



How to Study Abroad!

Student Handy-Dandy Checklist...

College of Engineering



Choosing a Program:

- ___ Visit the Engineering International Programs & Services (EIPS) web site to start learning about program opportunities abroad, student feedback, and scholarship opportunities. <http://www.eng.iastate.edu/intlprogs/>
- ___ Learn more about specific programs and eligibility requirements (such as GPA) by meeting with appropriate Program Coordinators and/or staff in EIPS (116 Marston) and at the Study Abroad Center (3224 Memorial Union). Email addresses are on the EIPS web site.

Study Abroad Applications:

- ___ Complete the appropriate online Iowa State University Study Abroad Application through ISUAbroad (links to applications available through EIPS Web site). Typical application due dates are **October 1 for spring and March 1 for fall** study abroad experiences.
 - ___ Statement of purpose (“why I want to study abroad”)
 - ___ Two recommendations (complete through ISUAbroad)
 - ___ Transcript
 - ___ Academic Advisor Meeting Form (return to 116 Marston)

After you’ve been recommended for a program:

- ___ Work with the Program Coordinator for your international university to complete the appropriate admission and housing applications.
- ___ Make housing arrangements, if necessary.

Course Pre-Approval Process:

- ___ Meet with your advisor to discuss:
 - ___ Which courses you will take while abroad. Please **go prepared with course descriptions** for the classes you would like to take at the international institution.
 - ___ The ISU credit transfer equation for the international school.
 - ___ Your department’s grade requirements for application of transfer courses to your degree program.
- ___ For each course you would like to take while abroad, complete the “CoE Preliminary Department Review For Study Abroad Transfer Course(s)” form.
- ___ After you return to campus, take samples of homework, tests, and syllabi (including texts used) to your academic advisor. If no syllabi are available, take any and all course-related materials. See your advisor to finalize the “Request for Department Review of Transfer Course” form.

Financial Aid:

- ___ Check with Clay Gurganus, clay@iastate.edu, Student Financial Aid Office, to determine if any part of your financial aid package will transfer.
- ___ Make a realistic budget.
- ___ Apply for available scholarships.
- ___ Make arrangements for payment of your program expenses.

Travel:

- ___ Apply for your passport. (http://travel.state.gov/passport/passport_1738.html).
- ___ Apply for your visa, if required.
- ___ Call ISU's Travel Nurse and check to see if you need to make an appointment.
- ___ Purchase an International Student Identity Card (required if you're going on an Iowa State program), available at the ISU Study Abroad Center.

Before you go:

- ___ Check with your health insurance provider to ensure that you are covered while studying abroad.
- ___ Make arrangements with your academic advisor to register for courses you'll take when you return to ISU.
- ___ Attend a Study Abroad Center Pre-departure Orientation session.
- ___ Make travel arrangements, if they are not included in your program.
- ___ Participate in the site-specific orientation session for your program.
- ___ Learn about where you're going and the school where you'll be studying.
- ___ Learn about the educational system in your host country.
- ___ Make copies of all your important documents (travel documents and other important documents).
- ___ Find out how to communicate from abroad (i.e., phone, email, etc.).
- ___ Collect photos of home and of campus.
- ___ Make arrangements to have your mail (snail and electronic) forwarded.
- ___ Prepare yourself to be an ambassador of ISU and the U.S.

While Abroad:

- ___ Confirm with your study abroad school that a transcript will be mailed to your Program Coordinator at ISU. If you want an official copy of the transcript for yourself, request one from the international institution.
- ___ Stay in touch with your academic advisor and Program Coordinator!
- ___ Collect copies of course content information to be used when you return to campus for the credit transfer finalization process.

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