Study Abroad Checklist

**Advising and Application:** This is the initial phase of the study abroad process. Make sure you get a good start by exploring the CGE website, and following the steps below.

- □ Meet with a CGE Peer Advisor to get general study abroad information and to look at program options.
- □ Research program options by going to the CGE website [www.utulsa.edu/globaleducation](http://www.utulsa.edu/globaleducation) and clicking “Explore Our Programs”.
- □ Talk to your Faculty Advisor and College Advisor about your plans and discuss which type of courses you should look for when choosing a program abroad.
- □ Go to the CGE website [www.utulsa.edu/globaleducation](http://www.utulsa.edu/globaleducation) and click on “Start an Advising Application” to complete the advising application (Study Abroad Interest Questionnaire, Study Abroad Information Slides, and Study Abroad Quiz).
- □ Make an appointment to meet with a CGE advisor for a Study Abroad Advising meeting. You can schedule it online once you are logged in the CGE application, clicking on STAFF and then on the name of the advisor.
- □ **After your advising appointment,** you will be given access to your program-specific online application. Go to the CGE website [www.utulsa.edu/globaleducation](http://www.utulsa.edu/globaleducation) and LOGIN to view the complete online application and requirements. Online application and supplemental documents must be submitted by posted deadline. This includes the Course Approval Form (CAF) that needs to be signed by your Academic Department and College.
- □ Complete the Program Provider OR Host University application by their deadline. Bring all additional required forms/documents to the CGE (at once) if you want us to mail them to the Program in your behalf.
- □ Apply for a new Passport OR renew your expired or soon-to-be expired passport. Some countries require that your passport be valid at least six (6) months beyond the dates of your trip. Some airlines will not allow you to board if this requirement is not met.

**Conditional Acceptance:** After the decision date, students will be notified of a status change. Students that completed all the required items by the posted deadline and meet all CGE eligibility requirements will be Conditionally Accepted.

- □ After you are Conditionally Accepted by the CGE, you must begin completing the post-acceptance items of your online application. Go to the CGE website [www.utulsa.edu/globaleducation](http://www.utulsa.edu/globaleducation) and LOGIN to view the required post-acceptance items. NOTE: Students are conditionally accepted until all of their post-acceptance items are complete, including attending the Final Advising and Pre-departure Meetings.
- □ Make an appointment to complete the MANDATORY “Final Advising Meeting/Budget” with a CGE advisor. During this meeting you will discuss your study Abroad Budget, Visas, Medical issues, etc.
- □ Watch the Pre-Departure Orientation Modules and take the quiz.
Plan to attend the MANDATORY Pre-Departure meeting to prepare for your time abroad.

**Pre-departure:** After conditionally accepted by the CGE and accepted by your program, it is time to start working on these:

- Begin application process for obtaining a student visa (if required by your host country).
- Cancel on-campus housing for the term abroad.
- Students receiving Federal Financial Aid or any TU Scholarships **MUST** submit an approved budget form to the Financial Aid Office before awards will be released.
- Enroll for special Study Abroad courses with your TU College Advisor to maintain your student status during the term you plan to study abroad.
- Apply for and pick up your International Student Identity Card (ISIC) at the TU Parking/ID Office in Fisher Hall (available after the Pre-departure Meeting date).
- Make arrangements with the Business Office for Financial Aid/Scholarship refunds to be disbursed (if applicable).
- Pack your bags, say goodbye to family and friends, and get ready to fly!

**In-country:** After you have arrived in your program site, please do the following:

- Let the CGE know you’ve safely arrived to your host country and give us your local contact information (including a cell phone number) for your time abroad by logging back to your CGE account and completing the ABROAD ADDRESS questionnaire.
- Let the CGE advisor know of any course changes and seek college approval for any courses you wish to take abroad not listed in your Course Approval Form (CAF).
- Complete the Enrollment Verification Form (EVF) on your online account, listing the final list of courses you are enrolled at the foreign institution or program within 14 days of the program start date (7 days for summer programs)!