

STUDY ABROAD PROCEDURES CHECKLIST

Before You Go Abroad

- Select a Study Abroad Program
- Meet with a Study Abroad Advisor to determine whether or not you can receive transfer credit for the program you have selected.
- Apply to the program.
- Once accepted, schedule an appointment with your Study Abroad Advisor.
- Complete your Permission to Study Abroad Form in the Study Abroad Office.
- Obtain signatures from departmental advisors and deans.
- Return pink copy of PSA, along with Procedures Form, to Study Abroad Office **by December 1 (for spring programs) or May 1 (for fall/year programs)**. If attending a program in a country with a travel warning, return the Travel Warning Waiver at the same time.
- Return Financial Aid Worksheet, Study Abroad Budget and copy of PSA to Financial Aid Office in Lee Building.
- Obtain all necessary approval for courses you hope to take when you return to campus. Make note of PIN number and email addresses of academic advisors.
- Confirm primary email address in Testudo and with Study Abroad Office.
- If you will not have internet access while abroad, arrange for registration materials to be mailed to you or to a reliable contact in the U.S.
- Pay all program bills and check that student account is clear of charges.
- Cancel housing and dining contracts for the semester while you are abroad.
- If you have registered for classes on campus for the semester during which you plan to study abroad, drop the courses before the end of the add/drop period.

While Abroad

- If your courses are different from those noted on your PSA, email your academic advisor to confirm how your new courses will apply towards your degree.
- Confirm that all Study Abroad Transcripts will be sent to the Study Abroad Office in Holzapfel.
- Register via Testudo for the semester after you study abroad.
- Complete your housing contract by contract deadline.

After You Return

- Confirm that the Study Abroad Office has received your Study Abroad Transcripts.