STUDY ABROAD PROGRAMS

STUDENT CHECKLIST: Exchange Program Participants This document serves as a resource for students to help streamline the study abroad

This document serves as a resource for students to help streamline the study abroad planning process. Follow the listed steps and suggested action items accordingly. Please note that this is a reference and specific program requirements may vary.

GETTING STARTED			
☐ <u>Watch</u> or attend the Study Abroad 101 Session	 □ Attend a <u>live session</u> or <u>watch the recording here</u> □ Research programs 		
☐ Meet with a Study Abroad Programs Peer Advisor Schedule an appointment	Discuss: GSU study abroad program types Academic considerations Personal considerations Study abroad scholarship opportunities		
☐ Meet with an Academic Advisor	Discuss: Courses required for your GSU program of study Best time to go abroad during your GSU program of study Courses that can be taken abroad What a program abroad will look like for you		
☐ Meet with a Study Abroad Advisor Schedule an appointment	Discuss: Study abroad program options and costs Study abroad application process Study abroad scholarships Courses offered on programs Consider your identity abroad		
☐ Plan how to <u>fund your study</u> <u>abroad experience</u>	Think about: The cost of your program (including travel & living expenses) Use the GSU Study Abroad Program Budget sheet to help plan Your GSU Financial Aid & requirements for it to travel with you GSU Study Abroad Scholarships National Study Abroad scholarships		
☐ Meet with Program Director	Discuss: Program information Courses offered on program Cost of program (inclusions)		
☐Secure or renew passport (if applicable) U.S. Department of State GSU Passport Services	 □ If you do not have a valid passport, get one! You may be eligible for Study Abroad Programs Free Passport Program □ If you have a passport, check the expiration date □ Passport must be valid for 6 months after your expected return date 		
APPLY TO STUDY ABROAD (Pre-Decision)			
☐ Submit your online GSU Study Abroad Application	Deadlines to complete GSU Study Abroad Application vary by program. General deadlines are: Early Fall for Spring semester abroad Early Spring for Summer, Academic Year or Fall semester abroad Please note: Your application will be in "Awaiting PD Review" while the Program Director is reviewing your application. If accepted, it will move to "Accepted". If you are not accepted into the program, explore other programs that you may be eligible for.		
☐ Begin the <u>Transfer Credit</u> Approval Form (TCAF)	 □ Complete Steps 1 -4 of the TCAF so you know how the courses offered on the program will transfer back to GSU. □ Review the courses offered on your program during the term you want to study abroad □ Submit course description (or syllabus) to the department approver for review □ Obtain signatures from department approving your courses 		

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ACCEPTED TO STUDY ABROAD (Post-Decision)			
☐ Commit to the program		Login to your GSU Study Abroad Application and commit to the	
_ co		program within two weeks of acceptance	
		To be considered for GSU Study Abroad Scholarship, you must commit	
		by scholarship deadline:	
		October 31 for Spring	
		May 31 for Fall	
☐ Complete the Exchange		Once nominated by your Exchange Program Director you will receive	
University Application		instructions from your host university and must complete the host	
		university application	
		After you apply and once you are accepted by the host university. You	
		will receive guidance regarding academics, housing, visa, and arrival	
		information. It's important to check your email and stay on top of their	
		requests.	
☐ Complete and submit		Complete Steps 5 -8 of the TCAF	
Transfer Credit Approval Form		Work with Academic Advisor to develop an ideal course plan while	
(TCAF)		abroad, receive their signature confirming courses are CPoS compliant	
	Ш	Send to GSU Financial Aid via Panther Answer to review and sign the TCAF	
		Review your final TCAF	
		Submit the completed signed form to SAP before going abroad	
☐ Complete Health Clearance		Print and download the GSU SAP Health Clearance Form (HCF)	
Form (HCF)		Have your physician complete the HCF	
Schedule an appointment at GSU		Upload to your GSU SAP application	
Student Health Services or at your		Due 3 weeks before departure date	
Primary Care Physician		·	
☐ Travel Itinerary		Book your flight! Student Universe is a partner of GSU!	
		Update your Travel Itinerary in your GSU SAP Application	
		DO NOT purchase a plane ticket until you have received arrival	
		information for your program The dates of your travel will determine the dates of your CISI Study.	
		The dates of your travel will determine the dates of your CISI Study Abroad insurance enrollment	
Complete all CSU Study Abroad		Login to your application and complete any remaining components of	
☐ Complete all GSU Study Abroad Application Requirements		your post-decision GSU Study Abroad Application.	
Application Requirements		Due 3 weeks before departure date	
☐ Complete all remaining		Check with your provider to ensure you have completed all their	
Program Requirements		requirements	
		Once accepted by the program/host university. You will receive	
		guidance regarding academics, housing, visa, and arrival information.	
		It's important to check your email and stay on top of their requests.	
☐ Attend Pre-Departure		Study Abroad Programs will host Exchange Pre-departure Orientations	
Orientation (PDO)		in November for Spring Exchange students and April for Fall and AY	
Mandatory to complete		Exchange students	
		Review the Pre-Departure Guide in your GSU SAP Application	
		Your program may host an additional PDO	
☐ Register for Study Abroad		Follow instructions from Exchange Program Director to register for	
Courses	_	INEX courses	
		Be sure you are properly registered before departure	
☐ Visa (if applicable)		Follow guidance from your program regarding visa requirements	
Visit http://travel.state.gov/visa/ for visa requirements		Research required documents for visa application GSU SAP can provide letters of support for visa	
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