Program Action Items

Things to Consider before Applying to a Non-Bentley Program

Applying:

- Carefully review the Leave of Absence policy and the Course Away policy in the [Student Handbook](#) before submitting a petition.
- Students must begin by meeting with an International Education Advisor well in advance of the sponsoring institution's deadline.
- Your Non-Bentley Program must be approved by the Office of International Education.

Pre-requisites:

- 2.7 minimum GPA
- Pre-requisite course for **semester** programs only: GLS 101, 102, 110, 114, 116, or any relevant ML course at Bentley
- Good academic standing, good academic integrity standing, and good judicial standing

Courses Abroad:

- Non-Bentley Program participants are eligible for **transfer credits** according to Bentley's course away policy; you will not receive Bentley credits.
- Courses must be approved prior to leaving campus; please speak to your international education advisor about this.
- A maximum of 15 credits from a Non-Bentley Program can be transferred.
- Only 2 courses in your major and 1 in your minor can be transferred.
- Internships that occur during a Non-Bentley Program are not transferable back to Bentley.

Financial Aid:

- You **will not** receive any Bentley or campus-based financial aid. You will be eligible to apply for federal and state financial aid only.
- Your current student loans *may* go into repayment because you are no longer enrolled at Bentley. You *may* need to obtain a deferment form from your student loan servicer, which must be completed by your host school certifying your enrollment abroad.

Administrative Fee:

- Your student account will be charged a **\$500 administrative fee for a semester program and a \$125 fee for a summer program**. This fee covers the administrative expenses of offering students the opportunity to participate in Non-Bentley Programs while still meeting the academic credit requirements of Bentley. Every student receives services covered by the fee, such as advising on international education options, using office resources, assistance with program application procedures, advising on credit transfer, faculty review of courses, pre-departure orientation, transcript processing, etc.

Non-Bentley Program Action Items

Choosing a Program and Applying:

- ☐ **Goals and Interests** - Clarify your goals and identify your regional and academic interests. For example, what part of the world interests you? What kinds of courses would you like to take?
- ☐ **Research Programs** - Research programs, using the Office of International Education resources and websites such as <http://www.studyabroad.com/> and <http://www.goabroad.com/>. Identify potential programs and gather information about courses.
- ☐ **Complete a Bentley Plan of Study** – Consult with advisors in the Int'l Education Office and the Office of Academic Services as necessary in order to complete this. [Ed Abroad Instruction Sheet 1314updated.pdf](#)
- ☐ **Select a Program** – Identify potential courses at your host institution, keeping in mind Bentley requirements and what you need to fulfill on your Degree Audit Summary (DAS). Students should meet with their academic advisors when selecting major and minor courses.
- ☐ **Meet with an Int'l Ed Advisor** - If you have not already done so, meet with an International Education advisor to discuss why you have chosen the program and what you intend to gain from the program, and to discuss potential courses.
- ☐ **Begin an application** - Via the [online application](#), you will:
 - Petition for approval (The Non-Bentley Program Essay serves as the petition)
 - Complete forms and submit information such as a program agreement, waiver of liability, medical self-evaluation, passport copy, and emergency information.
 - Pay the application and administrative fee.
 - Remember that applying is a two-step process: 1) Bentley application and 2) Host school application. Bentley acceptance does not mean host acceptance!
- ☐ **Financial Aid** - After reading the Non-Bentley Programs section on the Financial Assistance website, make an appointment with the Office of Financial Assistance to discuss any ramifications to your personal aid package and to ensure that you do not miss financial aid application deadlines while abroad.

After Acceptance:

- ☐ **Acceptance Letter** - Provide your International Education Advisor with a copy of your program's acceptance letter as soon as it is received and no later than *December 1* for spring semester programs, *May 1* for summer programs, and *July 1* for fall semester programs.
- ☐ **Courses** - As soon as they become available, submit complete syllabi for 7-9 potential courses to your International Education Advisor for approval.
- ☐ **Course Away Form** - Working with your International Education Advisor, complete a [Course Away Form](#).
- ☐ **Leave of Absence Form** – To be released from campus housing for the semester you will be abroad, complete Leave of Absence paperwork at the Office of Student Affairs, STU 330. (This form is not needed for summer programs.) Be sure to ask how you will arrange housing for the semester that you return to Bentley.
- ☐ **Return/Readmit Form** - Complete a [Return/Readmit Form](#). This will ensure that you receive information on registration for the following semester. Keep a copy of your return/readmit form in case the Registrar's office misplaces it. (This is not needed for summer programs.)
- ☐ **Pre-Departure Orientation** - Attend a general Pre-Departure Orientation in November (spring programs) or April (fall programs) for essential information on passports, visas, health and safety, budgeting, etc. Check the Study Abroad website for the current semester's orientation schedule.
- ☐ **Student Financial Services** - Contact [Student Financial Services](#) to confirm that your student account is clear. Transcripts from your study abroad program provider will not be processed if an outstanding balance exists.
- ☐ **Retaining Your Laptop** - In order to retain your notebook computer during your Leave of Absence you must complete a Client Services waiver form. See the [Client Services Website](#) for

- information.
- ☐ **Health Insurance** - Confirm that you have health insurance that provides adequate coverage abroad for emergency care, medical evacuation, and repatriation. Your program might provide such coverage, and/or your program provider should be able to recommend travel insurance providers. Bentley's International Education Office is also a resource for such information.
 - ☐ **Emergency Contact Information** - Verify that your emergency contact information in MyBentley is current. Submit any updates to the Registrar's Office prior to departure.
 - ☐ **High Risk Waiver** – If you will be studying in a location deemed by your advisor to be high risk, you must sign a high risk waiver (your advisor will supply this).

While Abroad:

- ☐ **Important Notifications** – Please notify the Office of International Education of any changes of contact information, courses, etc. while you are away.
- ☐ **Registration for Returning Semester** - If you have completed the Return/Re-Admit form, you will receive an email from the Registrar's Office assigning you a registration time based on your class code*. You should register online via MyBentley just as you would if you were on campus.
**Class code is based on credits earned + credits in progress. Students on Leave of Absence do not have Bentley credits in progress, therefore your class code will not change until after the transcript is processed.*
- ☐ **Housing for Returning Semester** - While abroad, be sure to follow the appropriate process to secure housing for the semester you return. (See notes under *Leave of Absence Form*, above.)
- ☐ **Transcript Request** – Request that your program provider send your official transcript **directly to the Office of International Education (not to the Registrar's Office)** in order to avoid delays in processing.

Bentley Contacts:

Office of International Education	AAC 161	781.891.3474
Office of Academic Services	LIN 021	781.891.2803
Office of Student Affairs/Life	STU 330	781.891.2161
Registrar's Office	RAU 111	781.891.2177
Office of Financial Assistance	RAU 104	781.891.3441
Student Financial Services	RAU 132	781.891.2171
Residential Center	Campus Police Building	781.891.2148
Computer Resource Center	Library Ground Level	781.891.3145