1. Preamble
The Master of Urban Design (MUD) Program at UNC Charlotte operates a summer study abroad and design studio program in Brazil that is a mandatory portion of the third semester design studio for MUD 7102, “Advanced Vertical Urbanism Studio.” This foreign semester (Summer Session I) is an integral part of the MUD program studio sequence, and for MUD students, the satisfactory completion of the preceding urban design studio, MUD 6102, is a pre-requisite for participation in the global program. The design studio portion of the program is paired with an Urban Design seminar, MUD 6050, giving 6 graduate credit hours in Summer Session I for the Brazil program: 3 for studio and 3 for seminar. This study abroad program will initially appear under a separate, combined course number on students’ transcripts as FRST 6000 for 6 credits. (This will be changed later to reflect the actual MUD courses on students’ final transcripts). MUD students will complete the second half of the summer studio sequence, MUD 7103 Global Urban Design Studio, back in Charlotte during Summer Session II for an additional 3 graduate credits. MUD students will also take a 3-credit MUD seminar, MUD 5602, Planning, Law and Urban Design, during Summer Session II.

2. Application
Even though the program is a mandatory component of the MUD program, an online “application” is required by the Office of Education Abroad (OEA), and students should apply no later than the application deadline indicated on the program’s website. An application fee of $10 is payable at this time. This deadline is subject to change yearly, but the application deadline for the 2015 program is February 6, 2015 at 5:00 PM. Students will be given ample notice of this deadline for 2015.
All students must be in good disciplinary standing with the University and have a graduate GPA of 2.75\(^1\) (minimum) in order to study abroad. The application consists of the following:

- Online application form
- $10.00 application fee

(The application form on the OEA website will refer to an essay, but this is not required of MUD students).

Following submission of a completed application, all students' disciplinary records will be verified with the Dean of Students Office to ensure that all students are in good disciplinary standing. Students will receive the notification of approval for participation in the Brazil program via email from the OEA with instructions for how to confirm their participation in the program.

3. **Confirmation of Participation**
In order to confirm a student’s participation in the Brazil summer program, the OEA requires the following:

1. $1,000.00 deposit (due by the date indicated via the program’s website).
   - For the 2015 program, the deposit will be due by February 13, 2015.
   - Please note that the $1,000.00 deposit payment cannot be deferred, although the subsequent payment may be eligible for deferral if the student is receiving financial aid. See below for more information.

2. Signed [Agreement to Participate](#).

Instructions for submitting both items will be relayed in the student’s acceptance letter.

Once all participants have confirmed their participation as required by the MUD program, students will be advised of important next steps to be aware of in the pre-departure process, including the pre-departure meeting with the OEA, travel and visa information, registration, etc.

4. **Registration**
4.1. *First Summer Session (Program Abroad): May 23 – June 22, 2015*
Students are registered by the OEA for the courses for which they will earn credit during Summer Session I for the study abroad program only. Students will be registered in a study abroad placeholder course (FRST 6000) for the requisite amount of hours during the summer program abroad. These credit hours are “tuition-waived” since students pay a program fee directly to the OEA which includes instructional costs for the six hours of credit. No additional payments beyond the OEA program fee are due for the first summer session.

Upon completion of the study abroad program and receipt of Summer Session I grades

\(^1\) MUD program requirement
from the faculty member, the FRST 6000 placeholder course will be removed and replaced with the specific MUDD courses for which students will receive credit during their time abroad. Grades will be posted for the MUDD courses accordingly. This process takes approximately 2-4 weeks from the date grades are received by the OEA.

4.2. Second Summer Session (Charlotte): June 29 – August 6, 2015
MUD students returning from Brazil will take required classes in Summer Session II in Charlotte, and students must be aware that those courses are tuition-bearing and not covered by Brazil program fees. These courses will be created in the normal manner by the School of Architecture and typically consist of the second half of the Advanced Urban Design Studio, MUDD 7103, and a required urban design seminar, MUDD 5602, and students are responsible for registering themselves for second summer session courses.

Note: Students graduating at the end of second summer session MUST complete the required graduation candidacy paperwork (online and hard copy) either before they leave for Brazil or IMMEDIATELY upon their return from Brazil. The hard copy form signed by the MUD Program Director must be submitted by the date shown on the Graduate School website.

5. Additional Payments
Following payment of the $1,000.00 deposit for the Brazil program due on February 13, 2015, the remaining balance must be paid by students on or before April 23, 2015.

