



Frequently Asked Questions

How do I search for a travel course or study abroad program in Studio Abroad?

1. Visit the COF Studio Abroad Portal	http://cof.studioabroad.com
2. In "Search Programs" field	Enter your search criteria (country, city, major, etc.). You can also enter "MassArt" to find programs approved by MassArt/recommended for MassArt students.
3. Click on any program that interests you for more information	To find out more about a program, click on its homepage or select "Request Info" to contact an advisor. If you don't find a program you were looking for, contact us! international@massart.edu

How do I create an account in Studio Abroad?

1. Activate your account on the COF Studio Abroad Portal	<ol style="list-style-type: none"> Go to http://cof.studioabroad.com. Click the green "Login" button at the top right. Click on the green "COF Undergraduate Student Login" button. Click on the MassArt logo. Check the box under "New Profile Confirmation," read the information, and click "Submit." Login using your MassArt username and password.
2. Confirm Auto-Filled Profile Information and Complete Open Fields	<ul style="list-style-type: none"> Auto-Filled Items: You'll note that some information is carried over from the MassArt system. Please confirm that it is correct. If you identify any issues, email studyabroad@colleges-fenway.org. For example, your name, date of birth, and gender must be as they appear on your passport, if you have one, or other official document. Upon acceptance, we will use this information to request flights, and your name must match your passport (for domestic courses, you can use your passport or the official identification - driver's license, state ID - that you'll use to board the plane). Editable Items: Please complete all open fields that were not carried over when your account was created. Emergency Contacts: Please ensure you provide email addresses for your emergency contacts. Be sure to save your profile information!

How do I apply for a travel course in Studio Abroad?

1. Search	See above for searching for the course you are interested in, or visit https://massart.edu/travel-courses for a direct link to apply (depending on the time of year)
2. Begin your application	Click on the "Begin Application" button.
3. Complete the following	<ul style="list-style-type: none"> Profile (if you haven't already, please <i>fill out or update all fields completely, including Emergency Contacts, with email addresses for Emergency Contacts</i>). Applicant Authorizations MassArt Scholarship Application (<i>if applicable, see next page</i>) Study Abroad Personal Statement MassArt Application Supplement (<i>names and contact information of 2 references; they do not need to write a letter for you but may be contacted</i>) Any additional forms (for example, during the COVID pandemic additional acknowledgement form was required of all students; some courses have 2 enrollment options if faculty from different departments are jointly offering the travel course) Passport and Visas (<i>Learning Content must be marked as read</i>) Course specific questions (if any)
4. Submit	<p>Once you have completed all required elements of the application, you will be able to click the submit button. Shortly after your application is complete, the IEC will add a notation that states: APPLICATION COMPLETE - UNDER REVIEW. <u>Please allow several business days for this notation to appear.</u></p> <p>Fall Semester Course Application Deadline: October 15 Spring Semester Course Application Deadline: April 1</p>

How important is the Profile?

VERY IMPORTANT! Please complete this information **accurately** and **completely** so we can best advise you. For example, visa needs depend on citizenship, and we cannot accurately advise you if we don't have this information. In addition, we need phone numbers *and* email addresses for your Emergency Contacts in case we need to contact them while you are traveling.

(Over)

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.

- Eligibility: Students must have a FAFSA on file with the Office of Student Financial Assistance for the academic year the travel course will run in order to be eligible. Scholarships are need-based.
- Students who have received travel course scholarships in the past may not be eligible.
- Students are encouraged to investigate other grants and scholarships, a listing of which can be found on the Studio Abroad website (<http://cof.studioabroad.com>).
- 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 for international travel, 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 IEC 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 winners almost every year. Perhaps this year it will be you! Eligibility:

- United States citizens;
- Undergraduate students in good standing at an accredited institution of higher education in the United States.
- 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;
- 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 the [Gilman website](#) for more info. Please email international@massart.edu 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:

- For 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 and spring semester for courses with spring break or summer travel).
- Part-time students, graduate students and others will pay for tuition by credit; please contact the IEC.

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. Some courses cover additional items (group meals or materials).

Payments and Registration:

- After acceptance, all students are required to submit a non-refundable deposit of \$750 to reserve their spot in the course.
- Students cannot register via Self Service. After receipt of the deposit, students are registered for the course by the Registrar.
- 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 **passport** that is valid 6 months after the return date of the travel course with available pages for a visa, if required as part of your travel.

- ***I don't have a passport yet! What do I do?*** If you do not currently 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. You may find out 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! Follow the link above.

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

When students are notified of their acceptance, further instructions will be provided on registration, billing, and additional forms to complete.

Questions? Please contact us at: international@massart.edu. You can also request an appointment or stop by our office on the 8th Floor of Tower, but we recommended contacting us first due to telework schedules. Please check the Events Calendar (<https://calendar.massart.edu/>) for information sessions run by faculty on specific Travel Courses, information tables (usually in Kennedy Cafeteria or DMC Atrium), study abroad information sessions, and the study abroad fair (usually once per semester).