

CHECK LIST STUDY ABROAD and USA OFF-CAMPUS STUDY

Anderson University Registration

Important Dates to Remember

For study during Semester II:

Applications for financial aid must be submitted by the second Friday in November.
Registration must be completed by the first Friday in December.

For study during Semester I or Summer term:

Applications for financial aid must be submitted by the last Friday in March.
Registration must be completed by the third Friday in April.

1. _____ Meet with the Director of International Education regarding general policy and procedure for study abroad or USA off-campus study. Also, meet with your academic advisor.

A faculty liaison will oversee your study experience. This person may be your advisor, a faculty member, a department chair or the Director of International Education. The faculty liaison person will review the course content of your proposed study and assist you in the application and registration process.

2. _____ Meet with your academic advisor and/or faculty liaison, select a study program, and obtain a course description, application, schedule of classes, cost information, etc.

All study programs and specific courses must be pre-approved by Anderson University. See A.U. endorsed study programs.

3. _____ Apply for a passport. (If required, apply for a visa.) Review safety and security issues related to the country and city where you intend to study. Review vaccination requirements, health insurance coverage and general health issues.

The Office of International Education can provide information regarding passports, safety and security issues, supplemental health insurance, International Student Identity Card, and study abroad orientation.

4. _____ In consultation with your faculty liaison, complete the A.U. registration form. Obtain the signatures of the faculty liaison and/or department chair.

The department chair must approve courses that apply to your major/minor. The registrar must approve courses that apply to your liberal arts requirements. The faculty liaison, in conjunction with the registrar, will assign appropriate course numbers for A.U. registration.

5. _____ If you are eligible for Anderson University financial aid for study abroad or USA off-campus study, complete the Application for Anderson University Financial Assistance and submit it to the Office of International Education.

While institutional financial aid for on-campus study does not automatically transfer to off-campus study programs, you may be eligible for a study abroad grant from Anderson University. For information, see Financial Aid.

6. _____ Meet with your Student Financial Services advisor. Provide Student Financial Services with cost information for your study program and be sure that all financial aid forms are completed and signed. Once you have completed payment arrangements, obtain a signature from Student Financial Services on the registration form.

Upon acceptance by the school where you intend to study, you will continue to make payment to Anderson University. Anderson University will then make payment to the study abroad program. There is an A.U. administrative fee of \$250.00 payable at this time.

7. _____ Read and sign the Anderson University Agreement and Release form. Complete Health Insurance and Contact Information form. Submit these forms to the Office of International Education. Obtain the signature of the Director of International Education on the registration form.
8. _____ Submit the registration form to the Office of the Registrar. This will complete your Anderson University registration for study abroad or USA off-campus study.

PLEASE NOTE THE FOLLOWING:

- You are required to attend all orientation sessions for study abroad.
- After you have completed your study, it is your responsibility to request that a transcript be sent to Anderson University. The faculty liaison person will review the transcript and submit your grade to the Registrar's Office.
- Upon returning to Anderson University, schedule an appointment with the Director of International Education. Complete and return the Study Abroad Evaluation form to the Office of International Education.