

A.B. Freeman
School of Business
Study Abroad & Exchange

Know Before They Go
Summer, Fall, & Spring 2024-25



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Hosted by the
Office of Family Programs

PRESENTER

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Tulane



Agenda

- A Few Words
- Tulane Study Abroad Background
- What's next for your student(s)?
- Housing and Booking travel
- Passports and Visas
- Finances
- Academics
- Health & Safety
- Get/Stay Involved





Before we get started

A few words...

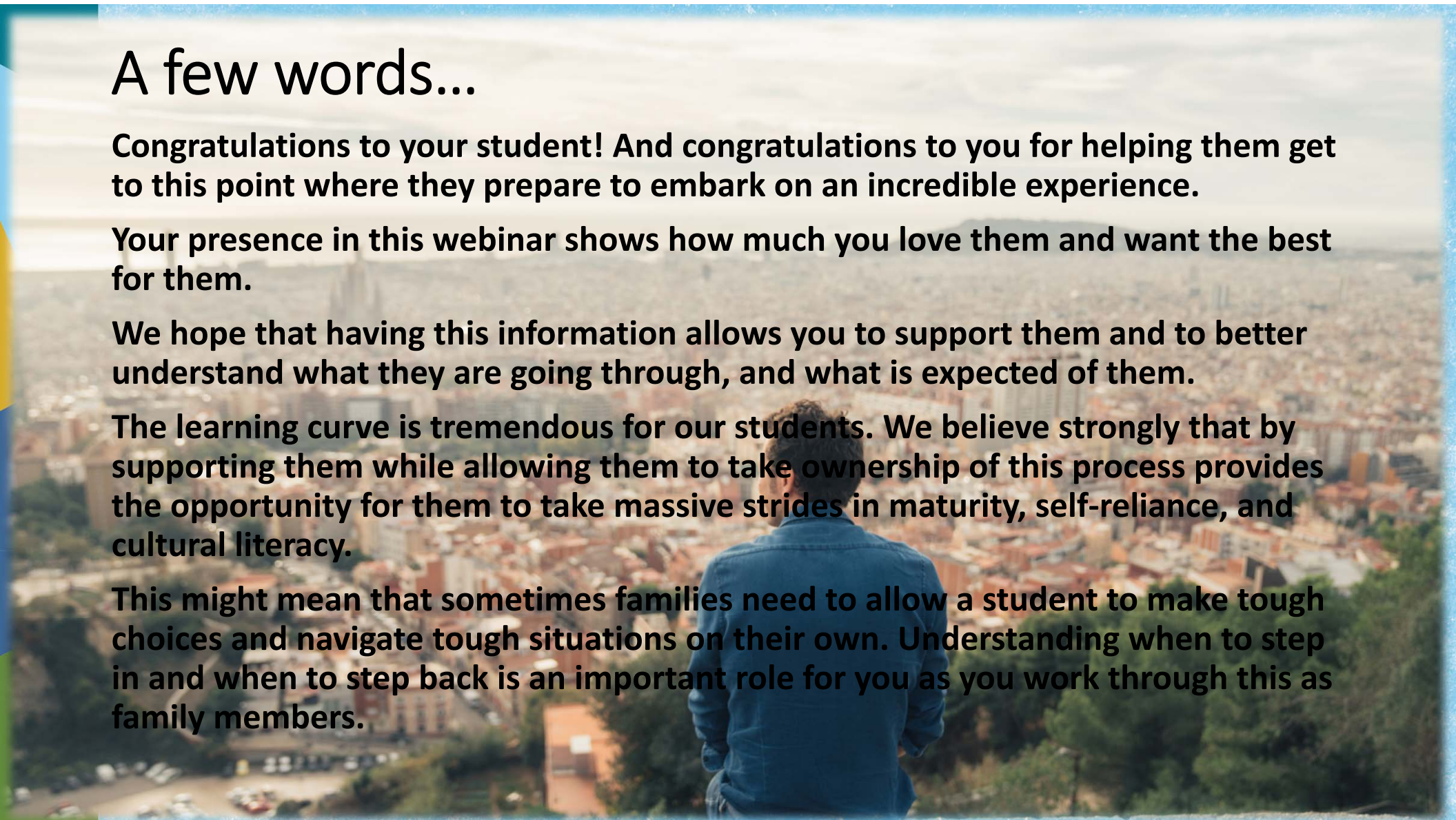
Congratulations to your student! And congratulations to you for helping them get to this point where they prepare to embark on an incredible experience.

