

## Study Abroad Checklist

**Advising and Application:** *This is the initial phase of the study abroad process. Make sure you get a good start by exploring the CGE website, and following the steps below.*

- Drop by the CGE in the Student Union** and meet with a **CGE Peer Advisor** to get general study abroad information and to look at program options.
- Research program options** by going to [global.utulsa.edu](http://global.utulsa.edu) and clicking “Go Abroad” and then “Explore Programs”. Search programs by CORE, location, major, blocks, courses pre-approved, internships available, etc.
- Talk to your Faculty Advisor and College Advisor** about your plans and discuss which type of courses you should look for when choosing a program abroad.
- Look at the database of pre-approved courses** the list of courses already approved for your desired program OR use it to help narrow down programs if the courses you need are already pre-approved. Go to the TU Portal then click on offices, then click on Center for Global Education.
- Apply to your desired program online** at [global.utulsa.edu](http://global.utulsa.edu) . Search for the program and click at “Apply Now”. Complete the online application and requirements. Online application and supplemental documents must be submitted by posted deadline. This includes the Course Approval Form (CAF) that needs to be signed by your Faculty Advisor and Collegiate Advisor. If your desired courses are not already approved on the database, you need to request new course approvals.
- Complete the Program Provider OR Host University application by their deadline.** Bring all additional required forms/documents to the CGE (at once) if you want us to mail them to the Program in your behalf.
- Make an appointment to meet with a **CGE advisor if you have questions** or need help with your applications. You can schedule it online once you are logged in the CGE application, clicking on STAFF and then on the name of the advisor. Program selection questions can be addressed by the study abroad advisor assigned to your college. Once you have chosen your program, look at the program page for the specific program advisor.
- Apply for a new passport OR renew** your expired or soon-to-be expired passport. Some countries require that your passport be valid at least six (6) months beyond the dates of your trip. Some airlines will not allow you to board if this requirement is not met.

**Conditional Acceptance:** *As soon as you complete your CGE application, it will be reviewed and you will be notified of a status change. Students that completed all the required items by the posted deadline and meet all CGE eligibility requirements will be Conditionally Accepted.*

- After you are Conditionally Accepted by the CGE, you must begin completing the post-acceptance items of your online application. Go to the CGE website [global.utulsa.edu](http://global.utulsa.edu) and LOGIN to view the required post-acceptance items. NOTE: Students are conditionally accepted until all of their post-acceptance items are complete, including attending the Final Advising and Pre-departure Meetings.

- Make an appointment to complete the MANDATORY “Final Advising Meeting/Budget” with a CGE advisor. During this meeting you will discuss your study Abroad Budget, Visas, Medical issues, etc.
- Watch the Pre-Departure Orientation Modules and take the quiz.
- Plan to attend the MANDATORY Pre-Departure meeting to prepare for your time abroad.

**Pre-departure:** *After conditionally accepted by the CGE and accepted by your program, it is time to start working on these:*

- Begin application process for obtaining a student visa (if required by your host country).
- Cancel on-campus housing for the term abroad.
- Students receiving Financial Aid or any TU Scholarships **MUST** submit an approved budget form to the Financial Aid Office before awards will be released.
- Enroll for special Study Abroad courses with your TU College Advisor to maintain your student status during the term you plan to study abroad.
- Make arrangements with the Business Office for Financial Aid/Scholarship refunds to be disbursed (if applicable).
- Visit Career Services to discuss how you will add your experience abroad to your résumé, LinkedIn and job search.
- Pack your bags, say goodbye to family and friends, and get ready to fly!

**In-country:** *After you have arrived in your program site, please do the following:*

- Let the CGE know you’ve safely arrived to your host country and give us your local contact information (including a cell phone number) for your time abroad by logging back to your CGE account and completing the ABROAD ADDRESS questionnaire.
- Let the CGE advisor know of any course changes and seek approval for any courses you wish to take abroad not listed in your Course Approval Form (CAF) by using the course approval database.
- Complete the Enrollment Verification Form (EVF) on your online account, listing the final list of courses you are enrolled at the foreign institution or program within 14 days of the program start date (7 days for summer programs)!
- Complete the optional Reflection Questionnaires online, so you can record your discoveries, impressions and challenges abroad, and can use these notes later when preparing for job interviews or grad school applications.

**Returnee:** *After you return to campus, please do the following:*

- Make sure that the CGE receives a transcript with your study abroad grades sent directly by the Host Institution/Program Provider.
- Complete the Program Rating and Review questionnaire as part of the CGE online application.