

How to Study Abroad

The Checklist (ISEP)

www.isepstudyabroad.org

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
- Make sure that host university/program offers enough courses for you to take at least 12 credits per semester 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 4.1: Complete the ISEP Application

CSUSM Priority deadlines*

- **Fall Semester/Academic Year:** January 15th
- **Spring Semester:** August 15th

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 4.2: 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/>

Complete the General Study Abroad Application:

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

STEP 5: 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)

STEP 6: Receive Acceptance Placement from ISEP

- Confirm attendance and pay placement fee (\$325)
- 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
 - **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 9: Receive Acceptance Letter from Exchange 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

STEP 13: 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