

Pre-Departure Semester Abroad Checklist

As you get started, you may enter the process at different times than the beginning of the checklist. Be sure to go back and complete those items that you have not already completed as it will help you and the Study Abroad Office.

Getting Started with the Study Abroad Process...

- Complete the Austin College Study Abroad Cohort Application which will trigger the assistance of the Study Abroad Office throughout your experience.
- Meet with your faculty mentor and department advisors for the major and minor to discuss impact of study abroad on your progress to degree. Have them sign off on the Degree Planning Checklists for your degree. Degree Planning Checklists can be found at the General Degree Requirements of the Registrar's Office website: <http://www.austincollege.edu/campus-offices/academic-affairs/registrar/>.

Intake Meeting with Study Abroad Advisor

- Schedule the Intake Meeting with a Study Abroad Advisor to learn about the next steps to prepare for your experience.

After Acceptance into an Austin College Study Abroad Cohort...

- Sign agreement with Study Abroad Office as a commitment to engage in the preparation process and meet financial obligations as needed.
- Turn in the following materials to the Study Abroad Office:
 - Financial Responsibilities Form
 - Updated resume for Program applications
 - Personal statement that can be used for Program applications and scholarships
 - Photocopy of passport, if applicable
- Investigate programs to attend.

Logistics Meeting with Study Abroad Advisor

- Meeting to discuss level of preparation for the experience: provider selection, financial aid and program budget construction, forms, traveling documents, etc.

Follow-Up Activities from Logistics Meeting

- Renew passport, if needed.
- Meet with a Financial Aid Counselor to review Program Budget and confirm funding secured.
- Prepare and submit scholarship applications for study abroad from external Austin College providers as well as Austin College scholarships.

- Request transcripts needed for the International Program Provider applications and scholarship applications from the Registrar's Office.
- Complete applications and submit to International Program Provider.
- Ensure that official transcripts for abroad credit will be sent directly to the Registrar's Office at Austin College at the end of the program.

Austin College Registrar's Office
 900 N. Grand Ave, Suite 6R
 Sherman, TX 75090-4400
 Phone: 1-903-813-2374

The Registrar's Office cannot accept hand delivered transcripts that have been opened by the student to articulate credit.

- Meet with Faculty Mentor and department advisors to discuss course selection for abroad experience.
- Completion of the following forms and return to the Study Abroad Office:
 - Power of Attorney
 - Liability Release Form
 - Medical Release Form
 - Study Abroad Commitment Form

Official Acceptance into an Abroad Program from Provider...

- Provide a copy of official acceptance from the International Program Provider for the Study Abroad Office.
- Financial aid can be used to place the program deposit. Arrange for and verify with the Study Abroad Office that the deposit due to the International Program Provider is made. If financial aid is not being utilized confirm with the Study Abroad Office that you have placed the deposit.
- Complete all International Program Provider forms and tasks requested. Do not assume that the Study Abroad Office will complete all of that for you.
- Complete visa application and materials and submit in time to receive the visa before leaving the U.S.
- Secure Travel Insurance for the trip and provide copy to the Study Abroad Office. Students are required to have this insurance to go on the trip.

Travel/Transportation Arrangements

- If financial aid exceeds the cost of tuition, room and board, an advance can be provided by the Business Office to pay for transportation arrangements.
- Make travel/transportation arrangements for all phases of the trip and make payment.
- Provide the Study Abroad Office with a copy of travel itinerary for transportation for the trip. As updates are made, continue to update the Study Abroad Office.

Pre-Departure Workshops

- Attend all pre-departure workshops offered by the Study Abroad Office in preparation for your trip.

Getting Organized for the Trip Abroad...

- Investigate options for documenting your trip – scrapbooking, blogging, Instagram, etc. Maybe consider improving your photography or video skills before leaving...maybe learn to use some new technology. This may be a once in a lifetime experience, so you will want to capture it.
- Pack light. Mailing things back to the U.S. is expensive.
- Understand currency exchange for your country and best methods of payment and develop personal budget and spending plan.

Documents to Take Abroad

- Valid passport
- Visa to enter the country of study
- If you are not native to United States, documentation that supports reentry to U.S., e.g. Green Card, U.S. Visa, I-20, etc.
- Drivers' License
- Travel Insurance Information
- Health Insurance cards
- Photocopies of all of these documents - Visas, Passports, and other forms of ID – should be kept in another location other than on your person as well in case of theft or loss of primary sources.

Safety and Health Considerations

- Determine if there are any vaccinations or health issues that you may need to consider by checking the Center for Disease Control web site.
- Enroll in the Smart Traveler Enrollment Program (STEP) a service of the US. Department of State and review other safe traveling practices.
- Review Traveler's Checklist found on the Study Abroad web site.
- Ensure that at least one parent has a passport in case there is an emergency abroad and you need their help onsite.

Preparation for Registration and Other Austin College Business While Abroad

- Check with the Registrar's Office to find out when registration will occur while you are abroad. Put those dates in your calendar with reminders.
- Discuss with your mentor how to go about course planning while abroad. Discuss the courses you should be taking when you return home to get back on track with AC curriculum.
- Know how to access WebHopper from the internet while abroad. Ask questions about the access you will have when abroad and look for sources to help troubleshoot if access is not working. If you are unable to register via WebHopper while abroad, the Study Abroad Office or your faculty mentor can help you register for classes.
- Determine how you are going to reapply for or approve financial aid while you will be abroad.
- Determine how you are going to reapply for AC Campus Housing while you will be abroad.

Arrange for any campus mail to be forwarded to a temporary address.

Courtesies

Often times, it is recommended to have small gifts from the U.S. to offer host families and others you meet while traveling.

Develop further cultural understanding of the region you will visit. "What's Up with Culture?" is an excellent resource to help.

Make arrangements with any current employers and understand if you will have continued employment after return.