



Center for International Services and Programs (CISP)  
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## Affiliate Programs: Pre-departure Forms Checklist

Once accepted by an affiliate program for study abroad, all students must submit the following required pre-departure paperwork. Paperwork is due no later than the Friday of exam week in the semester prior to study abroad. Required forms are included in this package. Please use the checklist below to keep track of the forms you have filled out. This list is not intended for exchanges or FLPA (faculty-led programs abroad). 1- 6 are REQUIRED; if using financial aid 9 is also REQUIRED

1.  **Program Provider or Foreign University Acceptance**  
Submit a copy of your acceptance letter.
2.  **Copy of ID Page of Passport (and Student Visa)**  
Apply for a passport and if necessary, a student visa. Submit a copy to CISP when you turn in your forms
3.  **Assumption of Risk & Release (Form)**  
Read the form, sign and submit to CISP.
4.  **Course Pre-Approval for Study Abroad (Form)**  
Fill in top section of the approval form. Then fill in the tentative list of courses that you plan to take abroad. Make appointments to meet with the academic department chairs of the courses from your list (if the course were taught at CSU) to get their signed approval and indication on how the course should transfer back into CSU (ex. Upper division credit, major or minor credit). In consultation with the Registrar, general education courses can be reviewed and approved by CISP.
5.  **Budget worksheet/Cost of Attendance Agreement**  
Fill in all estimated costs and submit to CISP.
6.  **Flight/Travel Itinerary**  
Submit a copy of your flight itinerary with your departure and return date information.
7.  **Health & Wellness Form (optional)**  
Help us help you to better prepare for your experience abroad by disclosing any medications and/or your health history. If you are currently seeing a therapist, please talk to him/her regarding your trip abroad. In general, problems at home are exacerbated abroad, not the other way around.
8.  **Power of Attorney Statement (optional)**  
Submit a copy of your Power of Attorney notarized statement. POA is useful when it comes to things like financial aid disbursement, or working with the Financial Aid Office when you're out of the country.
9.  **Consortium Agreement (optional)**  
Submit a copy of your Consortium Agreement. This form is used for students who are planning to use financial aid for their study abroad experience.

Please submit all forms to the CISP (either together or separately) by the deadline (Friday of exams week in the semester before study abroad). You may scan and email to [educationabroad@csuohio.edu](mailto:educationabroad@csuohio.edu) or send via mail or fax using the above contact information.