

# **Study Abroad Timeline**

## **All programs other than CSU faculty-led**

### **Before you apply:** (6 months – 1 year in advance)

- Visit the Study Abroad Resource Area in the Center for International Services and Programs (11<sup>th</sup> floor KB) or Main Library (1<sup>st</sup> floor RT) to research programs; or search through the Internet [www.csuohio.edu/offices/international/study\\_abroad/programs.html](http://www.csuohio.edu/offices/international/study_abroad/programs.html)
- Check with Study Abroad staff about grant and scholarship opportunities
- Meet with professional academic advisor to discuss general education requirements/degree audit to see what credits you still need to complete your degree
- Apply for CSU study abroad approval (submit form to Study Abroad Office)
- Apply to chosen program (mail your application directly to program)

### **After Acceptance:** (4-6 months in advance)

- Give Study Abroad staff a copy of your acceptance letter
- Schedule an advising appointment with the Manager of Study Abroad to go over post-acceptance logistics and required paperwork
- Meet with faculty advisor or department chair of your (anticipated) major to discuss what credits may be fulfilled abroad from your remaining major requirements; get signatures, and turn in *Plan of Approval of Study Abroad*/tentative course enrollment
- Complete the remainder of the CSU study abroad pre-departure forms from the checklist [www.csuohio.edu/offices/international/study\\_abroad/forms/](http://www.csuohio.edu/offices/international/study_abroad/forms/)
  - Obtain a passport that will be valid for 6 months beyond your return from abroad; give copy of the information page to Study Abroad staff
  - Consider your health abroad- see your doctor and turn in the *Medical Information Form* and optional *Health and Wellness Form* and check with CDC [www.cdc.gov](http://www.cdc.gov)
  - Check health insurance policy to see if you have adequate coverage for your own piece of mind and/or program requirements and turn in the *Health Insurance Information Sheet*
  - Purchase your International Student ID card at the Study Abroad office (receipt from Cashier's office for \$22 plus a passport sized photo)
- Apply for CSU/SGA Study Abroad Scholarship through the Study Abroad staff and ODAMA Study Abroad Scholarship through the Office of Diversity
- Meet with Campus 411 to discuss financial aid concerns and to inform them of your plans
- Check safety and security information <http://travel.state.gov/>
- Book Airfare

### **Prior to Departure:** (1-3 months in advance)

- Attend mandatory pre-departure orientation scheduled by Study Abroad staff with all of the other outbound CSU students
- Copy all important documents and credit cards to leave one copy at home and take one copy with you abroad
- Inform banks and credit card companies of your travel plans to avoid fraud alert freezes to your money
- Read the *CSU Study Abroad Pre-departure Handbook*
- Ensure that you have completed all of CSU's pre-departure requirements and your program's requirements

### **While Abroad:**

- Email your foreign address and contact information (not your US home info) to the Study Abroad Staff
- Keep in touch with the Manager of Study Abroad

### **After Completing Program Abroad:** (still abroad-3 months after return)

- Request your program/host institution send an official transcript to the Manager of Study Abroad at Cleveland State
- Send in photos for the annual Study Abroad Returnee Photo Contest
- Fill out a program evaluation through the web form