

Study Abroad - Student Checklist

****** Please note that this is a general check-list and may not encompass all student responsibilities.******

Summer Programs: Please look for the applications which come out at the end of the fall semester.

Step 1 – Information Session

- Attend Information Session
- Complete “Study Abroad Interest Form”
- Receive “Advisor Response Form”

Step 2 – Meeting with Academic Advisor

- Obtain a copy of “Planned Program of Study” at SCSU to know which requirements have been fulfilled and which requirements remain
- Schedule meeting with Academic Advisor to discuss appropriateness of study abroad.
- Advisor must complete “Advisor Response Form” and return it to the International Programs office via inter-office mail or in person. The student may not return the form.

Step 3 – Identification of study abroad program

- Identify potential study abroad programs, keeping in mind their course offerings and the student’s “Planned Program of Study”.
- Study abroad program must be through Southern, ISEP, or an accredited American university or college program and must be approved by the Study Abroad Coordinator before the student applies.

Step 4 – Consultation with Study Abroad Coordinator, International Programs, Dr. Heidkamp, Dr. Latorre or Dr. Bodo

- Contact our office at 203-392-6756 by phone or e-mail to schedule an appointment to discuss study abroad programs and next steps in the process.
- Receive tentative approval

Step 5 – Application to study abroad program

- Apply to chosen study abroad program, filling out application and all other needed forms concerning that particular program.

Step 6 – “SCSU APPROVAL FOR STUDY ABROAD” form

- Receive acceptance from study abroad program

(You should complete this step and step 7 simultaneously)

- Obtain the “SCSU APPROVAL FOR STUDY ABROAD” form from a Study Abroad Coordinator in the International Programs office.
- Select classes to take while abroad
 - In order of preference, list courses for which you plan to register while abroad. Include several additional choices, in case any of your preferred courses are filled or cancelled. List course names only on the orange sheets.
 - Obtain course descriptions for each of the classes, which must be given, together with the orange form and an unofficial copy of your transcript, to the chairperson of each department to obtain course pre-approvals. The chairperson will identify and list the SCSU course equivalents and credits on the orange sheets and sign off on each course.
 - **Be aware that a chairperson is not obliged to approve courses.**
 - When you make an appointment to see the chairperson of the department of your major, be sure to bring your orange sheet and your unofficial transcript. He or She will sign for any courses approved for your major and in the #1 slot at the bottom of the form.
 - You sign the orange forms in the “Student’s signature” area.
 - Obtain the signature of the department chairperson of your major

Step 7 – SPAR

- Make an appointment immediately with a Administrative Coordinator for Study Abroad in the SPAR office
 - Apply for passport (if needed)

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- Apply for a student visa –if you are not a U.S. citizen please let us know immediately because this can affect your need for a visa.
- Apply for International Student Identity Card (ISIC) – the application can be obtained in the International Programs office, the SPAR office or even on-line (1-2 weeks to receive via mail).
- Make an appointment with your physician (physician completes medical form)
- If you take prescription medications please notify SPAR immediately because medications must be cleared by the Customs Department of the country you will be going to; otherwise, they can be confiscated upon your arrival.
- Complete all forms given to you from the SPAR office:
 - ◇ Statement of Responsibility, Release, Indemnification, and Authorization
 - ◇ Definition of Student Misconduct
 - ◇ SCSU Student Medical History and Notice of Privacy Practices
 - ◇ Statement of Fitness Declaration (signed by physician)
 - ◇ Proof of domestic insurance coverage
 - ◇ Copy of valid International Student ID card (ISIC)
 - ◇ Color copy of valid passport (SPAR will copy)
 - ◇ Recent passport-sized color photo
 - ◇ Confidential Student Record File (emergency contact information)
 - ◇ Tuition paid in full
 - ◇ Course abroad fees paid in full
 - ◇ Received US Consular information
 - ◇ Received Center for Disease Control (CDC) information
- Signature of Administrative Coordinator in the SPAR office on the orange “SCSU Approval for Study Abroad” form.
- “SCSU Approval for Study Abroad” form is returned by the student to the International Programs office to be signed by a Study Abroad Coordinator, Dr. Heidkamp, Dr. Latorre

or Dr. Bodo. The form will then be forwarded to the appropriate offices for the remaining signatures.

Step 8 – Financial Aid

- Apply for Financial Aid – FAFSA
- Complete Study Abroad budget – give to Study Abroad Coordinator in the International Programs office.

Step 9 – Preparing for Departure

- Determine if your plane ticket is to be purchased by you or SCSU and prepare for travel!!

Step 10 – Abroad

- Attend study abroad program
- It is the student's responsibility to:
 - Contact a Study Abroad Coordinator in International Programs within 3 days after starting classes to provide contact data (address, phone, e-mail) and to amend the information written on the "SCSU Approval for Study Abroad" form if necessary. You must also supply a list of classes in which you are registered abroad.
 - Obtain course descriptions and syllabus (to be brought back home and put in file)
 - Upon completion of all courses and exams, request that the host institution send an official transcript of all courses to the SCSU Records Office, 501 Crescent Street, New Haven, CT 06515, USA, with one additional copy for the Study Abroad Coordinator of International Programs.
 - **Notify the Registrar and a Study Abroad Coordinator immediately of any changes in plans (examples: a decision not to study abroad, not to return to SCSU so that records may be properly maintained).**

Step 11 – Returning from abroad

- Complete study abroad program
 - Bring back course descriptions and syllabus
 - Send official transcripts from program (**must be on an American college or university transcript) to the Records Office (Registrar) and to Dr. Heidkam, Dr. Latorre or Dr. Bodo in order to obtain credit.

Transcripts can take a long time to obtain. If the transcripts are not received in time, a student's financial aid can be revoked (classes taken abroad are shown as Incomplete). This puts the student into "academic problem" status with Financial Aid. The student will need to file an appeal with the Director of Student Affairs, during the summer or the spring/fall semesters. This appeal if approved, will allow any applicable financial aid to be released.

**** Not required for SCSU direct exchange or ISEP**