How to Study Abroad

The Checklist (Outside Programs)

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 *(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 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: 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, 5th 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](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, 5th 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
CSUSM Study Abroad
**ELB 574** (New Extended Learning Building)
www.csusm.edu/global/studyabroad/
  [studyabroad@csusm.edu](mailto:studyabroad@csusm.edu)
  760-750-4090