

Study Abroad Advisement Checklist for EOP Students

*During your first year, with your EOP advisor, map out your major/graduation plan and include your study abroad semester(s). 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 19)
- ___ research study abroad destinations on library website: <http://newpaltz.libguides.com/studyabroad>
- ___ obtain a Study Abroad Fee Waiver/Deferral Form (EOP Advisor)
- ___ complete study abroad application online (Center for International Programs (CIP))
- ___ obtain letters of recommendation for program application and/or scholarships; (one should be from your EOP Advisor; other from faculty)
- ___ write a narrative statement; include information about academic goals
- ___ obtain an official transcript (mynewpaltz.edu); if doing a non-New Paltz program, you will be charged per transcript (Records & Registration, WH115)
- ___ apply for the International Education Travel Grant for EOP Students (available online - EOP Study Abroad website <https://www.newpaltz.edu/eop/studyabroad.html>). Other scholarships such as the Gilman - <https://www.iie.org/Programs/Gilman-Scholarship-Program>; Diversity Abroad (via the CIP) and SUNY New Paltz scholarships.
- ___ review study abroad financial plans with Financial Aid Advisor (WH124)
- ___ 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
- ___ process award letter (my.newpaltz.edu)
- ___ review completed application, narrative statement, and International Education Travel Grant materials with EOP Advisor
- ___ plan **advance registration** needs with EOP Advisor & major advisor
- ___ plan courses taken abroad with EOP and major advisor count towards degree progress (TAP) & upon return ensure credits are credited towards degree (workflow)
- ___ 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

- ___ file FAFSA as early as possible

- ___ ensure you have funds for program fees and deposits

Office of Student Accounts (WH114):

- ___ accept bill/invoice via my.newpaltz.edu

- ___ arrange Stafford entrance interviews with the Loan Coordinator's Office prior to your departure (if you are a first time borrower)

Student's name: _____

EOP Advisor: _____

Study Abroad Program: _____

Date: _____