How to Study Abroad
The Checklist (Short-Term Faculty Led Programs)
www.csusm.edu/global/studyabroad/

☐ STEP 1: Attend an Info Session (optional)
  ☐ 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: Attend Faculty-Led Program Info-Session (required)
  ☐ Visit our website for specific dates; each program varies
    https://www.csusm.edu/global/studyabroad/studyabroadprograms.html#1

☐ STEP 3: Talk to your Advisor(s)/Consult Degree Planner
  ☐ Check your Degree Planner
    ▪ See how the course(s) from the program can complete any necessary field
      required in your academic plan
  ☐ Meet with your Academic Advisor
    ▪ Discuss the class or classes you plan to take abroad, program you are
      interested in, graduation plans, etc.
  ☐ Meet with a Study Abroad Advisor, if necessary
    ▪ 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
  ☐ Financial Aid, if applicable (6+ units)
    ▪ Apply for FAFSA and scholarships by deadlines
  ☐ Budget your time abroad
- Research flight options (Don't buy until you check with the Global Education Office, ELB 588); see STEP 8 & 9

- Enroll into Smart Traveler Enrollment Program (STEP)
  https://step.state.gov/step/
  - Screenshot profile page with your trip included: Example Screenshot

- **STEP 5: Complete the General Study Abroad Application** (found on your program page)

- **STEP 6: Pay $300 deposit**
  - Online payment preferred through CashNet
    - Please be advised to choose E-check and enter your checking account details to avoid the 2.75% convenience fees applicable to all non-checking account payments
  - Cash, checks, and money orders made payable to CSUSM will also be accepted in the Office of Global Education, ELB 588

- **STEP 7: Pay the FINAL Payment**
  - For specific amount, please check your specific program page on our website https://www.csusm.edu/global/studyabroad/studyabroadprograms.html#1
  - For payment options, refer back to **STEP 6**

- **STEP 8: Attend Pre-Departure Orientation (Mandatory)**
  - Check with your faculty-leader or Global Education for specific date

- **STEP 9: Prepare for Take Off**
  - Book your flight
  - Complete the Flight Form
    https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp

- **STEP 10: Maker sure all documents have been turned in**
  - Double check with Office of Global Education

- **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