How to Study Abroad

The Checklist (Outside Programs)

www.csusm.edu/global/studyabroad/

☐ 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 credits per semester during your time abroad; winter/summer programs
vary in units

☐ 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/
   ▪ Sample Screenshot
Complete the General Study Abroad Application:  
https://csusm.co1.qualtrics.com/jfe/form/SV_6m1GJqjhpV4uI5

**STEP 5: Complete the Outside Program’s 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 program so double-check!**
  - If you are applying through a program and not directly to a foreign university, ask your program provider if you will need to complete another application for the university you will be attending

**STEP 6: Money Matters (see next page)**
- **Financial Aid**
  - Apply for FAFSA and scholarships by deadlines
  - **Financial Aid**:  
    - [https://www.csusm.edu/finaid/apply_for_finaid/index.html](https://www.csusm.edu/finaid/apply_for_finaid/index.html)
  - **Study Abroad Scholarships**:  
    - [https://www.csusm.edu/global/studyabroad/finaid.html](https://www.csusm.edu/global/studyabroad/finaid.html)
  - **Start the Outside Study Abroad Program Fin Aid Checklist**  
    - Available in the ELB 588 (New Extended Learning Building, 5th floor)
- **Budget your time abroad**
  - Research flight options (don't buy until you are fully admitted to your program)

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

**STEP 8: Attend Pre-Departure Orientation (Mandatory)**
- Fall/Summer orientation held in late April on a Friday
- Spring/Winter 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!**
- **Complete Credit Approval**
  - Meet with Faculty Advisor in your major/minor to present the credit approval form along with course descriptions and back-up courses
• **Classes must be approved before you leave!**
  - Copies available in ELB 588 or online at
    
    https://www.csusm.edu/global/studyabroad/doc/creditapprovalform08.pdf

☐ **Book your flight**

☐ **Complete the *Outside Study Abroad Program Checklist***
  - Financial Aid/Scholarship students only
  - Available in the ELB 588 (New Extended Learning Building, 5th floor)
  - Submit all documents to the Financial Aid office
    - *Cougar Central, Craven 3700*

☐ **STEP 10: Complete the Flight Form**
  
  https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp

☐ **STEP 11: Study Abroad! ✈**

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