



ISEP EXCHANGE / ISEP DIRECT PROGRAM CHECKLIST

Before You Go:

- 1) Get a [Passport](#) NOW!
- 2) Read the [SDSU Study Abroad Handbook](#)
- 3) Meet with the appropriate advisor in the Education Abroad Office (students in the College of Business Administration must also meet with a CBA advisor).
- 4) Download and complete the appropriate [ISEP Application](#)
- 5) Complete and submit all supporting documents to the Education Abroad Office before the deadline. **Make sure to review the back of this form.**
 - ISEP application requirements may vary depending on the country and length of program. Details can be found under ["Apply"](#) at www.isep.org
 - Submit only originals of all documents to the Education Abroad Office. We will make the necessary copies.
 - Request transcripts from **EVERY** college/university attended, including SDSU, and have them sent to YOU! SDSU Transcripts Request Form can be obtained through WebPortal.
 - ISEP Direct students:** Complete a [Contractual Agreement](#) in order to use Financial Aid
- 6) Investigate [scholarships](#) and apply for financial aid using www.fafsa.edu.gov.
- 7) Print a copy of your Degree Evaluation from WebPortal as well as your [major advisor's contact info](#) to take with you. This will help you determine which classes to take if your preapproved courses are not available.
- 8) Research host country issues on [health, safety and security](#) and visit the U.S. Department of State [Students Abroad](#) website.
- 9) Connect with other ISEP students and alumni on the [SDSU Study Abroad](#) and [ISEP](#) facebook groups.
- 10) You DO NOT need to file a leave of absence for study periods of 1 year or less.
- 11) Attend the mandatory predeparture orientation. Your orientation will take place on: _____

Upon confirmation from ISEP

- Complete your Academic Approval Form (available from your Education Abroad Advisor)
- Review, sign and return the Participant Placement Acceptance Forms (PPAF) to the Education Abroad Office before the deadline.
- Purchase ISEP Health Insurance as required
- Read the SDSU [Study Abroad Handbook](#), [ISEP Student Handbook](#), & [ISEP Country Handbook](#)
- Complete the [Study Abroad Agreement Packet](#)
- Obtain a Visa (if required) to enter the country (be aware that Permanent Residents might have different requirements).

- 12) ISEP Exchange students pay program/reg. fees to SDSU by their due date in WebPortal. ISEP Direct students pay program fees to ISEP but do not pay reg. fees to SDSU.

While Abroad:

- 1) *Financial Aid is not disbursed until after SDSU starts. To receive your aid, make sure to send a [verification of enrollment](#) from your host university to Disbursements at fax **(619) 594-2568**. See the ["Accepted Students"](#) page on the Education Abroad website for details.*
- 2) Save syllabi from all classes taken abroad. This will be useful if you need to retroactively petition for credit.
- 3) If you have academic questions while abroad, contact the appropriate academic department directly.
- 4) ISEP program transcripts will be sent directly to SDSU. If you plan to apply to graduate school, etc. you must request additional transcripts for yourself.

Typically, credits will be posted 6 weeks to 3 months after completion of the program.
- 5) Use WebPortal while abroad to register for classes for your return semester to SDSU. You may access the [schedule of classes](#) on the internet.
- 6) If you plan to receive Financial Aid upon return to SDSU, complete and submit a [FAFSA](#) by the appropriate deadline.
- 7) Don't forget to send us photos of your travels...we love to hear from you! Send photos to: studyabroad@sdsu.edu and post cards to the address at the bottom of this page.

After you return:

- 1) Complete a [Study Abroad Program Evaluation](#).
- 2) Visit the "Alumni" section of the [Education Abroad](#) and [ISEP](#) websites.
- 3) Check your unofficial transcript (transfer section) and Degree Evaluation in WebPortal to see that your credits from abroad have been posted correctly. **Remember** that official transcripts must be sent to Enrollment Services!
- 4) If you completed courses that were not preapproved, you will use the Request for Adjustment to Academic Record ([RAAR](#)) form to petition for credit. The RAAR is available in the Office of Advising and Evaluations SSW-1551
- 5) Participate in the San Diego area study abroad returnee conference. Details can be found in the [alumni section](#) on the Education Abroad Website

* Note: To open links on this page, please use the pdf version in the "downloads" section of the study abroad website.

Required Documents for Study Abroad Through SDSU

↓ Application Materials Due By Deadline									Due Nov 30 for spring placement and April 15 for fall and full-year placement			
Program Type	Application Deadlines	Application	Application Fee	Essay	Faculty Recommendation Form(s)	Foreign Language Assessment Form	Official Transcripts Of ALL College Work	Course Request List	Academic Approval Form	Study Abroad Agreement Packet	Contractual or Consortial Agreement for Financial Aid	Attend Mandatory Pre-Departure Orientation
SDSU Exchange	Feb. 20 for fall Sep. 20 for spring See advisor for summer deadline	SDSU Exchange application for appropriate country.	student pays for shipping of application to host institution	A 500 word statement. One copy in English and one translated if language of instruction is not English.	1 on SDSU rec. form	Only if language of instruction is not English	Yes	Yes	Yes	Yes	No	Yes
CSU IP	February 1 for fall start, May 1 for spring start (Aus, NZ, S. Africa)	CSU on-line application	\$750 study abroad fee	3-5 paragraphs (see app. for details)	2 on CSU IP rec. forms	Only if language of instruction is not English (see IP form)	Yes	part of online application	CSU Faculty Approval Form	CSU Agreement Form	No	Attend CSU-IP orientation
ISEP Exchange	Jan. 15 for fall Aug. 15 for spring April 15 for summer	ISEP Application	See 1st page of current ISEP application	One copy in English and one translated if language of instruction is not English.	2 on ISEP rec. forms	Only if language of instruction is not English	Yes	Yes part of ISEP application (1 for each institution)	Yes	Yes	No	Yes
ISEP Direct	Jan. 15 for fall Aug. 15 for spring (rolling admissions through March 1st/Oct 1st) April 15 for summer	ISEP Application	\$60 payable to ISEP	One copy in English and one translated if language of instruction is not English.	1-2 on ISEP rec. forms (depending on program)	Only if language of instruction is not English	Yes	Yes part of ISEP application (1 for each institution)	Yes	Yes	check with the Office of Financial Aid and Scholarships	Yes
Non-SDSU Programs	Check with program provider	Check with program provider	Check with program provider	Check with program provider	Check with program provider	Check with program provider	Check with program provider	Check with program provider	Yes	Independent Program Waiver Form	check with the Office of Financial Aid and Scholarships	Yes