

# Office of International Education

## Travel Grant Application process

### **Please keep a copy for your records**

The Travel Grant form can be found in our office or at our web site:

<http://www.uwgb.edu/international/forms/travelGrant.pdf>

These steps are taken by the Office of International Education (OIE) to process your travel grant application:

1. Student submits Travel Grant Application.
2. OIE records the information into our database and sends to Financial Aid Office
3. Financial Aid Office determines eligibility and informs OIE
4. Director of OIE determines individual awards (awards tend to run approx 10% of the cost of the trip, but is dependent on availability of funds)
5. OIE notifies student of award or denial via EMAIL on or close to the date of acceptance into a study abroad program
6. If awarded, grant money is deposited 3 days prior to departure of trip and will be credited toward any balance due. If your account is paid in full, a check will be issued to you at that time. You may reduce the amount of your last payment by the amount of the grant, if desired.

Only applicants that meet the following requirements will be considered:

- WI Resident
- Have a current FAFSA form on file with the Financial Aid Office
- Currently enrolled, **undergraduate** full time, degree seeking UWGB student (12+ credits in the Fall or Spring, **12+** credits in Summer)
- The student must have been enrolled full-time in the semester preceding travel. The enrollment status will be re-confirmed immediately prior to disbursing the award
- Have been accepted into an International Study Abroad Institution and taking classes for credit.

#### **Students studying on Non-UWGB Programs ONLY:**

Need to provide documentation regarding the cost of the program to the OIE. Electronic copies are fine. Also, a Consortium Agreement will need to be submitted to the UWGB Financial Aid Office.

**Consortium Agreements can be found online at [www.uwgb.edu/financialaid/forms](http://www.uwgb.edu/financialaid/forms).**

PLEASE let us know if you have decided to make any changes or decide to cancel your plans for travel. You can reach our office at [oie@uwgb.edu](mailto:oie@uwgb.edu) or by calling 920 465 2190

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