

Students Study-Abroad Checklist

This checklist supplements materials that will be given to you throughout the application, admissions, and orientation process. Please read all materials that are given to you to obtain details. This list is not intended to provide such details.

ADVANCED PLANNING

- Check CIPS and Gallaudet Study-Abroad programs website and sites listed on brochures and handouts.
- Visit the CIPS Resource Area, HMB E253
- Obtain brochure from CIPS, adviser, or faculty
- Attend Study Abroad Fair (September and January)
- Attend informational sessions held throughout semester and advertised in Daily Digest
- Meet with faculty leader, CIPS Global Education coordinator, and/or academic adviser to discuss your plans, including courses of interest and possible equivalencies

APPLYING TO A PROGRAM

- Obtain an application packet at CIPS office or website.
- Submit completed and signed application forms
- Obtain and carefully read the Application portion of the Study Abroad Student Handbook that will be given to you when you turn in your application.
- Prepare to receive and pay your bill for the \$50 application fee.
- If you are on Financial Aid, make sure you have submitted an application to Gallaudet Financial Aid office for the Study-Abroad program.
- If you have a 3.0 GPA or higher, you may apply for a Study-Abroad scholarship.
- Wait for notice regarding the acceptance status of your application

PRE-DEPARTURE PREPARATION

Once you have received official notice of your acceptance from CIPS, sign and return the Gallaudet Student Health Authorization, Student's Decision Form, and Study-Abroad Contract to the Global Education coordinator in CIPS and proceed with the following:

- Apply for a passport (this can take 4-6 weeks)
- Prepare to receive and pay your bill for the \$200 deposit
- Make flight arrangements and be prepared to pay airline bill
- Visit State Department country specific webpage three months before departure to obtain information on immunization requirements
- Inquire from a travel agent or country consular office(s) about visa requirements for all countries you plan to visit, and follow instructions in a timely manner
- Prepare to receive and pay your bill for the program balance (approximately two months before departure)
- Attend your country/program-specific orientation
- Check the [State Department](#) website regularly between now and your departure for information related to safety in the countries you plan to visit
- Enroll in your courses through the usual on-campus enrollment process or as instructed by CIPS
- Prepare to receive and pay a bill for your tuition and fees or instructional fees

- Purchase any textbooks or materials needed before departure
- Plan a budget and obtain sufficient funds to cover expenses while abroad. Ensure that these funds are either accessible from abroad (credit card, ATM) or can be carried with you (traveler's checks)
- Inform your family or friends of where and how you can be reached while abroad

PARTICIPATION AND BEYOND!

- Participate in program and have a great experience!
- Submit program evaluation to designated Faculty coordinator or to CIPS
- Attend re-entry session sponsored by CIPS
- Submit a "Bison News from Abroad" story for CIPS website.
- Consider all the ways to continue your international experience (foreign language, write articles, development of web materials, etc.)

(Adapted with permission from Michigan State University Office of Study Abroad).