The due dates for all payments are listed on the program’s website. Students are responsible for full payment of the program balance by the indicated due date. However, students are eligible to defer the program balance, or a portion of it, if utilizing financial aid to meet the expense for the program balance. Please see below for further information regarding financial aid.

Please note: The program fee covers the items as indicated on the program’s website. This includes, academic and instructional costs, accommodation in Brazil, local transportation costs to program sites, some admission fees for program activities and international insurance coverage. A definitive list of inclusions will be published on the program’s website.

The Brazil program fee DOES NOT cover airfares, visa and passport costs or meals, as indicated on the program’s website. It is each student’s responsibility to research and book the air travel arrangements that best suit him or her, given the fixed start and end dates for the program. If you do not have a valid passport, you must apply for one immediately during the Fall 2014 semester.

6. Financial Aid
6.1. First Summer Session (Program Abroad)
Students may apply for financial aid to meet the cost of their summer program education abroad expenses, and the OEA can defer the amount of the final payment by the amount for which they will be receiving financial aid. Please note that the initial program deposit cannot be deferred, as indicated above.
In order to apply for summer financial aid for their education abroad program, the student must:

- Be enrolled in at least 6 hours for the summer session cumulatively
- Complete the online application for financial aid via 49er Express, normally available on April 1st
- Complete the Study Abroad - Financial Aid Request Form and return it to the Office of Education Abroad.

Once the Study Abroad – Financial Aid Request Form is completed, the Office of Education Abroad will send this, in addition to a Cost Estimate Sheet, which details the expenses the student is scheduled to incur for their program abroad (program fee, visa fee, airfare estimate, meals, etc.) to the Office of Student Financial Aid to assist with the determination of aid awards. Aid awards are determined directly by the Office of Student Financial Aid. Any questions regarding award amounts should be directed to that office.

If a student plans to utilize financial aid to meet the expense for their Brazil program balance, the OEA will need verification of the student’s award amount by April 23, 2015 if they intend to use financial aid toward payment of their balance.

To do this, students may log into 49er Express and use a print screen or copy/paste function to verify their award amount and apply this to their final balance. This information should be submitted via email to Rayna McGinley in the Office of Education Abroad at rmcginley@uncc.edu.

6.1.1. If students plan to defer the full cost of their program balance using financial aid, they should:

- Send Rayna McGinley a screen shot of their award amount totaling at least the amount of the program balance.
- Include written confirmation that the balance owed to the OEA for their participation in the summer program should be deducted from their financial aid award.

6.1.2. If students plan to use financial aid to defer part of their program balance (if they are not able to use financial aid to cover the entire portion of the program balance), they should:

- Send Rayna McGinley a screen shot of their award amount.
- Include written confirmation that part of the balance owed to the OEA for their participation in the program should be deducted from their financial aid award.
- Students will be responsible on or before the final payment due date for the difference between the balance due and the amount covered by financial aid. Any payment not received by this date, or deferred through the process above, will incur a $50.00 late fee.

6.1.3. Please note that if a student has additional holds or charges with Student Accounts (i.e. for a parking ticket, student health charges, etc.), the disbursement of their financial aid for those items will be paid first. If that is the case, the student should make sure that they have sufficient funds to cover the balance due to the OEA after those charges have been paid.
6.1.4. The Office of Education Abroad also lists various merit-based scholarships on their website. Please refer to this site for further information on scholarship opportunities.

6.2. Second Summer Session (Charlotte)

If a student plans to apply for financial aid for their second summer session expenses, they should see the Office of Student Financial aid to inquire about the process for pursuing aid for the Summer Session II term.

7. General Note
During the fall semester, all students should check that their passport is appropriately valid. All U.S. citizens must obtain a Brazilian visa in order to enter Brazil, and in order to do so a student’s passport must be valid not only for the length of their stay in but for 6 months beyond the end date of their academic program. Students will receive advisement regarding the visa process from the OEA during the spring semester. Since visa applications MUST include a valid passport, any students without a passport MUST obtain one during the fall semester, and confirm this to the MUD program director.

Students who are non-U.S. citizens should also ensure during the fall semester that they have the appropriate documentation to obtain entry clearance to Brazil. Non-U.S. citizens should also contact the UNC Charlotte International Students and Scholars Office to ensure that they have appropriate documentation to re-enter the U.S. upon completion of their program.