



## SDSU EXCHANGE PROGRAM CHECKLIST

### Before You Go:

- 1) Apply for or renew your [Passport](#) NOW! Your passport must be valid at least 6 months after the end of your program.
- 2) Read the [Education Abroad Student 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) Complete the SDSU Exchange Application for your country (located on the [Forms and Checklists](#) page). The following documents must also be turned in with your application. Please see the checklist on the application for complete details.
  - 500 word essay
  - Course Request List
  - One Faculty Recommendation Letter or Form
  - Language Proficiency Report
  - Official transcripts from SDSU and all colleges and universities you have attended
  - Photocopy of your current passport
  - Institution specific requirements, if applicable
- 5) Investigate [scholarships](#) and apply for financial aid using [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- 6) 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.
- 7) Research host country issues on [health, safety and security](#) and visit the U.S. Department of State [Students Abroad](#) website.
- 8) You DO NOT need to file a leave of absence for study periods of 1 year or less.
- 9) Attend the mandatory predeparture orientation. Your orientation will take place on: \_\_\_\_\_
- 10) Complete an Academic Approval Form (available from your Education Abroad Advisor).

### Upon Acceptance

- 11) Complete the [Study Abroad Agreement Packet](#)
- 12) Obtain [Health Insurance](#). Your plan MUST cover Repatriation and Medical Evacuation.
- 13) Obtain a Visa (if required) to enter your host country (be aware that U.S. Permanent Residents might have different requirements).
- 14) Pay your tuition/registration fees by your due date in WebPortal but do not register for classes.

### While Abroad:

- 1) Financial Aid is not disbursed until after the first day of class at SDSU and after the first day of class at your host institution. To receive your aid, your host coordinator must send a [verification of enrollment](#) to the SDSU Disbursements Office at fax **(619) 594-2568**. See the "[Accepted Students](#)" page 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) Toward the end of your semester abroad, request 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](#) online.
- 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](mailto: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 in the "Forms & Checklists" 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
<b>SDSU Exchange</b>	<b>Feb. 20 for fall Sep. 20 for spring</b> 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
<b>CSU IP</b>	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
<b>ISEP Exchange</b>	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
<b>ISEP Direct</b>	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
<b>Non-SDSU Programs</b>	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