

## Steps to Studying Abroad on an Exchange or Affiliated Transfer Credit Program

*NOTE: For students planning to participate in a faculty-led program, please refer to the faculty-led page for more information and application deadlines.*

*This guide is meant to be taken generally, so keep in mind that specific requirements for your program may be different.*

### STEP 1:

Attend the bi-annual SHSU Study Abroad Fair and/or a Study Abroad Information Session to have basic questions answered and learn about the options for studying abroad through SHSU.

Also consider joining the Global Ambassadors Program where domestic students are paired with international students.

### STEP 2:

Meet one-on-one with the Study Abroad Coordinator to determine your specific plan of action, especially regarding which program you will apply for, what classes you will take, and how you will pay for the program. Apply for a passport if you don't already have one.

### STEP 3 (for Exchange & Affiliated Programs):

Have the courses you will take abroad approved for transfer through SHSU's Department Chairs on the **Course Equivalency Form**. You will submit this form to the Study Abroad Coordinator after required approval. It is recommended that you apply with enough lead time to complete this document before committing to the specific program in question. This is because it is beneficial to know the exact courses you can expect to receive credit for before any formal commitment is required.

### STEP 4:

Apply to the program you have decided upon. Contact the Study Abroad Coordinator if you are unsure how to apply for your Exchange or Affiliated program as procedures can vary. Keep in mind that on either type of program, you must complete an SHSU study abroad application and an application with the program provider/host institution.

## **STEP 5 (for Exchange & Affiliated Transfer Credit Programs):**

Submit all the necessary SHSU Study Abroad documents to the Study Abroad Coordinator after a program has been identified:

### Prior to Acceptance:

- **Study Abroad Information Sheet**
- **Exchange or Affiliated Program Application**
- **Exchange or Affiliated Responsibility Agreement**
- **Unofficial Transcript**

### After Acceptance into Program:

- **Emergency Contact Form**
- **Proof of Health Insurance**
- **Liability Waiver**
- **Behavior Contract**
- **Pre-Travel Health Survey**
- **Transcript Release Form**
- **Copy of Passport (valid 6 months beyond date of return to US)**
- **Copy of Visa (if applicable)**
- **Copy of Flight Itinerary**
- **Copy of Letter of Acceptance to Program (or other documentation verifying enrollment)**

### Optional Items/Not Required for All Students:

- **Financial Aid Budget Increase Form** (for Exchange programs only) - Contact Study Abroad Coordinator for more information.
- **OIP Study Abroad Scholarship Application**

## **Deadlines for submission of Exchange and Independent program application documents:**

**Spring Programs - 01 November**

**Summer Programs - 01 March**

**Fall Programs - 01 April**

Requests for alternative deadlines handled on a case-by-case basis, and situation must be addressed with Study Abroad Coordinator in advance. No new or previously unknown applicants will be accepted or processed after above deadlines. Keep in mind that the above deadlines are for the SHSU study abroad application. The individual provider/exchange partner associated with the study abroad program will have their own application process and deadlines.

## **STEP 6:**

Once you have been accepted to the program/university and have submitted a complete application to SHSU and received approval, you must apply for your visa (if necessary), register for courses at your university abroad (if necessary), apply for housing (if necessary), and book your travel (if necessary).

## **STEP 7:**

Register in the US Department of State **SMART Traveler Program**, and check for any **US Department of State Travel Warnings** to your destination country.

**Depart!**

### **\*PLEASE NOTE:**

**\*ALL study abroad students are charged a \$200 study abroad service fee that is NOT included in the program fees. It is a separate charge and is in addition to the program fee. This fee is only assessed after course registration and before departure.**

**\*SHSU will not approve any student travel to locations currently under US Dept. of State Travel Warning or locations that come under Travel Warning at any point in the study abroad process, including after the student has departed the US. Financial contingency plans should be made to compensate for any penalties incurred due to late program cancellation. Check the status of your proposed location below. No exceptions will be considered.**

**\*All documents mentioned in this information guide and contact information for the Study Abroad Coordinator are available on the SHSU Office of International Programs Study Abroad website:**

<http://www.shsu.edu/dept/international-programs/study-abroad/index.html>