How to Study Abroad

The Checklist (CSUSM Exchange Programs)

www.csusm.edu/global/studyabroad/

☐ STEP 1: Attend an Info Session
  ☐ Tuesdays and Thursdays, 12pm to 12:50pm, each semester
  ☐ Check out our 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
  ☐ Make sure that host university/program offers enough courses for you to take at least
    12-15 units (CSUSM equivalent) per semester 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: 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
  ☐ 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
  ☐ Complete the General Study Abroad Application (found in your program page)
  ☐ Complete Credit Approval Form
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](https://www.csusm.edu/global/studyabroad/doc/creditapprovalform08.pdf)

**STEP 5: Complete Exchange Partner 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 6: 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 semester/year abroad**
  - Research flight options (don't buy until you are fully admitted to the program)

**STEP 7: Receive Acceptance Letter from Exchange University**

**STEP 8: Attend Pre-Departure Orientation (Mandatory)**
- Fall orientation held in late April on a Friday
- Spring orientation held in late November on a Friday

**STEP 9: Prepare for Take Off**
- **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 10: Complete the Flight Form**
[https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp](https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp)

**STEP 11: Study Abroad!✈**