

How to Study Abroad

The Checklist (CSU International Programs)

csuip.calstate.edu

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

STEP 1: Attend an Info Session

- Tuesday and Thursdays at 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 GE, GE electives, major, major electives, minor, and/or minor elective requirements
 - Course information can be found at the CSU IP Academic Bulletin in each country/program page
- Make sure that host university/program offers enough courses for you to take at least 12 credits per semester (total of 24 credits) during your time abroad

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
- Make an appointment by visiting ELB 574, calling (760) 750-4090, or emailing Grecia Flores: gflores@csusm.edu (*online portal coming soon!*)
- Talk to your Study Abroad Advisor about any concerns, health or disabilities, that may require support while abroad

STEP 4: Complete the General Study Abroad Application:

https://csusm.co1.qualtrics.com/jfe/form/SV_6m1GJqjhpuV4uI5

STEP 5: Complete the CSU IP Application

- **Academic Year (All countries):** February 3rd
- **Calendar Year (Australia & South Africa):** September 3rd
- Click the “**Apply Now**” link on the webpage of the country/program to which you want to apply (application will open mid-Fall)
- Questionnaire Essays**

☐ Signature Documents

☐ Attached Documents

- Upload unofficial transcripts with most recent grades posted. Your application will be considered incomplete, if the last completed semester grades are not posted on your transcript. Submission of official transcripts will be required after selection.

☐ Faculty Recommendation(s)

- Submit the email address of a faculty member from whom you would like a recommendation
- 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.

☐ STEP 6: Interview

- Once you finish the Questionnaire Essays, contact Ms. Grecia Flores to set up your mandatory interview with the Office of Global Education (gflores@csusm.edu)
- The interview committee will be made up of Global Education staff and CSUSM faculty (total of 2-4 people)

☐ STEP 7: 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
- You will be required to submit a copy of your passport after acceptance to the program

☐ Complete Credit Approval

- Meet with Faculty Advisor in your major/minor & present the credit approval form along with course descriptions and back-up courses
 - **Classes must be approved before you leave!**
- Copies available in our office or online at <https://www.csusm.edu/global/studyabroad/doc/creditapprovalform08.pdf>

☐ Enroll into Smart Traveler Enrollment Program (STEP)

<https://step.state.gov/step/>

- Submit a screenshot of your profile page to the Office of Global Education in person or by email studyabroad@csusm.edu

STEP 8: Money Matters

Financial Aid

- Apply for FAFSA and scholarships by deadlines

Budget your year abroad

- Research flight options (don't buy until you are fully admitted to the program)
- Decide whether or not you will stay abroad during the break in between semesters

STEP 9: Receive Acceptance Letter from CSU IP

STEP 10: Complete Partner University 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 11: Receive Acceptance Letter from Exchange University

STEP 12: Attend CSUSM Pre-Departure Orientation (Mandatory)

- Fall orientation held in late April
- Spring orientation held in late November

STEP 13: Attend CSU IP Orientation (Mandatory)

- Usually held in the Long Beach/Downey area around March or early April

STEP 14: Prepare for Take Off

Pay CSU IP Deposit

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 15: Complete the Flight Form

https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp

STEP 16: Study Abroad! ✈️

For more information, contact us at
CSUSM Study Abroad
ELB 574 (New Extended Learning Building)
www.csusm.edu/global/studyabroad/
studyabroad@csusm.edu
760-750-4090