

## ***Study Abroad Advisement Checklist for EOP Students***

*To facilitate a smooth transition abroad, be sure that the following items have been covered with the appropriate offices **prior to** departure:*

***At least one semester before planned trip:***

- \_\_\_\_\_ review study abroad plans with EOP Advisor (*EOP Office, HAB 401*)
  - \_\_\_\_\_ obtain a Study Abroad Fee Waiver/Deferral Form (*EOP Advisor*)
- \_\_\_\_\_ obtain and complete study abroad application (*Center for International Education*)
  - \_\_\_\_\_ obtain letters of recommendation (*one should be from your EOP Advisor*)
  - \_\_\_\_\_ write a narrative statement; include information about academic goals
  - \_\_\_\_\_ obtain an official transcript (*Records & Registration*)
  - \_\_\_\_\_ apply for the International Education Travel Grant for EOP Students, if eligible (*Grant information is attached*)
- \_\_\_\_\_ review study abroad plans with Financial Aid Advisor (*HAB 603*)
  - \_\_\_\_\_ share budget/cost of attendance of desired program with the Financial Aid Advisor
  - \_\_\_\_\_ if necessary, find employment and save \$\$\$
  - \_\_\_\_\_ be sure you have financial aid on file and all required documentation submitted for the academic year of travel
  - \_\_\_\_\_ complete student loan application (if applicable) as early as possible
    - \_\_\_\_\_ sign and return award letter
- \_\_\_\_\_ review completed application, narrative statement, and International Education Travel Grant materials with EOP Advisor
  - \_\_\_\_\_ plan **advance registration** needs with EOP Advisor
  - \_\_\_\_\_ make **housing** arrangements for the semester of return

***Upon Acceptance:***

\_\_\_\_\_ if necessary, apply for a **PASSPORT** as soon as possible (processing may take two months or more)

\_\_\_\_\_ if you are not a U.S. citizen, check with the consulate of the country/countries which you will be visiting on your study abroad program to determine if you are required to have a **VISA** to enter the country. If so, you may need to apply for a visa, but no sooner than four weeks prior to departure (a passport is required before you can obtain a visa)

\_\_\_\_\_ open an account with the *Hudson Heritage Federal Credit Union* (HAB basement) or be sure that you have an account with a bank that is a member of the Electronic Funds Transfer (EFT) program so your exchange check(s), loans, and other refunds can be directly deposited into your account

\_\_\_\_\_ obtain an ATM card to make withdrawals abroad (allows for the best currency exchange rates)

\_\_\_\_\_ obtain physical examination and vaccination updates as required

***Office of Student Accounts (HAB 210):***

\_\_\_\_\_ sign and return bill/invoice

\_\_\_\_\_ arrange Perkins and/or Stafford entrance interviews with the Loan Coordinator's Office (HAB 302) prior to your departure (if you are a first time borrower)

Student's name: \_\_\_\_\_

EOP Advisor: \_\_\_\_\_

Study Abroad Program: \_\_\_\_\_

Date: \_\_\_\_\_