How to Study Abroad

The Checklist (ISEP)

www.isepstudyabroad.org

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
  ☐ 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 4.1: Complete the ISEP Application
  ☐ CSUSM Priority deadlines*
    ▪ Fall Semester/Academic Year: February 1st
    ▪ Spring Semester: September 1st
  ☐ Choose up to 10 universities in order of preference
  ☐ Attached Documents
    ▪ Upload official transcripts with the latest grades posted and current classes in progress; you will need to send an updated one when your current semester ends

*CSUSM has its own priority deadline that is earlier than the ISEP priority deadline. For details, please ask your Study Abroad Advisor.
☐ **Academic Reference**
- Submit the email address of a faculty member from whom you would like to complete the reference form
- 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.

☐ **Submit and pay application fee ($100)**

☐ **STEP 4.2: 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](http://www.travel.state.gov) for passport information
- **Enroll into Smart Traveler Enrollment Program (STEP)**
  [https://step.state.gov/step/](https://step.state.gov/step/)
  - Submit a screenshot of your profile page ([example](example)) in the *General Study Abroad Application* or to our office in person or by email [studyabroad@csusm.edu](mailto:studyabroad@csusm.edu)
- **Complete the General Study Abroad Application:**
  [https://csusm.co1.qualtrics.com/jfe/form/SV_6m1GJqjhpV4uI5](https://csusm.co1.qualtrics.com/jfe/form/SV_6m1GJqjhpV4uI5)

☐ **STEP 5: 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)

☐ **STEP 6: Receive Acceptance Placement from ISEP**
- Confirm attendance and pay placement fee ($325)
- Purchase ISEP Travel Insurance (~$350 price varies by location)

☐ **STEP 7: Complete ISEP Acceptance Packet**
- The sooner you complete your packet, the sooner it can be processed. You will then receive the necessary documents for your visa/residence permit application (if applicable), housing, etc.
- *Deadlines vary by university so please double-check!*
☐ **STEP 8: 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

☐ **STEP 9: Receive Acceptance Letter from ISEP Partner University**

☐ **STEP 10: Attend Pre-Departure Orientation (Mandatory)**
  - Fall orientation held in late April on a Friday
  - Spring orientation held in late November on a Friday

☐ **STEP 11: 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!!*
  - **Book your flight**

☐ **STEP 12: Complete the Flight Form**
  - https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp

☐ **STEP 13: Study Abroad! ✈**

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For more information, contact us at
CSUSM Study Abroad
**ELB 588** (Extended Learning Building, 5th floor)
www.csusm.edu/global/studyabroad/
studyabroad@csusm.edu
760-750-4090