MOLLOY UNIVERSITY
The Office of International Education
T: 516.323.3950
E: internationaleducation@molloy.edu

1000 Hempstead Avenue, Rockville Centre, NY 11570
www.molloy.edu

Welcome to the Adventure of a Lifetime!

Dear Molloy Travelers,

Get ready to embark on a journey filled with excitement, discovery, and endless possibilities! We are thrilled to congratulate you on taking the first step towards your study abroad adventure with the Office of International Education.

Your decision to explore the world beyond borders is truly inspiring, and we couldn't be more excited to be a part of your journey. As you prepare for this unforgettable experience, remember to pack your curiosity, open-mindedness, and sense of adventure – they will be your greatest companions along the way!

Whether you're headed to bustling cities, picturesque villages, or exotic landscapes, get ready to immerse yourself in new cultures, make lifelong friendships, and create memories that will last a lifetime.

Once you've completed your registration packet, please return it to the Office of International Education at Public Square #310. We're here to support you every step of the way and can't wait to see the incredible experiences that are in store for you.

Adventure awaits,

Cindy Hu
Program Coordinator – Office of International Education
Molloy University

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International Education
Registration Packet

_____

International Education Program Destination

Term: Summer _☐_ Fall _☐_ Spring _☐_ Academic Year _____

Name	Student ID Number	Molloy Email Address	Phone Number

To be eligible for faculty-led or semester and year-long study abroad opportunities students must:

- Be at least 18 years of age;
- Be a matriculated, degree-seeking Molloy student;
- For faculty-led programs, have completed at least one semester at Molloy or for semester or year-long programs have completed at least one academic year at Molloy;
- Have a minimum cumulative GPA of 2.50;
- Be in good academic standing (no academic warning) and cleared by the Dean of Student Success;
- Be in good conduct standing with the university and cleared by the Dean of Students.

*Note: Students must also meet host university eligibility criteria for semester and year-long study abroad opportunities. Faculty-led opportunities have a limited number of seats. Students are not guaranteed acceptance to faculty-led opportunities should they meet the criteria above.

While not required for eligibility to participate in an International Education Program, prior to participation, Molloy strongly recommends that all students have a complete physical, dental and eye examination and complete any required care. Students should discuss with their healthcare provider a plan to maintain the student's health abroad, particularly if the student is currently being treated for a pre-existing physical or mental health condition. Students should make arrangements to obtain a sufficient supply of their prescription medications for their entire stay abroad. All prescription medications should be maintained in the original containers. Students are strongly encouraged to disclose to Program Leaders any pre-existing physical or mental health conditions by completing and returning a "Student Self-Assessment Health Form" prior to departure. The information included in this Self-Assessment Form will be kept confidential and disclosed to medical or emergency personnel only in the case of an emergency.

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Name	Student ID Number	Molloy Email Address	Phone Number

For Internal Use Only

The student is in good academic standing.

Student Success and Assessment Approval Date | Authorize Initial

The student is in good conduct standing.

Student Affairs Print | Student Affairs Signature | Date

**Please note that approval to participate in an International Education Program by Student Affairs or Student Success does not guarantee acceptance into the Program.

Student Signature | Date

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PROGRAM INFORMATION

International Education Program Destination | **Semester / Year**

PERSONAL INFORMATION

Name | **Date of Birth** | **Molloy Student ID #**

Street Address | **City** | **State** | **Zip Code**

Telephone (Home) | **Telephone (Cell)** | **Molloy E-mail Address**

Major | **Anticipated Graduation Year** | **Country Issuing Passport*** | **Date of Expiration**

*** Attach a copy of your passport to this registration packet.**

EMERGENCY CONTACT INFORMATION

Name | **Relationship**

Telephone | **E-mail**

COURSE SELECTIONS

Indicate the course that you are enrolled in to qualify for this program.

Course Number	Credits
SAP:	

STUDENT DECLARATION

You certify that all the statements made in your application to study abroad are correct and true.

Student Name (Print) | **Student Signature** | **Date**

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Study Abroad Contract

A. Behavioral Responsibilities

You are aware of the expected behavioral responsibilities while participating in this program. As a guest in a foreign country, there are certain behaviors that are considered unacceptable and could lead to possible disruption of the program. You hereby assure the University that you shall conduct yourself in an appropriate manner which does not infringe upon the customs and morals of the country in which the program is being conducted, nor upon the rights and safety of other participants in the program. Your behavioral responsibilities shall be applicable during the course of the program both when in the company of other program participants and when you are physically separated from other program participants.

You are expected to comply with all of the University's policies and procedures, as outlined in the Student Handbook, and obey all local, state, federal, international and foreign country laws while away from campus. You understand that while away from the University's campus on either a domestic or international study abroad program, disciplinary action may be taken by the University against an individual(s) accused of violating university polices or civil/criminal laws of the country of your program site.

