

# Austin College Study Abroad Process Checklist

DONE	TASK
<input type="checkbox"/>	Make an appointment with the Director of International Programs, Cheryl Marcelo, at WCC204 or via <a href="mailto:studyabroad@austincollege.edu">studyabroad@austincollege.edu</a>
<input type="checkbox"/>	<p>Speak to your mentor and a major/minor faculty member about your interests. Review your academic plans and see how study abroad fits in. Ask:</p> <ul style="list-style-type: none"> <li>• “What’s the best semester to go for me?”</li> <li>• “What kind of courses can I consider taking abroad?”</li> </ul>
<input type="checkbox"/>	<p>Explore your program options through our list of approved program providers and suggested programs from the Director. Make a list of your top 3 choices.</p> <p><u>Some considerations you should make:</u></p> <ul style="list-style-type: none"> <li>• Courses available</li> <li>• Co-curricular opportunities available (internships, research projects, service learning, etc.)</li> <li>• Program/provider scholarships available</li> <li>• Location and cost of living</li> <li>• Homestay availability or requirements</li> <li>• Excursions included in the program</li> </ul>
<input type="checkbox"/>	<u>Once you have a list ready:</u> Make an appointment with the Director to compare program selections
<input type="checkbox"/>	<p><u>Once you’ve chosen a program:</u> Fill out the Study Abroad Application online by the due date</p> <ul style="list-style-type: none"> <li>• Fall semester programs: February 15<sup>th</sup></li> <li>• Spring semester programs: March 19<sup>th</sup></li> </ul>
<input type="checkbox"/>	Begin researching other scholarships you can apply for to aid your out-of-pocket costs. See the <a href="#">Scholarships</a> page for more details
<input type="checkbox"/>	<p><u>Once you’ve been approved by AC:</u></p> <ul style="list-style-type: none"> <li>• Apply to your specific program provider</li> <li>• Make an appointment with the Director to begin your AC paperwork               <ul style="list-style-type: none"> <li>○ Learning Agreement</li> <li>○ Liability Release</li> <li>○ Medical History and Emergency Contact Form</li> <li>○ Course Pre-Approval Form</li> <li>○ Post-Program Course Schedule</li> </ul> </li> <li>• Apply for a passport (if you don’t have one already)</li> <li>• Apply for the scholarships that you are eligible for</li> </ul>
	<p><u>Once you’ve been approved by your program provider:</u></p> <ul style="list-style-type: none"> <li>• Provide a copy of the official acceptance letter from your program provider</li> <li>• Make an appointment with the Director to complete additional paperwork               <ul style="list-style-type: none"> <li>○ Commitment Form</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Power of Attorney</li> <li>○ Mail Forwarding Form</li> <li>• Make an appointment with Financial Aid (Wortham Center) to discuss other financing options (as needed)</li> <li>• Follow additional requirements set forth by your study abroad provider, including but not limited to: <ul style="list-style-type: none"> <li>○ Visa application/guidance</li> <li>○ Housing application</li> <li>○ Course selection</li> <li>○ Arrival coordination</li> </ul> </li> </ul>
<input type="checkbox"/>	Attend the pre-departure orientation sessions