How to Study Abroad

The Checklist (Short-Term Faculty Led 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: Attend Faculty-Led Program Info-Session (required)
  ☐ Visit our website for specific dates based on your program of choice
    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 (optional, but recommended)
    ▪ 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 & Advising 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
  ☐ 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/
▪ This program requires your trip dates/details and offers you embassy support and country specific updates

▪ Screenshot profile page with your trip dates included

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

☐ **STEP 6: Pay non-refundable program deposit**
  - Online payment preferred through [CashNet](#)
  - Please be advised to choose E-check and enter your checking account details to avoid the 2.65% convenience fees applicable to all non-checking account payments
  - Cash, checks, and money orders made payable to CSUSM will also be accepted at the University Cashier’s Office

☐ **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](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—adding trip protection insurance highly recommended
  - Complete the Flight Form [https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp](https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp)

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

☐ **STEP 11: Study Abroad!**

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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