_____

Student Initials

Local Laws: In addition to being subject to the University's policies and procedures, you will be subject to the local and national laws applicable to your program site. If you violate any of these laws, including, but not limited to drug laws, you may be subject to arrest, criminal prosecution, fines and possibly even imprisonment. All legal fees, fines and other costs associated with any violation of the local or national laws applicable to the program site are your sole responsibility and must be paid by you. Molloy University assumes no responsibility, financial or otherwise, for providing legal assistance to or the payment of fines or other expenses incurred by any student who violates the law during the program.

Illegal Drugs: You understand that the use or possession of illegal drugs during the program is cause for immediate dismissal from the program without refund. In addition, all costs to return to the United States must be paid by you.

Violent/Disruptive Behavior: You acknowledge that violent and excessively disruptive behavior is cause for immediate dismissal from the program without refund. In addition, all costs to return to the United States must be paid by you.

Alcohol Consumption: As a representative of Molloy, you are expected to avoid excessive consumption of alcohol, and to exercise due caution when drinking. Students who abuse alcohol or create a disturbance because of alcohol consumption will be subject to termination from the program. In addition, all costs to return to the United States must be paid by you.

Curfew: Because our trips are educational and every student is required to attend a morning meeting, the University has set a 1:00am curfew for all students. At the discretion of the international educators, this curfew is subject to change.

Mature Behavior: You are aware that the trip is comprised of long days that include excursions, walking tours, and intercity travels. You are asked to act in a mature manner. Many times, there are slight adjustments that must be made due to unforeseen travel changes. The University expects you will adapt to any changes with a positive attitude. You are also aware that no one outside of the Molloy University Program participants should be in your hotel room at any time, including hotel staff providing room service.

_____

Student Initials

B. Academic Responsibilities:

By completing this Registration Packet, you agree to the following policies and procedures relative to academic matters:

Pre-Departure Meetings: There will be mandatory pre-departure meetings.

Class Attendance: You acknowledge and understand that you are required to attend all regularly scheduled classes, take all examinations and complete all assigned work. You are responsible for ensuring that the requirements for classes to which you are enrolled are fulfilled according to the specification of the course instructor. Failure to complete required assignments for a particular course may result in a failing grade for the class.

Grades: Grades for programs developed by The Office of International Education (i.e., Summer Program in European Culture and Society) are awarded by course instructors based on their evaluation of the student's scholastic achievement, and according to the grading system specified in the Molloy University Catalogue. Grades for participants on Molloy Affiliated or Molloy Approved Programs (i.e., semester/year abroad programs) will be awarded according to the policies and practices of the sponsoring institutions and organizations. Those grades will then be evaluated by International Education Coordinator of the University, and an equivalent Molloy grade will be recorded on the student's transcript. Please note that if you do not complete all course assignments that are part of the program (i.e., onsite assignments such as journals, essay's) your grade will be changed accordingly after the completion of the program.

Student Initials

C. Financial Responsibility:

By completing this Registration Packet, you agree to the following policies and procedures regarding financial responsibility:

Program Fees: Students enrolled in a Molloy study abroad program are responsible for the applicable program fee, which may include tuition, room and board, and other expenses as outlined in the program information. Students enrolled in programs from other sponsoring institutions or organizations are similarly responsible for all mandatory fees as established by such institutions or organizations.

- A non-refundable $500.00 deposit is due upon receipt of the completed International Education application packet.
- 100% of the total cost of the trip is due 95 days prior to the departure date.
- Please be advised that due to the fluctuation of fuel prices and US Dollar exchange rate, there may be a surcharge at the time of final payment.
- If there is a change of program location due to unforeseen circumstances, the price of the newly implemented program may increase, thereby resulting in a surcharge.
- $650.00 should cover the cost of lunch and dinner for all short-term programs. Additional monies will be needed for all entertainment not included in the itinerary, e. g., shopping, evening activities, snacks.
- If you cause any damage in the hotel you must pay for it prior to check out.
- While traveling, it is your responsibility to secure your own money/credit cards/property. The University is not responsible for any lost or stolen money and personal items.
- All cancellation policies are communicated through the third-party organizer.
- A penalty of 100% of the total cost of the trip will be incurred for any last-minute cancellations.

Student Initials

Involuntary or Voluntary Withdrawal: You acknowledge that return passage and all other expenses occasioned by a participant's involuntary or voluntary withdrawal from the program during and prior to the trip will be the sole and exclusive financial responsibility of the student concerned. You are aware that the chaperones have the authority, with the consultation of the Director of International Education, to withdraw a student whose conduct or academic standing warrants such a step.

To facilitate this, all students are required to carry a credit card (MasterCard or Visa) with access to at least $2,000 with them.

