

How to Study Abroad

The Checklist (Short-Term Faculty Led Programs)

www.csusm.edu/global/studyabroad/

STEP 1: Attend an Info Session (optional)

- 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: Attend Faculty-Led Program Info-Session (required)

- Visit our website for specific dates
<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

- 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 available
- Make an appointment by visiting ELB 574, calling (760) 750-4090, or emailing Grecia Flores: gflores@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 are fully admitted to the program)

Enroll into Smart Traveler Enrollment Program (STEP)

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

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

STEP 6: Pay \$300 deposit

Online payment preferred through [CashNet](#)

- Please be advised to choose E-check and enter your checking account details to avoid the 2.75% convenience fees applicable to all non-checking account payments

Cash, checks, and money orders made payable to CSUSM will also be accepted in the Office of Global Education

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>

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

Complete the Flight Form

https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbgavhUp

STEP 10: Make sure all documents have been turned in

Double check with Office of Global Education

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
760-750-4090