

Study Abroad for Business Majors Frequently Asked Questions

1. How do I apply?

Robins School majors (accounting, business administration, and economics-business) apply for study abroad using the on-line application found on the Office of International Education (OIE) website.

2. Where can I obtain the Robins School list of International Partner Schools?

The list of approved Robins School international partner schools can be found on the international business website. Hard copies are located on the bulletin board on the second floor of the business school:

http://business.richmond.edu/undergraduate/international_business/partnerschools.html .

3. How does the application for Robins School majors differ from other majors?

Robins School majors should complete Part I and Part II of the application. Part II is required for business majors only. You are required to record your business GPA in addition to your overall GPA. Business majors are also required to submit a one-page résumé and one of their two recommendations *must* be from a business school professor.

4. How can I learn more about the study abroad application process?

All students who have declared or who intend to declare a business major are required to attend a Study Abroad Information Session for Robins School majors in addition to the Study Abroad Information Sessions conducted by the Office of International Education. Dates and times for information sessions for business majors are posted on the international education website, in Spider Bytes, and on signs displayed in the Business School.

5. Who should I contact if I have questions?

Dr. Thomas J. Cossé, Associate Dean for International Programs in the Robins School is the primary advisor for study abroad for business majors. For an appointment, contact Ms. Fae Bell, International Programs Coordinator at fbell@richmond.edu.

6. When are applications due?

The deadline for fall and full-year programs is typically during the first week in February. The deadline for spring applications is around the middle of September. Refer to the OIE website for exact dates: <http://studyabroad.richmond.edu/index.cfm?FuseAction=Programs.ViewDeadlines>

7. How long does it take to find out if I have been accepted and how will I be notified?

Typically decisions are made three weeks after the application deadline; however, fall semester decisions for business students can take longer due to the size of the applicant pools for fall study abroad. Preliminary letters of acceptance for business students are sent out via email from Dr. Thomas Cossé. The host school will send out a formal letter of acceptance once your application has been approved by the Robins School. Acceptance packages with instructions and information are sent out by the OIE.

8. What if I want to study abroad during the summer semester?

Summer study abroad programs are handled through the School of Continuing Studies (SCS). Please visit the SCS website for instructions on how to apply for summer study abroad. A list of programs can be found on the OIE website under summer programs. Students wishing to take business classes abroad during the summer should complete a Study Abroad Course Approval form and bring it to the International Programs Office in the Robins School for approval.