Student Initials

D. Safety and Health Issues:

By completing this Registration Packet, you are acknowledging that you understand that you are required to comply with the following rules and regulations regarding student safety while abroad:

Travel: Abroad programs typically include organized site seeing and field trips. Please be aware that on daily excursions, there is the potential to walk 5-6 miles a day. Sneakers are recommended. Students are not permitted to travel alone on any short-term program.

Vehicle Usage: The University prohibits students owning, renting, or operating vehicles, including but not limited to vespas, motorcycles, scooters, and segways, while participating in any study abroad programs. Traffic congestion and different traffic laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. Please be advised if you go against this policy, you assume all risks (financial and otherwise) associated with the ownership, leasing, or operating of such vehicle and any damages caused thereby. You understand that Molloy University assumes no financial responsibility for legal aid, or for the medical or other care of the participant should he/she be involved in an accident while operating a motor vehicle.

Medical Care: You acknowledge that you have been advised by Molloy to consult with your personal physician and other health care providers prior to participation in the program regarding your travel plans, the program, and any potential concerns or risks to your health related to your travel plans or participation in the program. You acknowledge that you are aware of all of your applicable personal medical needs, including medication needs, and assume all risks associated with any medical condition existing prior to, during or after your participation in the program. You have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while you participate in the program. If you currently have, or if you develop a condition requiring medical care, you understand that you are solely responsible for obtaining the medical treatment you need. If you currently have a medical or psychiatric condition, you affirm that you have spoken with your doctors, informed them of the travel and other activities which will be part of this educational and travel experience, and they have informed you that there is no medical or psychiatric reason which would preclude your participation. While the University's representative will provide reasonable assistance where possible in obtaining these services, you understand that the University has neither the ability, nor the responsibility, to provide medical assistance. You authorize Molloy and its agents and employees in an emergency situation to place you, at their discretion and without your further consent, in a hospital or in the care of a local doctor for medical services and treatment. If necessary or desirable, you also authorize them to transport you back to the United States for medical treatment. You agree that you, along with your parents or guardians, will be fully responsible for any and all expenses, including transportation costs, associated with or in any way related to your medical care.

You understand that host countries may require vaccinations to enter the country (e.g., COVID-19 booster, yellow fever, hepatitis A).

Student Initials

Independent Travel

You understand that, if you choose to travel independently before, during or after the program, such travel will be unsupervised by Molloy's agents or employees. You agree that you will not travel to areas judged unsafe by the U.S. State Department. You agree that Molloy and its agents and employees shall have no responsibility or liability for injury (including serious illness or death), damage or loss of property suffered by you during such periods of independent travel.

You have alerted the following person who is over 21 years of age, (**Name**)_____ (**Relationship**)_____of your travel plans. He/she has agreed that in case of an emergency such as hospitalization, he/she will be available to come at his/her own expense and help you to get back to the United States.

Student Signature: _____

This_____day of_____, 20_____
(**Day**) (**Month**) (**Year**)

You have read and understand the above provisions and agree to be bound thereby. You also grant permission for The Office of International Education of Molloy University to disclose personally identifiable information in case of emergency:

_____
Student Signature

_____
Signature of Parent or Guardian for students under 18 years of age.

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General Waiver and Release

(Please read carefully)

You acknowledge that you have voluntarily enrolled in a study abroad program offered by Molloy University. You understand that during the tour in which you will participate, certain risks and dangers may arise which are beyond the control of Molloy University. Such risks include serious illness, injury and even death, and property damage and loss due to, but not limited to, crimes committed by persons other than employees or agents of Molloy University; political unrest; use of various modes of transportation, housing and dining services or other goods and services in connection with the program; and other activities arising on the part of fellow participants, host family members, agencies, and organizations, persons, or groups with Molloy University contracts or recommends for the provision of services for the study tour. You voluntarily assume all such risk that may result from participation in this study tour.

In consideration of the opportunity to participate in the study tour and by assuming the risks inherent in participating in the study tour, you do hereby release and forever discharge Molloy University, its trustees, officers, directors, faculty, agents, employees, legal representatives, agents and assigns of and from any and all loss and liability in connection with any personal injury, accident, illness, death, damage, claims, costs, expenses or other loss suffered or incurred by you during, arising out of, or in any way associated with your participation in the travel study tour, including, but not limited to, travel to and from the program's location and any and all other travel incident to your participation in such program, housing, dining, or other goods and services, or arising out of any other activity related to your participation in the program. In addition, you hereby agree to release, indemnify and forever discharge Molloy University, its trustees, officers, employees, agents and assigns of and from contribution or indemnification with respect to any claim made against you by any person or entity in connection with or arising from your participation in the study abroad program. Furthermore, you agree to indemnify and hold harmless Molloy University, its trustees, officers, employees, agents, and assigns of and from any actions brought against them in connection with your acts or omissions. This release does not apply to intentional, willful, or wanton acts of employees or agents of Molloy University.

