



MassArt Travel Courses

How to Apply and Frequently Asked Questions

How do I search for a travel course?

1. Visit massart.edu/travel-courses.
2. There, you'll find general information about MassArt faculty-led travel courses as well as profiles on upcoming travel courses. Those with open applications will have a direct link to apply.
3. If you don't find a program you were looking for, contact MassArt International Education (MIE) at international@massart.edu

How do I create an account in Studio Abroad and apply for a Travel Course?

- **Go to [Travel Courses](#)** on the MassArt website. Courses with open applications will have a direct link to apply.
- When you **click** the apply button, you'll be redirected to the COF Studio Abroad Application Portal and asked to activate your account.
 - Click the green "COF Undergraduate Student Login" button
 - Click on the MassArt logo
 - Login using your MassArt username and password
 - **Check** the box under "New Profile Confirmation," read the information, and click "**Submit**"
- After your account is created, please review your Profile for accuracy. Be sure to save your Profile information!
 - **Auto-Filled Items:** You'll note that some information is carried over from the MassArt system. Please confirm that it is correct. For example; your name, date of birth, and gender **must** be as they appear on your passport. Upon acceptance, we will use this information to request flights. Your name must match your passport (for domestic courses, you will need a Real ID or passport to board the plane).
 - **Editable Items:** Please complete all open fields that were not auto-filled when your account was created
 - If you identify issues, email international@massart.edu. Accurate and complete profile information is extremely important!
- **How do I apply** for a travel course once I've activated my account in the COF Studio Abroad Portal?
 - Select the Term you are applying for and, just like that, you started your Travel Course application!
 - Complete All Application Requirements:

Profile: If you haven't already, please fill out or update all fields completely.

 - i. MassArt Travel Course Cost and Scholarship
 - ii. Passport and Visas (Learning Content must be marked as read)
 - iii. Applicant Authorizations
 - iv. Study Abroad Personal Statement
 - Course specific questions (if any)
 - v. MassArt Application Supplement (List names and contact information of 2 references; they **do not need to write a letter** for you but may be contacted by the course faculty as they review your application)
 - vi. Study Away Considerations
 - vii. Verification of Signature
- **Submit Your Application** by completing all required elements of the application. Once you see 7 of 7 items submitted there is no need to confirm further that it is complete; your application will be reviewed after the deadline:
 - Fall Semester Course Application Deadline: October 15
 - Spring Semester Course Application Deadline: April 1

How do travel courses fit into my academic program?

- The type of credit depends on the department offering the course; most travel courses are for studio elective credit.
- Courses run throughout the semester and include approximately 2 weeks of travel; attendance at all class meetings as well as the associated trip are required. Depending on the course, travel could be after the semester ends or during spring break. With some courses, students may be required to miss up to one week of other class meetings due to travel dates. Students are responsible for communicating with their other faculty about missed classes and making up all assignments.
- Some courses include travel after the semester end date; therefore, they may require that coursework be completed and grades be submitted after the semester has ended. Consequently, seniors who participate in a travel course during their final semester that includes travel after the semester end date should expect their degree completion date to be moved to the following term. This completion date change will not affect a senior's ability to participate in the Commencement ceremony.





MassArt Travel Courses

Frequently Asked Questions

Are there scholarships for travel courses?

MassArt Scholarships: There are a limited number of partial, **need-based scholarships** available to full-time enrolled MassArt students accepted to/enrolled in 3-credit courses with international destinations.

- Scholarships are need-based
- Students must have a FAFSA on file with the Office of Student Financial Assistance for the academic year the travel course will run
- Students who have received travel course scholarships in the past may not be eligible
- Students are encouraged to investigate other grants and scholarships on their own. You can look for scholarships in your hometown such as: Rotary International, Kiwanis, Lions Club, heritage organizations and check with your local city council
- Students who want to borrow additional funds to help with the costs of the travel course can work with the Office of Student Financial Assistance (financialaid@massart.edu) to determine their eligibility
- Students are also encouraged to plan ahead, start saving as early as possible, and pursue their own creative means of fundraising

How to apply: There is no application necessary. All travel course applicants sign a release allowing the MIE and the Office of Student Financial Assistance to review your financial records.

Benjamin A. Gilman Scholarship: The Benjamin A. Gilman Scholarship awards over 3,600 scholarships of up to \$5,000 every year for U.S. undergraduates to study abroad. MassArt has had winners in the past and perhaps this year it will be you! **Eligibility:**

- United States citizens
- Receiving a Federal Pell Grant during the time of application or provide proof that they will be receiving a Pell Grant during the term of their study abroad program or internship
- Undergraduate students in good standing at an accredited institution of higher education in the United States
- In the process of applying to, or accepted to, a credit-bearing study abroad or internship program
- Applying for credit-bearing study abroad programs in a country or area with an overall Travel Advisory Level 1 or 2, according to the U.S. Department of State's Travel Advisory System
- Please see <https://www.gilmanscholarship.org/> for more info. Email International Education with questions or to learn more about it

How does billing work for travel courses?

Tuition: Tuition for travel courses is billed based on your program:

- Full-time, undergraduate students: tuition for the travel course is included in the semester in which you are registered (fall semester for courses with winter break travel, spring semester for spring break or summer travel).
- Part-time students, graduate students and others: tuition paid by credit; please contact International Education

Course Fee: Each travel course has a fee that covers:

- All course-related travel, such as international group flight to and from Boston, in-country group transportation (bus, taxi, flights, etc.), lodging (most are double occupancy), admission fees to museums or cultural sites, guides and/or translators, international travel insurance
- Depending on the course, additional items (e.g. some group meals or materials) may be covered

Payments and Registration:

- After acceptance, all students intending to enroll are required to submit a **non-refundable** deposit of \$750
- Students **cannot** register for the travel course via Self Service. After receipt of the deposit, the Registrar enrolls students in the course; students are responsible for dropping a course that may conflict with the travel course
- Students are billed the travel course fee during the regular billing cycle for the semester you are registered for the course; the fee is due at the same time as tuition.
- Students who are awarded scholarships will be emailed along with or shortly after acceptance decisions; the scholarship is applied to the travel course program fee, and credited to the student's account

What else should I be thinking about?

All international travelers must have a valid passport. All domestic travelers must have a REAL ID or passport.

- If you **don't have a passport**, you should start the application process, so you have the passport in hand if/when you are accepted. Please be advised that it can take up to 8 weeks to receive your passport from the time of application, so start your application now! Many post offices accept passport applications. Find more information about how to apply for or renew a passport by visiting: <https://travel.state.gov/content/travel/en/passports.html>.
- I already have a passport, so I'm all set. **WAIT! Maybe not!** If you currently have a passport, please make sure it expires 6 months beyond the tentative return date of the travel course you're applying to and has pages available for a visa, if required. **If not**, you will have to renew it! <https://travel.state.gov/content/travel/en/passports.html>.
- This website has some great reminders: <https://travel.state.gov/content/travel/en/passports/passport-help/after-getting-passport.html>.
- Every air traveler 18 years of age and older now needs a REAL ID-compliant driver's license or identification card, or another TSA-acceptable form of identification, for domestic air travel and to enter certain federal facilities. Find more information about REAL ID: <https://www.mass.gov/real-id>.

COF applicants to MassArt courses: You may find different answers to some questions. Please check with the study abroad advisor or office at your home institution.

Check the MassArt Events Calendar (<https://calendar.massart.edu/>) for dates on information sessions regarding study abroad and travel courses.

Questions? Please contact us at: international@massart.edu or stop by our office on the 8th Floor of Tower.