How to Study Abroad
The Checklist (CSUSM Exchange Programs)

www.csusm.edu/global/studyabroad/

☐ **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 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 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: 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** (found in your program page under the How to Apply section)

☐ **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

☐ 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
    ▪ 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 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
  □ Spring orientation held in late November

☐ 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

☐ STEP 11: Study Abroad!✈

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