_____
Name (Please print)

_____
Signature

_____
Date

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TRAVEL NOTIFICATION

Molloy University is committed to delivering high quality educational experiences to our students while optimizing the health and well-being of the Molloy community to the greatest extent possible. The University reserves the right to cancel any program at any time and for any reason it deems necessary for the good of the participants in the program or the interests of Molloy University. Criteria for cancellation includes, but is not limited to:

- Department of State Travel Advisory for the host country is above level 2
- CDC Travel Notice for the host country is above level 2
- Molloy University has implemented policies restricting travel
- The host country does not allow entry of student visitors

Studying abroad demands flexibility; therefore, Molloy University encourages all study abroad participants to purchase Cancel for Any Reason (CFAR) or Interrupt for Any Reason (IFAR) insurance plans. These plans are in addition to Molloy's International Insurance Plan and safeguard against losses or penalties associated with withdrawal or program cancellations. Molloy University will not reimburse program participants for any of these losses or penalties nor will it refund any study abroad fees or payments.

Students are responsible for knowing and complying with vaccine requirements of locations where they travel, including requirements to re-enter their home country upon the end of their time abroad. Vaccine requirements change regularly with little to no notice and students assume all risk including but not limited to not being able to enter a country and loss of all associated international education program fees and payments.

You have read, understand, and agree to the stipulations listed on this form.

Student Name (Print)	**Student Signature**	**Date**

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ACKNOWLEDGMENT AND CONSENT REGARDING PROTECTION OF PERSONAL DATA (FOR STUDENTS TRAVELING ABROAD IN EU COUNTRIES)

Overview. This Acknowledgment and Consent form is required in conjunction with the International Education Registration Packet that you must complete in order to participate in a study abroad program, internship, research or service program, or other travel opportunity (whether for credit or not). You will be staying in a country subject to the General Data Protection Regulation (GDPR) adopted in the European Union (EU), which provides certain protections and rights with respect to your personal data. This data, which you have provided or will provide to Molloy University (Molloy), is necessary in order for Molloy to provide the services, planning and coordination required for this program, as well as to comply with obligations imposed by law.

General Principles. The personal data you have provided or will provide to Molloy or to third parties acting on Molloy's behalf will be handled in accordance with our policies and the policies and principles of the GDPR applicable while you are staying in the EU. Your personal data will be processed and collected only for purposes related to your program and access will be limited to persons requiring such information in order to provide required services, including third parties acting on Molloy's behalf. Your data will be kept only so long as is necessary or required by policy and law. We will maintain and process your data in a manner that assures its security and confidentiality.

Rights. Under GDPR, you have certain rights with respect to your personal data, including, among other rights, the right of access to your data; the right to correct inaccuracies in your data; the right to withdraw your consent; and the right to delete personal data if the collection of that data is no longer necessary to the purpose for which it was collected.

Data Controller. Under GDPR, a Data Controller is the person or entity responsible for overseeing the processing of your data. For purposes of this study abroad program, the Data Controller is Molloy.

Sensitive Data. Data concerning your physical or mental health, racial or ethnic origin, or sexual orientation will be processed only for the purposes of protecting your safety or the safety of others, providing necessary healthcare, responding to an emergency, or complying with any applicable mandatory provision of law. Sensitive data may be communicated, in compliance with the principles above, to bodies and authorities, both public and private (such as hospitals, police offices, courts, security supervisors, insurance companies) only for the purposes relating to health and safety emergency and for the purposes of fulfilling obligations set forth by law.

You hereby consent to the use of your personal data in accordance with the provisions outlined above in order for you to participate in this program. You also hereby waive any right to privacy or confidentiality regarding Molloy's reporting to the appropriate authorities at your home school and in the country where you are studying if you are seriously ill; suffer an injury; the victim or perpetrator of harassment, whether on or off campus; the victim or the perpetrator of sexual or gender-based misconduct and/or of criminal behavior, whether on or off campus; and you grant Molloy staff, faculty and administrators full authority to report to the appropriate authorities at your home school any and all such incidents, under applicable law (including but not limited to Title IX and Clery Act), whether or not it involves disciplinary action.

Student Name (Print) Student Signature Date

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Student Self- Assessment Health Form

Molloy University is committed to creating a supportive study abroad experience for all participants. If you would like to share any accessibility needs, health considerations, or accommodations that would help support your participation, please describe them here. Sharing this information is optional and will be kept confidential. Please note that the level of accommodations Molloy University can provide for faculty-led international experiences varies depending on the experience and is not guaranteed. Should you have questions about accessibility and accommodations, please contact the Center for Access & Disability.