



SAN DIEGO STATE
UNIVERSITY

NON-SDSU PROGRAM CHECKLIST

Before You Go:

- 1) Get a [Passport](#) NOW!
- 2) Read the [Study Abroad Handbook](#)
- 3) If you need help selecting a program, consult www.iiepassport.org , www.studyabroad.com or catalogs available in the Education Abroad Office. Don't forget to investigate which independent programs offer scholarships!
- 4) Complete the application process required for your program. Be sure to contact your program provider via phone or email about application questions.
- 5) Meet with the appropriate advisor in the Education Abroad Office (students in the College of Business Administration must also meet with a CBA advisor).
- 6) Complete the following paperwork and submit to the Education Abroad Office. **Make sure to review the back of this form.**
 - [SDSU Independent Programs Abroad Waiver](#)
 - In order to receive **financial aid**, you must complete a [Contractual Agreement Form](#) (programs not directly sponsored by a US institution) OR a [Special Enrollment Agreement Form](#): (programs sponsored by a US sponsored university or college) Contact the Financial Aid Office if you have questions.
- 7) Investigate [scholarships](#) and apply for financial aid using www.fafsa.ed.gov.
- 8) 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.
- 9) Research host country issues on [health, safety and security](#) and visit the U.S. Department of State [Students Abroad](#) website.
- 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: _____
- 12) Upon acceptance
 - A completed Academic Approval Form (available from your Education Abroad Advisor)
 - Obtain [Health Insurance](#). Your plan MUST cover Repatriation and Medical Evacuation.
 - Obtain a Visa (if required) to enter the country (be aware that Permanent Residents might have different requirements).
- 13) Do not register for classes at SDSU or pay your reg. fees.

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](#)" section 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) Request program transcripts and have them sent directly to:

San Diego State University
Enrollment Services Transcript Unit
5500 Campanile Drive
San Diego, CA 92182-7416

Typically, credits will be posted 6 weeks to 3 months after completion of the program.
Also request additional transcripts for your own use.
- 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 Website.
- 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 of this form in the "downloads" section of the study abroad website.

SDSU Education Abroad Office, International Student Center, 5500 Campanile Drive, San Diego, CA 92182-5101
Tel: (619) 594-2475 Fax: (619) 594-6805 Email: studyabroad@sdsu.edu web: www.sdsu.edu/studyabroad



Choosing the Right Program

Are you going abroad through an independent study abroad program? Below is a series of questions you should ask yourself and the program representatives regarding study abroad opportunities. These will help you judge the quality of the program and help determine if it is right for you.

- Will a transcript be issued through an **accredited** U.S. or foreign institution? What is the name of the institution?
- Will coursework show as resident credit on your host institution transcript? If not, you will not receive credit at SDSU.
- Will you get letter grades or Pass/Fail?
- Will you be able to use your financial aid? Which types (federal grants, state grants, etc.)?
- Does the program offer scholarships and/or grants?
- How long has the program been in operation?
- What sort of pre-departure/arrival orientation is offered?
- Will there be an on-site coordinator should you have any problems? Does the coordinator speak English?
- What kind of housing is available (host-family, dormitory, apartment etc.)? Are housing and meals provided in the program costs?
- Will you be in specially designed courses for U.S. Americans or will you be in regular host university classes?
- What type of medical/health insurance is available?
- Will you be able to receive a refund should you not complete your program? If so, what percentage is refundable?
- Do you make your own travel arrangements to and from the host site?
- What about safety concerns? Is the latest information regarding safety provided to you prior to your departure?