



# 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 by meeting with appropriate Program Coordinators and/or staff in EIPS (101 Marston) and at the Study Abroad Center (256 Memorial Union). Email addresses are available on the EIPS web site.
- \_\_\_ Visit the Study Abroad web site to view an electronic version of this check-list with detailed “how to’s.” [http://www.iastate.edu/~study-abroad/Students/S\\_Handbook/checkList.html](http://www.iastate.edu/~study-abroad/Students/S_Handbook/checkList.html)

#### **Study Abroad Applications:**

- \_\_\_ Complete the appropriate Iowa State University Study Abroad Application and return it to the Study Abroad Center (256 Memorial Union) by **October 1 for spring and March 1 for fall** study abroad experiences. <http://www.iastate.edu/~study-abroad/Application/Application.html>

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.
- \_\_\_ Register for your study abroad program by completing and submitting the “Preliminary Transfer and Registration” form. <http://www.iastate.edu/~study-abroad/Application/Application.html>
- \_\_\_ For each course you would like to take while abroad, complete the “CoE Preliminary Department Review For Study Abroad Transfer Course(s)” form.
- \_\_\_ Discuss your department’s grade requirements for application of transfer courses to your degree program with your advisor.
- \_\_\_ 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](mailto: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.
- \_\_\_ 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.).
- \_\_\_ Get 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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