

# CHECK LIST FOR STUDY ABROAD

## Non-AU Registration / Transfer Credit

### Important Dates to Remember

#### For study abroad 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 Resource List of Endorsed 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 Study Abroad Transfer Courses form. Obtain the necessary signatures of advisor, department chair, etc. (Be sure to attach copies of course descriptions to the form.)

The department chair must approve courses that apply to your major/minor. The registrar must approve courses that apply to your liberal arts requirements.

5. \_\_\_\_\_ Read and sign the Anderson University Agreement and Release form. Complete Insurance and Contact Information form. Submit these forms to the Office of International Education. Obtain the signature of the Director of International Education on Study Abroad Transfer Courses form.

6. \_\_\_\_\_ Submit the Study Abroad Transfer Courses form to the Office of the Registrar. This will complete the documentation of your study abroad with transfer of credit.

### PLEASE NOTE THE FOLLOWING:

- You are required to attend all orientation sessions for study abroad.
- After you have completed your study abroad, 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. A record of your course work and the name of the institution where you studied will appear on your AU transcript.
- 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.