

EDUCATION ABROAD CHECKLIST

This checklist includes general steps students should consider when planning to participate in a WSU Global Learning Education Abroad program.

Please be aware that this checklist is NOT all inclusive.

FIRST STEPS

- Apply for a Passport -- Start this step as soon as possible! Processing can take anywhere from 4-12 weeks!
- Make sure your passport is valid for at least 6 months **AFTER** you plan to return from your program.
- Attend a Global Cougs 101 session to learn more about Global Learning opportunities.
- Research options on the WSU Global Learning website and in the Global Learning Resource Room.
- Meet with your Academic Advisor to determine the best time to go abroad and develop a degree plan.
- Meet with a Global Learning Advisor to discuss your options and the application process.
- Talk with your family; family members may be important sources of financial and decision-making support.

FINANCES

- Figure out your program budget -- be sure to include programs fees and estimated additional expenses, such as airfare, personal travel, and personal expenses.
- Ensure that you know your payment deadlines and how you plan to pay for your program.
- Meet with Student Financial Services to discuss your current award amount and what sources are applicable Education Abroad opportunities (if applicable).
- Contact Student Financial Services and/or your scholarship donors to verify that your funds are applicable for Education Abroad.
- Search for scholarships, including: international and national sources, WSU departments, study abroad program providers, and the Global Learning Department -- **APPLY EARLY!**

APPLICATIONS

- Complete an application for WSU in MyStudyAbroad (see instructions on other side of this page).
 - The WSU application is **REQUIRED** for all education abroad programs receiving credit
 - Students not receiving credit are required to complete and International Travel Registry
 - Please be aware that after the application deadline has passed or you have "committed" to your program, you will be charged a non-refundable application fee by WSU
- Complete the application for your specific program, by visiting the program's website or by meeting with the Global Learning Exchange Coordinator (for exchange programs).
Note: A separate application is **NOT** required for Faculty-Led Programs.
- Check your MyStudyAbroad homepage **AND** WSU email frequently for application updates.
 - Follow us on Facebook, Twitter or Instagram to stay current on application deadlines, events, and more!

INTERNATIONAL TRAVEL PREPARATIONS

- Meet with a medical professional to ensure your immunizations are current, and that you are aware of recommended immunizations or medications for the region where you are studying.
- Verify that you have enough medication to last for the duration of your program and that your medications are considered legal in your host country.
- Research if your program will require a visa in addition to your passport (REQUIRED for most countries).
- Purchase airfare when instructed by your program. There may be specific travel dates or recommended flights.
- Verify that you have INTERNATIONAL health insurance.
- Consider giving Power of Attorney to a family member, or adding them to your bank account.
- Attend a REQUIRED WSU Pre-Departure Orientation.
- Contact your credit card company and bank BEFORE departure to learn about international transaction fees and notify them that you will use your credit card or debit card abroad.
- Pack Light! Lay out everything you want to take and divide it in half, and then divide it in half again.

APPLICATION PHASES AND DEADLINES

STATUS:	APPLICATION PHASE	ACCEPTED	COMMITTED	ENROLLMENT PHASE
STEPS	<ul style="list-style-type: none"> - Create an application by logging onto MyStudyAbroad - Search for your chosen program and click "Apply Now" - Submit or upload the required documents - Please note that the Course Pre-Approval Form, the Program Acceptance Letter, and the copy of your valid passport can be submitted during the "Committed Phase" 	<ul style="list-style-type: none"> - After you have completed the items required in the Application Phase, your conduct record and GPA will be checked, and your application will be reviewed - You will either be accepted, or asked to complete further steps - Once accepted, you will need to decline or commit to your program 	<ul style="list-style-type: none"> - Once you commit, your application will be processed by the Global Learning Department - You MUST complete any remaining application items at this phase - Application and international health insurance fees will be charged to your student account 	<ul style="list-style-type: none"> - The Global Learning Department will enroll you in EA 300 placeholder credits - Program fees may appear on your student account if you are participating in a Faculty-Led program or exchange - The Global Learning Department will supply your Program Expense Form to the Financial Aid Office (if applicable)
REQUIREMENTS	<ul style="list-style-type: none"> - Signature documents - Questionnaires - BEGIN working on the Course or Internship Pre-Approval Form 	<ul style="list-style-type: none"> - Signature documents - Questionnaires - Continue working on the Course or Internship Pre-Approval Form 	<ul style="list-style-type: none"> - Signature documents - Questionnaires - Self-Assessment Medical Form - Upload copy of valid passport - Copy of Acceptance Letter - Course/Internship Pre-Approval Form 	You will be notified of the MANDATORY Pre-Departure Orientation
WITHDRAWAL POLICY	You can withdraw your application online with no penalty PRIOR to the application deadline and BEFORE you commit to your program.	You can withdraw your application online with no penalty PRIOR to the application deadline.	You can no longer withdraw your application online without penalty AFTER you commit to your program AND the deadline passes. To withdraw, please contact the Global Learning Department. No application fee will be incurred, IF you withdraw BEFORE the deadline.	You can no longer withdraw your application online. To withdraw, please contact the Global Learning Department. You will be responsible for the application fee and international health insurance AFTER the deadline has passed.

APPLICATION TYPE	SPRING & CALENDAR YEAR	SUMMER	FALL & ACADEMIC YEAR
WSU Application Deadlines:	November 1st*	April 1st*	May 1st*
WSU Exchange Program Deadlines:	October 1st*	March 1st*	March 1st*
ISEP Exchange Program Deadlines:	September 1st*	February 1st*	February 1st*
Faculty-Led and Program Provider Deadlines:	Please see individual program materials and websites.		

* If a deadline falls on a weekend or holiday it will be extended to the next business day.