

Study Abroad Checklist

A successful study abroad experience depends on early preparation.

FIRST STEPS:

- Determine the program in which you wish to participate. (Verify the program matches your goals, your financial resources and your academic interests.) To research potential programs, see the Study Abroad section of the International Education webpage.
- Consult your academic advisor about your plan. This step is very important. You will need to know if the respective credits you plan to take overseas will fulfill the distribution requirements for your major and for graduation.
- Obtain and read carefully the program application form(s) from the sponsoring Institution or program. Determine the application deadline and application requirements.
- Investigate the approximate cost of the experience. Research scholarships available for study abroad. (see “Scholarships” and “Financial Information” section of the International Education webpage).
- Schedule a meeting with Chris Sippel (sippel@findlay.edu, 419-434-5467) in the Buford Intercultural Student Services Center to review your study abroad plan and discuss your questions about the process.
- Apply for a passport (processing generally takes 6 – 8 weeks). Go to http://www.travel.state.gov/passport/passport_1738.html

NEXT STEPS:

- Fill-out the Transient Approval Form (see “Important Forms”) with the courses you intend to take overseas. Submit this form and any other supporting documents (course descriptions, syllabi) to Leroy Morgan (morgan@findlay.edu) in the Office of the Registrar to determine the transferability of credit earned during your study abroad experience.
- If you receive any type of Financial Aid make sure that you have completed a current FAFSA to determine any financial aid options and meet with Ed Recker (recker@findlay.edu) in the Office of Financial Aid to discuss these options.
- Consult with Anne Wells (wellsa@findlay.edu) in the Business Office for details concerning financial arrangements.
- Enroll in BLMC 330, International Living/Study/Internship if you will be using financial aid.
- Apply to your chosen program.

FINAL STEPS (after notification of acceptance into a program):

- Apply for a visa (if required) with the assistance of the program provider.
- Submit the Travel Abroad Information Form to Chris Sippel (sippel@findlay.edu, 419-434-5467) in the Buford Intercultural Student Services Center.
- Register for courses through the process dictated by your study abroad program.
- Finalize payment arrangements with the Financial Aid and Business Offices.
- Verify Insurance coverage overseas. If not a part of the education abroad program, purchase insurance to cover you while overseas.
- Visit the CDC (<http://wwwnc.cdc.gov/travel/default.aspx>) for suggested inoculations for the countries you plan to visit and follow instructions in a timely manner.
- Check the State Department website (http://travel.state.gov/travel/travel_1744.html) periodically for information related to safety in the countries that you plan to visit.
- Make flight arrangements and be prepared to pay air, land, and other travel expenses (if separate from program).
- Plan a budget and obtain sufficient funds to cover expenses while abroad.
Ensure that these funds are either accessible from abroad or can be carried with you.
- Inform your family, friends, and academic advisor of where you will be and how you can be reached while abroad.
- Make two copies of all important documents (passport, visa, insurance cards, traveler's checks, etc.)
Keep one copy in a safe place and leave one copy with parents or a trusted friend.
- Meet with Chris Sippel in the Buford Intercultural Student Services Center to go over final details and complete study abroad orientation.

AFTER YOUR EXPERIENCE:

- Come to the Buford Intercultural Student Services Center and participate in a post-evaluation of the program.
- Request that your program or host institution send an official transcript to the Registrar.

QUESTIONS:

Chris Sippel

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