

# How to Study Abroad

## The Checklist (Outside Programs)

[www.csusm.edu/global/studyabroad/](http://www.csusm.edu/global/studyabroad/)

### 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 our office, calling (760) 750-4090, or emailing Grecia Flores: [gflores@csusm.edu](mailto: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\*: 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](http://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](https://csusm.co1.qualtrics.com/jfe/form/SV_6m1GJqjhpuV4uI5)

## STEP 5: Complete the Outside Program's 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 program so double-check!**
  - If you are applying through a program and not directly to a foreign university, ask your program provider if you will need to complete another application for the university you will be attending

## STEP 6: Money Matters (see next page)

### Financial Aid

- Apply for FAFSA and scholarships by deadlines
- **Start the *Outside Study Abroad Program Fin Aid Checklist***
  - Available in the ELB 574 (New Extended Learning Building, 5<sup>th</sup> floor)

### Budget your time abroad

- Research flight options (don't buy until you are fully admitted to your program)

## STEP 7: Receive Acceptance Letter from Partner University

## STEP 8: Attend Pre-Departure Orientation (Mandatory)

- Fall/Summer orientation held in late April
- Spring/Winter 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!***

### Complete Credit Approval

- Meet with **Faculty Advisor** in your major/minor to present the credit approval form along with course descriptions and back-up courses
  - **Classes must be approved before you leave!**
- Copies available in Craven 3200 or online at

<https://www.csusm.edu/global/studyabroad/doc/creditapprovalform08.pdf>

### Book your flight

### Complete the *Outside Study Abroad Program Checklist*

- Financial Aid/Scholarship students only

- Available in the ELB 574 (New Extended Learning Building, 5<sup>th</sup> floor)
- Submit all documents to the Financial Aid office
  - *Cougar Central, Craven 3700*

**☐ STEP 10: Complete the Flight Form**

[https://csusm.co1.qualtrics.com/jfe/form/SV\\_2hrnogLVbqavhUp](https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbqavhUp)

**☐ STEP 11: Study Abroad! ✈**

For more information, contact us at  
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Building)  
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