How to Study Abroad
The Checklist (CSU International Programs—Year Only)
csuip.calstate.edu
Visit www.csusm.edu/global/studyabroad/ for more information

☐ STEP 1: Attend an Info Session
  ☐ Tuesday and Thursdays, 12pm to 12:50pm, each semester
  ☐ Check out our quarter flyer or website for specific dates and location
    https://www.csusm.edu/global/calendar.html
  ☐ Complete the Blue Form

☐ STEP 2: Research!
  ☐ Research courses at host university/program that could potentially fulfill your General Education, major, major electives, minor, and/or minor elective requirements
    ▪ Course information can be found at the CSU IP Academic Bulletin in each country/program page
  ☐ Make sure that host university/program offers enough courses for you to take at least 12-15 units (CSUSM equivalent) per semester—total of 24-30 units during your time abroad

☐ STEP 3: Talk to your Advisors
  ☐ Meet with your Academic Advisor
    ▪ Discuss classes you want to take abroad, program you are interested in, graduation plans, etc.
  ☐ Meet with a Study Abroad Advisor
    ▪ Walk-Ins available: https://www.csusm.edu/global/studyabroad/contact.html
    ▪ Make an appointment by visiting ELB 588, calling (760) 750-4090, or emailing studyabroad@csusm.edu
    ▪ Talk to your Study Abroad Advisor about any concerns, health or disabilities, that may require support while abroad

☐ STEP 4: Complete the General Study Abroad Application:
  https://csusm.co1.qualtrics.com/jfe/form/SV_6m1GJqjhpuV4ul5

☐ STEP 5: Complete the CSU IP Application
  ▪ Academic Year (All countries): February 1ˢᵗ
  ▪ Calendar Year (Australia, Chile & South Africa): September 1ˢᵗ
  ☐ Click the “Apply Now” link on the webpage of the country/program to which you want to apply (application will open mid-Fall)
  ☐ Questionnaire Essays
☐ Signature Documents
☐ Attached Documents
  ▪ Upload unofficial transcripts with most recent grades posted. Your application will be considered incomplete, if the last completed semester grades are not posted on your transcript. Submission of official transcripts will be required after selection.

☐ Faculty Recommendation(s)
  ▪ Submit the email address of a faculty member from whom you would like a recommendation
  ▪ It must be a faculty member from whom you took a course with (An employer, university staff, or administrator who has not had you as a student in a course are not eligible)
  ▪ The Foreign Language Faculty Recommendation is required for applications to programs requiring a foreign language and should be completed by the appropriate foreign language faculty member
  ▪ Important: Before submitting the email address, speak with the faculty member. By communicating with the faculty member in advance, he/she will be aware of the email and anticipate the recommendation form.

☐ STEP 6: Interview
  ▪ Once you finish the Questionnaire Essays, contact the Office of Global Education to set up your mandatory interview
  ▪ The interview committee will be made up of Global Education staff and CSUSM faculty (total of 2-4 people)

☐ STEP 7: Get Documents Ready!
  ☐ Apply or renew your Passport ASAP (must be valid at least 6 months past your return to the U.S.)
    ▪ Visit www.travel.state.gov for passport information
    ▪ You will be required to submit a copy of your passport after your acceptance to CSU IP

  ☐ Complete Credit Approval
    ▪ Meet with Faculty Advisor in your major/minor & present the credit approval form along with course descriptions and back-up courses
    ▪ GE courses are approved by Global Education
    ▪ Classes must be approved before you leave!
    ▪ Copies available in our office or online at https://www.csusm.edu/global/studyabroad/doc/creditapprovalform08.pdf

  ☐ Enroll into Smart Traveler Enrollment Program (STEP)
    https://step.state.gov/step/
    ▪ Submit a screenshot of your profile page (example) in the General Study Abroad Application or to our office in person or by email studyabroad@csusm.edu
☐ STEP 8: Money Matters
  ☐ Financial Aid
    ▪ Apply for FAFSA and scholarships by deadlines
    ▪ Study Abroad Scholarships: [https://www.csusm.edu/global/studyabroad/finaid.html](https://www.csusm.edu/global/studyabroad/finaid.html)
  ☐ Budget your year abroad
    ▪ Research flight options (don't buy until you are fully admitted to the program)
    ▪ *Decide whether or not you will stay abroad during the break in between semesters*

☐ STEP 9: Receive Acceptance Letter from CSU IP

☐ STEP 10: Complete Partner University Application
  ▪ The sooner you complete your application, the sooner it can be processed. You will receive the necessary documents for your visa/residence permit application (if applicable), housing, etc.
    ▪ *Deadlines vary by university so please double-check!*

☐ STEP 11: Receive Acceptance Letter from Partner University

☐ STEP 12: Attend CSUSM Pre-Departure Orientation (Mandatory)
  ☐ Fall orientation held in late April on a Friday
  ☐ Spring orientation held in late November on a Friday

☐ STEP 13: Attend CSU IP Orientation (Mandatory)
  ☐ Usually held on a weekend in the Long Beach/Downey area around March or early April

☐ STEP 14: Prepare for Take Off
  ☐ Pay CSU IP Deposit
  ☐ Apply for Visa (if applicable)
    ▪ Check your local consulate if you will need a visa for the time you are abroad
    ▪ Make an appointment with your program country’s embassy/consulate
    ▪ *Make sure you have all your documents prepared and ready before your appointment!! And make a copy for your records!*
  ☐ Book your flight

☐ STEP 15: Complete the Flight Form
  [https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp](https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp)

☐ STEP 16: Study Abroad! ✈