

### ELIGIBILITY:

A student must be currently enrolled as a full-time Samford student (minimum 12 credits during the semester preceding application). Student must have a minimum 2.0 GPA, must not be under academic or disciplinary probation of any kind, and must have met all prerequisites or requirements for London classes in which they want to enroll. Student must maintain all eligibility requirements during the period leading up to their departure. A student must abide by participation and housing rules. Failure to do so while in London will result in dismissal from the program and return home at the expense of the student.

### WHEN TO APPLY:

September 13: Seniors (90+ credits) and Juniors (58 – 89 credits)  
September 14: Sophomores (26 – 57 credits)

Class standing is determined by the number of credit hours at the time of making application. The London Programs office will be open **7:00 AM – 3:00 PM** each day.

**WHERE TO APPLY:** Int'l Studies Office, London Programs, Brooks Hall, Room 130

### WHAT TO BRING:

- **DEPOSIT:** \$500 deposit is non-refundable. Payment must be received at the time of signing up to hold your place. Payment is accepted only in the form of either **1) a check made payable to Samford University** or **2) by pre-paying at the Bursar's Office and obtaining a receipt from Bursar's** that you should bring with you when you sign up. **Please put your student number on your check.**
- **APPLICATION FORM:** The completed application form and all attachments.
- **CANCELLATION AND REFUND POLICY:** A signed cancellation and refund policy will be required at the time of making application to indicate your understanding and acceptance of its terms. Please carefully read through the policy before payment of your non-refundable deposit. All parents will be required to sign a Cancellation and Refund Policy. This will be due by the time of your personal appointment with the faculty and staff of London Programs. **Parents may sign the policy and fax it to the London Program Office at (205) 726-2527.**
- **PERSONAL PLANNER or CALENDER:** To record all due dates and the date of your 'personal appointment' with the London Staff during application.

### AFTER YOU APPLY:

Upon acceptance to the London Studies program, you will have a series of due dates in which to turn in forms and meet for orientation, the most outstanding of which are as follows:

- **PERSONAL APPOINTMENT:** During application, students will schedule an interview with the London Program staff in order to discuss students solidified travel plans, course information, and the necessary forms. Interview appointments will be held October 1 - 12, inclusive.
- **ORIENTATION SESSION:** There will be only one orientation session scheduled for October 22, 2007, place to be determined.

**PASSPORT APPLICATION OR RENEWAL:** Applications for passport or passport renewal must be EXPEDITED on or before September 10, 2007 and a post office receipt must be attached to the checklist page of the Study Abroad Application. Once the passport or passport renewal has been received by you in the mail, you are responsible for submitting a copy of the signed signature and photo page to the London Programs Office as early as possible. Information about how to obtain a passport, renewal and birth certificate may be found at [www.travel.state.gov](http://www.travel.state.gov).

**ACADEMIC EXPECTATION PRIOR TO DEPARTURE:** You are expected to meet with your professor in order to prepare for your academic experience while in London. These dates and times will be given to you by your professor and will occur during the fall semester prior to departure.

If you have any questions, please first consult the London Program's website, <http://www.samford.edu/groups/london/semabroad.html>. If you need further information, stop by the London Program's office at Brooks Hall 130, or call at 726-2741.

Cheers,

The London Program Staff  
Brooks Hall  
Phone: (205) 726-2741  
Fax: (205) 726-2527

**INCLUDED IN THIS APPLICATION PACKET:**

- Application Process Info Sheet;
- FAQ's
- CISI insurance explanation of benefits
- Participation and Housing Agreement
- Release and Indemnity Agreement
- Travel Plans
- Cancellation and Refund Policy (2 copies: one for student to sign and one for parent to sign).

The Application to Study Abroad may be downloaded at [www.samford.edu/international.html](http://www.samford.edu/international.html) by choosing the "London Programs" option and selecting Spring Semester 2008.