STUDY ABROAD PROGRAMS

STUDENT CHECKLIST: Exchange Program Participants 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						
Watch or attend the Study Abroad 101 Session	 Attend a <u>live Study Abroad 101 session</u> or <u>watch the recording here</u> Watch the <u>Exchange Program Information Session</u> Research available exchange program 					
Meet with a Study Abroad Programs Peer Advisor <u>Schedule an appointment</u>	Discuss: GSU Exchange program options and locations Academic considerations Personal considerations Study abroad scholarship opportunities					
Review Exchange programs and courses offered	 Think about: What type of courses are you looking to complete? Major, minor, elective? What courses are offered at the host university? This information can be found on the program's brochure page. How will this program align with your degree requirements? 					
Meet with an Academic Advisor	Discuss: Discuss your interested exchange universities and the courses offered How do the courses at the host institution align with your degree plan? When is the best time to go abroad during your GSU program of study? Will you take courses toward your major, minor, or electives?					
 Meet with the Exchange Program Coordinator <u>Schedule an appointment</u> 	Discuss: Discuss the program that you are considering Exchange 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: Image: The cost of your program (including travel & living expenses) Image: Use the GSU Study Abroad Program Budget Sheet to help plan Image: Your GSU Financial Aid & requirements for it to travel with you Image: GSU Study Abroad Scholarships Image: National Study Abroad scholarships					
Secure or renew passport (if applicable)	 If you do not have a passport, you may be eligible for Study Abroad Programs Free Passport Program. If you need to secure or renew your passport, please visit: <u>U.S. Department of State</u> <u>GSU Passport Services</u> If you have a passport, check the expiration date Passport must be valid for 6 months after your expected return date 					
A	PPLY TO STUDY ABROAD (Pre-Decision)					
Submit your online GSU Study Abroad Application	 Deadlines to complete an Exchange Study Abroad Application vary by the 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" status while our office is reviewing your application. If accepted, the status will update to "Accepted". If you are not accepted into the program, you will be notified and encouraged to explore other programs you may be eligible for. 					

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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 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 University Application	 Once nominated by the Exchange Coordinator you will receive instructions from your host university on completing their application After you apply and are officially accepted by the host university, they will contact you regarding next steps: Visa Course Enrollment Housing Arrival information It is important to check your email (including spam folders) and stay on top of their requests. 					
Complete and submit <u>Transfer Credit Approval</u> <u>Form (TCAF)</u>	 Submit course description (or syllabus) to the department approver for review Obtain signatures from department approving your courses Work with Academic Advisor to develop an ideal course plan while abroad, receive their signature confirming courses are CPoS compliant Send to GSU Financial Aid via Panther Answer to review and sign the TCAF Review your final TCAF Submit the completed signed form to outgoingexchange@gsu.edu 					
Complete and submit <u>Health Clearance Form (HCF)</u>	 Print and download the <u>GSU SAP Health Clearance Form (HCF)</u> Schedule an appointment at GSU <u>Student Health Services</u> or at your Primary Care Physician Have your physician complete the HCF Upload to your GSU SAP application Due 3 weeks before departure date 					
□ Travel Itinerary	 Book your flight! <u>Student Universe</u> is a partner of GSU! Update your Travel Itinerary in your GSU SAP Application <u>DO NOT</u> 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 Abroad insurance enrollment 					
Complete all GSU Study Abroad Post-Decision Application Requirements	 Login to your application and complete any remaining components of your post-decision GSU Study Abroad Application. Due 3 weeks before departure date 					
Complete all remaining Program Requirements	 Check with your host university to ensure you have completed all of their requirements Once 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. 					
 Attend Pre-Departure Orientation (PDO) Mandatory to complete 	 Study Abroad Programs will host Exchange Pre-departure Orientations in November for Spring Exchange students and April for Fall and AY Exchange students. After acceptance, you will be informed of specific dates. Review the Pre-Departure Guide in your GSU SAP Application Your host university may host an additional PDO 					
□ Register for INEX Courses	 INEX courses are used as a place holder to maintain your full-time student status at GSU. Enrolling in INEX will also prevent any impact on your financial aid After your TCAF is submitted to our office, we will contact you regarding INEX Enrollment Follow instructions from Exchange Program Director to register for INEX courses Be sure you are properly registered before the given deadline 					
□ Visa (if applicable)	 Visit <u>http://travel.state.gov/visa/</u> for visa requirements Follow guidance from your program regarding visa requirements Research required documents for visa application GSU SAP can provide letters of support for visa 					

Exchange Application Timeline

The Exchange process is divided into five general stages. Please read the information below to learn the details and tasks of each stage:

	1. PLAN & APPLY	2. APPLICATION REVIEW	3. POST DECISION	4. PRE-DEPARTURE	5. GO ABROAD!
 Reseat Arran >Stud >Aca >Cour >The > Exc 	w program options arch courses ge meetings with: dy Abroad Peer Advisor demic Advisor about ses Program's Director hange Coordinator application.	 Applications will be reviewed after the deadline for each program. This process can take several weeks. Admission decisions are typically emailed by late March for Fall/Academic Year term or late October for Spring term. During this period, applicants should wait patiently for their decision letter. 	 If <u>Declined</u>, we are willing to help you find an alternative semester program with our Non- GSU options. Please schedule an advising appointment with a Peer Advisor. If <u>Accepted</u>, you will need to Commit to the program within 1 week of receiving the offer. This will confirm your participation in the program. 	 Attend Pre-departure Orientation. The Exchange coordinator will email dates and how to register. Receive Acceptance materials from the Host University. Within these materials, they will provide instructions on the following: >Course Registration 	e and a set of the
Please	cation Deadlines: note that deadlines will vary ding on the program.		<i>After acceptance</i> , you be instructed to complete the following:	 Housing Application Visa Info Arrival dates & Orientation 	
- Fe	l or Academic Year: ebruary 15 th OR arch 1 st		 Host institution application: Instructions will be provided by the host university or program Purchas 	Purchase flight. Please only purchase a flight after you	
	ing: eptember 15 th OR ctober 1 st		 director. Transfer Credit Approval: Form is necessary to attain academic credits and receive financial aid. Health Clearance Form: Can be completed by GSU Health clinic or primary care physician. 	 have received arrival dates from the host university. Obtain visa (information typically provided by host university) 	