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# China Studies Program

## Council for Christian Colleges and Universities

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### Messiah College International Programs and the EpiCenter Off-Campus Study Checklist

#### Inquiry

- Visit your Academic Advisor**  
Meet with your advisor to make sure you can work an enrichment semester into your schedule and to determine if courses taken at the China Studies Program will meet general education or major requirements for your field of study.
- Contact the Financial Aid Office**  
To find out how your financial aid package will apply while you are studying in China, contact the Financial Aid Office ([finaid@messiah.edu](mailto:finaid@messiah.edu)) to let them know of your plans to study off campus.
- Passport**  
You will need to secure a passport before you apply to study in China. If you do not have a passport, start one immediately. Please contact the Council for Christian Colleges and Universities directly if your passport has not been processed by the time you are finished with your application. Passport checklists and applications are available in the EpiCenter. You can also purchase passport photos in the EpiCenter. You need to allow *at least* six weeks for your passport to be processed.

#### Application

- Application**  
On-line application at: [https://www.bestsemester.com/my\\_bestsemester/](https://www.bestsemester.com/my_bestsemester/)
- Certification Form**  
You will need to download a **certification form** which needs to be signed by either Wendy Lippert or Faith Minnich (Off-Campus Study Approval) and the Academic Officer (Registrar).
- Three References:**  
On your on-line application you will need to provide the names, titles and e-mail addresses for the following:
  1. **Faculty Reference** - you should list your *academic advisor*
  2. **Student Affairs Reference** - you should list the *Dean of Students, Director of Residence Life, or your Residence Director.*
  3. **Personal Reference** - from someone who has seen you in a communal living situation for at least one week (*RA, short-term leader, etc.*).
- An Official Transcript**  
An official transcript can be requested from the Registrar's Office web site at <http://www.messiah.edu/offices/registrar/transcript.html> or on **MCSquare** → Self Service Menu → Student and Financial Aid → Student Records → Request Printed Transcript
- \$50 Application Fee.**  
You may pay the fee using a credit card when you complete your on-line registration, or you can send a check separately. If you send a check, indicate on the memo line that you are applying to the China Studies Program.
- Mail above items to:** *Council for Christian Colleges and Universities*  
*China Studies Program*  
*321 Eighth Street, N.E.*  
*Washington, D.C. 20002*

**NOTE:** China Studies Program must receive your application by April 1 for the fall term and October 1 for the spring semester.

**Follow-up Once You Have Been Accepted into the Program:**

- Sign your Alcohol Waiver**  
This will be distributed at the “Growing Your Faith While Studying Abroad” orientation session or may be picked up in the EpiCenter.
- Attend Pre-Departure and Reentry Orientation Sessions**  
The following orientation sessions have been planned to help prepare you for your semester abroad.
  - *Health and Safety in an International Environment*
  - *Cross-Cultural Adjustment & Communication*
  - *Growing Your Faith While Studying Abroad*
  - *SAFE: Self Defense Awareness and Familiarization Exchange* (for women)
- Complete an Off-Campus Study Course Approval Form**  
When you take classes off campus, you should check with the Registrar and your Academic Advisor to determine whether the courses you choose will meet general education or major requirements. You can do this by completing an *off-campus study form* and submitting it to the Registrars Office.
- Complete a Study Abroad Contract**  
All students who earn credits in an international setting must complete a Study Abroad Contract. Contracts will be signed online before you can register on MCSquare for your program.
- Register on MCSquare**  
Even though you will be studying off-campus for the following semester, you still need to participate in Messiah class registration; you will not choose specific classes, rather you will select your program.
- Complete the Following:**
  - Make a deposit (which is subtracted from students’ Messiah bills) within two weeks of acceptance and can range from \$500 - \$900.
  - You may be required to complete a variety of paperwork from your program partner, submit photos, or apply for a visa.
- Vaccinations**  
You should visit your doctor or a travel clinic to secure the proper vaccinations for your trip. The Council for Christian Colleges and Universities **requires** that students:
  - Be up-to-date on regular vaccinations (measles, polio, tetanus, diphtheria)
  - Receive Hepatitis A immunization
  - Have an AIDS test taken within 30 days of departure for China\*Check out the *Centers for Disease Control* World Wide Web site for more information on recommended vaccinations: <http://wwwnc.cdc.gov/travel/page/vaccinations.htm>
- Have a Great Semester in China!**

**Returning Home**

**Once You Have Returned to Campus the following semester:**

- Attend a Mandatory Half-day Re-entry Retreat**  
Details will be sent before you return to campus.

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*To learn more about this program, visit the EpiCenter Online: [www.messiah.edu/studyabroad](http://www.messiah.edu/studyabroad)*

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*For More Information Contact:*  
Wendy Lippert (ext. 6089) / Faith Minnich (ext. 7373)  
[epicenter@messiah.edu](mailto:epicenter@messiah.edu)