Your presence in this webinar shows how much you love them and want the best for them.

We hope that having this information allows you to support them and to better understand what they are going through, and what is expected of them.

The learning curve is tremendous for our students. We believe strongly that by supporting them while allowing them to take ownership of this process provides the opportunity for them to take massive strides in maturity, self-reliance, and cultural literacy.

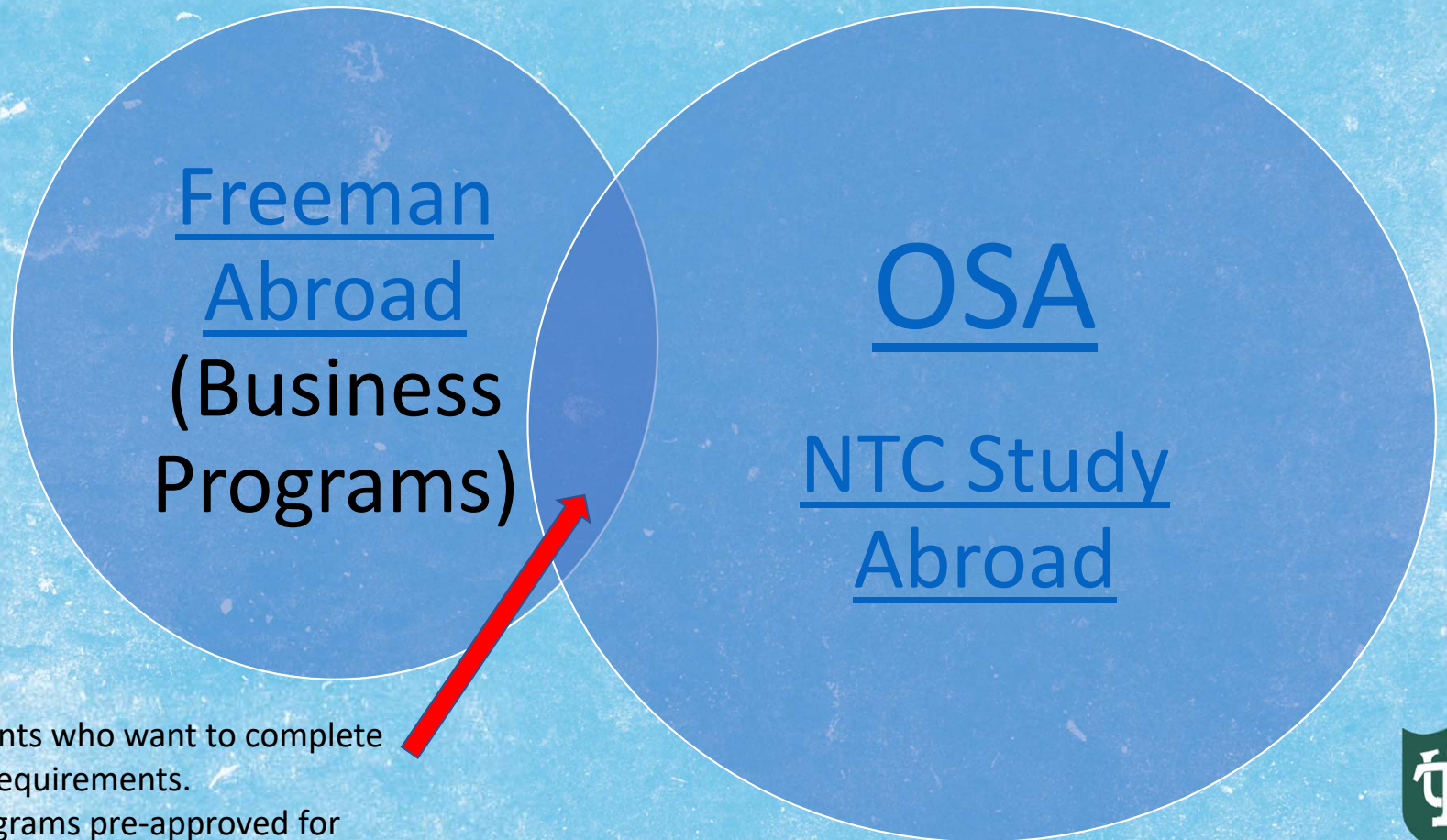
This might mean that sometimes families need to allow a student to make tough choices and navigate tough situations on their own. Understanding when to step in and when to step back is an important role for you as you work through this as family members.





