How to Study Abroad

The Checklist (ISEP)

www.isepstudyabroad.org

Visit www.csusm.edu/global/studyabroad/ for more information.

☐ STEP 1: Watch the General Study Abroad Info Session (optional)
  ☐ https://www.csusm.edu/global/studyabroad/study_abroad_info_session.mp4

☐ 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 (optional, but recommended)
    ▪ Discuss your remaining major/minor requirements, graduation plans, review your Degree Planner, etc.
  ☐ Meet with a Study Abroad Advisor
    ▪ Walk-Ins available: https://www.csusm.edu/global/studyabroad/contact.html
    ▪ Make an appointment online by visiting the link above or by 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 ISEP Application
  ☐ ISEP Priority deadlines*
    ▪ Fall Semester/Academic Year: March 1
    ▪ Spring Semester: September 1
  ☐ 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 (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 5: 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/
    ▪ This program requires your trip dates/details and offers you embassy support
      and country specific updates
    ▪ Screenshot profile page with your trip dates included
  ☐ Complete the General Study Abroad Application:
    https://csusm.co1.qualtrics.com/jfe/form/SV_6m1GJqjhpVuV4uI5

☐ STEP 6: Money Matters
  ☐ Financial Aid
    ▪ Apply for FAFSA and scholarships by deadlines
    ▪ Financial Aid: https://www.csusm.edu/finaid/apply_for_finaid/index.html
    ▪ Study Abroad Scholarships: 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 ($375)
  ☐ 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](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
- Spring orientation held in late November

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](https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp)

STEP 13: Study Abroad!

For more information, contact us at
CSUSM Study Abroad
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www.csusm.edu/global/studyabroad/
studyabroad@csusm.edu
760-750-4090