



Center for International Services and Programs (CISP)  
2121 Euclid Ave. MC 106  
Cleveland, OH 44115  
Phone: (216) 687-3910  
Fax: (216) 687-3965  
[www.csuohio.edu/csuea](http://www.csuohio.edu/csuea)

## Reciprocal Exchange: Pre-departure forms Checklist

Once accepted by a reciprocal exchange partner university, all students must submit the following required pre-departure paperwork. All forms are 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 affiliate program participants or FLPA faculty-led programs abroad.

1.  **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
2.  **Assumption of Risk & Release (Form)**  
Read the form, sign and submit to CISP.
3.  **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.
4.  **Budget worksheet**  
Fill in all estimated costs and submit to CISP.
5.  **Medical Statement (Form)**  
Meet with your physician or CSU Health and Wellness Center. Discuss your plans for study abroad and ask them to complete the Medical Statement Form.
6.  **Statement of Health Insurance with International Coverage (Form)**  
All students studying abroad are required to have insurance that provides medical coverage outside of the U.S. Please check with your insurance provider whether your policy applies outside of the U.S., what the policy will cover during the period abroad, and how payments will be made to the hospital/doctor. If you need to purchase study abroad medical insurance, please contact us for a list of options or you can visit the pre-departure section of our website.
7.  **Flight/Travel Itinerary**  
Submit a copy of your flight itinerary with your departure and return date information.
8.  **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.
9.  **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.
10.  **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) mail or fax to the above contact information.