Tulane Study Abroad Background

Tulane Study Abroad Offices



Business students who want to complete non-business requirements.

NEW: OSA programs pre-approved for business students



Freeman Abroad Program Profiles: Semester

All are direct-enroll exchange programs

- Direct partnerships with top business schools around the world.
- Participants become students at the partner institution in addition to maintaining status as a Tulane student.
- Because they enroll directly with the partner, students are required to participate in the host institution's practices, such as:
 - Enrollment
 - Academic calendar
 - Student organizations
 - Support services
 - Housing (may or may not be offered)



Freeman Abroad Program Profiles: Summer

Summer Programs

- Offered by our partner institutions.
- Program format can vary widely. Some are island, or cohort programs while others offer a wider variety of courses and start/end dates.
- Students pay a program fee that includes tuition, international health insurance, and other amenities that vary by program.
- Additional costs paid directly include items such as airfare, housing, local travel expenses, etc.
- Students who are U.S. Citizens typically do not have to apply for a student visa to participate.



Freeman Abroad Program Profiles: Freeman-Approved OSA Programs

Starting in 2023, Freeman has approved select study abroad programs offered via the Newcomb Tulane College's (NTC) Office of Study Abroad (OSA) for expanded business course offerings.

Students participating in OSA program must adhere to all OSA and provider requirements.

Freeman Abroad will assist Freeman students on OSA programs with business credit approvals only.

More info on our website here:

<https://freemanabroad.tulane.edu/index.cfm?FuseAction=Programs.ViewProgramAngular&id=32656>.



Freeman Abroad Program Benefits

Tulane's Freeman Abroad provides:

- Opportunities to study at top business schools internationally.
- Opportunities to take business classes not available at Tulane.
- Transfer of 12-18 business credits.
- Classes offered in English (most also allow students to study in local language).
- Because students maintain Tulane status, most financial aid and scholarships apply (depending upon terms of individual awards).
- Students also maintain access to full Tulane support such as Crisis24, travel services, advising (our office and academic advising), success coaching, tutoring, counseling, and more.



Freeman Abroad Program Benefits

Tulane's Freeman Abroad does **not**:

- Apply for housing on behalf of students.
- Enroll students in classes at the host institution.
- Alter foreign transcripts received.
- Intervene with a foreign country or partner institution's policies and/or procedures.





What's next?

What Now?



Your student has been offered placement at a host institution. How do they know what to do next?

Consult their [Freeman Abroad portal](#).



What should students be doing?

- 1. Most have been nominated to their host institutions, and many are working on their secondary application. Each institution's timeline, procedures, and academic calendar is different.**
- 2. All students should be reading, researching, and preparing such things as:**
 - 1. What kind of documents will they need for the secondary application?**
 - 2. What kind of preparations can be made for the student visa application?**
 - 3. What is the host institution's academic and local culture like?**
 - 4. What kind of housing do they need to think about?**
 - 5. How can they connect with other students who have gone on these programs or are here from these institutions now?**
 - 6. Most of this can be found in their Freeman Abroad Portal.**



What is “nomination?”

After students are offered and committed to their placement with Freeman Abroad, we must send the students’ names and information to the partner institution. This is necessary to start the process of sending them as exchange students to the partner institution. This process is called “nomination,” and each partner’s nomination timeline is different.

What is a secondary application?

After students are nominated to our partners, each student must submit whatever information and documentation is required by the partner institution that allows them to enroll there. Some partners require minimal documentation, while some require more detailed information and possibly official transcripts. Each partner is different.



What happens after nomination?

- 1. After your student is nominated to the host institution, they will receive instructions directly from the host for secondary application requirements.**
- 2. Once secondary application is complete, each student should expect to receive official acceptance notification from host institution.**
- 3. Most universities issue an official acceptance letter that the student must then use to apply for their student visa.**
- 4. Each student will receive a login and email address from the host and will be expected to check that email address frequently.**
- 5. Each student must enroll in classes according to the host university's schedules and enrollment policies.**





Housing and Travel

What about housing on-site?

- Many students and parents want to start booking housing and travel right away.
- We suggest you wait until you receive more information from the host institution before completing these arrangements.
- Housing depends heavily upon host institution offerings (consult Freeman Abroad brochure page).

What about subletting New Orleans housing?

- Freeman Incoming Exchange FB Group:
<https://www.facebook.com/groups/413587997842869> (closed group)
- Tulane's Off-Campus Housing portal: <https://housing.tulane.edu/off-campus-housing> (Tulane login)



Booking Travel

Tulane's [Travel Management Policy](#) requires that students book their travel using Tulane's Concur Travel System and/or with World Travel Services (WTS).

- This information is provided to students in their Freeman Abroad portal.
- “Concur” is the online travel booking system accessible via Gibson.
- “World Travel Services” (WTS) is the travel agency service contracted by Tulane.
 - This option is recommended for international flights.
 - WTS tries to reduce or eliminate layovers outside the U.S.
 - WTS also typically offers refundable fares.
- By booking via Concur or WTS, students receive Tulane support in the case of needed evacuation services or ticket changes due to possible on-site emergencies such as a global pandemic, natural disaster, etc.



Booking Travel, cont'd

- **Note: dates of semesters (especially final exams) are subject to change. Some universities do not publish exam schedules until mid-semester. It is not uncommon for some students to have to rebook return flights once they determine when their exams will take place.**
- **If a student cannot book via Concur (i.e. when using points), they must email travel@tulane.edu to request an exception to the travel policy. Once the exception is approved, students must enroll themselves in the Crisis24 Emergency Management Service (more info in later slide).**





Passports and Visas



Passports

- Must be valid for at least 6 months after the study abroad program ends.
- If they do not have a passport or need to renew, do so NOW and request expedited service (5-7 weeks).
- If the current passport was issued prior to age 16, it is not a renewal application and therefore may take longer than a renewal.
- If a student is traveling internationally during the expected visa processing time, they may need a [second U.S. Passport](#). Our office can provide students with basic advice.

Visas

- **Most countries require a student visa, but some do not. We recommend using the “visa wizard” on many consulate web sites to determine whether a visa is needed, and what type is needed.**
- **Each student must apply for their visa independently.**
- **Requirements and timelines vary depending upon the country and the consulate.**
- **Requirements are usually extremely detailed and students must read instructions very carefully.**
- **Lack of attention to detail may result in visa processing delays and/or rejection of student’s application.**
- **Tulane cannot intervene on behalf of a student. Nor can we request information on updates, and we certainly have no sway with a country’s immigration and/or consular offices.**

Spanish Student Visa Application

- As of November 28, 2023, the Houston Consulate General of Spain has outsourced the Study visa applications to [BLS International Houston](#)
 - Address: 2500 West Loop South 3rd Floor, Suite 350 Houston, Texas 77027
 - Phone Number: +1 516-888-1169
 - Email: info.houes@blsinternational.net
 - Students can apply for the visa in person by making an appointment on the BLS website or by postal mail at the address indicated above.
- For this reason, Freeman Study Abroad & Exchange will ***no longer provide courier service for students' visa applications***. Each student is required to apply individually for their visa. We advise students to read the information available very closely and to prepare ahead of time for the documents required. Be sure to consult PRIMARY SOURCES whenever possible.
- Some students may opt to apply via the Spanish Consulate under which jurisdiction their home address falls. Each consulate can have different requirements and procedures.
- **Helpful documents we have provided for your convenience:**
 - Spanish visa application cheat sheet: <https://tulane.box.com/v/SpanVisaCheatSheet>
 - Sample bank statements: <https://tulane.box.com/v/SpanVisaSampleBankStmt>



Finances

Finances

1. Costs paid to Tulane:

- Tuition
- Academic Fee
- Study Abroad Fee (includes GeoBlue)

2. Costs not paid to Tulane


- Housing
- Travel
- Passport/visa costs
- Personal expenses
- Local transportation
- Etc.



LOGIN



PROGRAM
SEARCH



Visit <https://freemanabroad.tulane.edu>, browse to your program, and click on "costs" to view estimated costs for specific programs.



EVENTS

Finances, cont'd

- **Billing through Tulane Accounts Receivable and disbursement of scholarships and financial aid occur according to Tulane academic calendar and fee payment deadlines.**
- **Students do not pay tuition to host institution.**
- **Students DO pay all additional expenses directly.**
- **\$500 non-refundable commitment deposit is returned to students' Tulane accounts after the program start date and student attendance on site is confirmed. Should a student not participate in the program, this deposit is forfeited.**





Academics