

STUDY ABROAD CHECKLIST:

In order to ensure that you have the best possible experience, it is important to PREPARE! The following is a checklist which will help you start to plan your study abroad experience. This process requires PLANNING, PAPERWORK and DEADLINES. It is HIGHLY recommended that you begin this process a **YEAR IN ADVANCE** of your travel date!

1. Explore your options:

- _____ Review the Stephens study abroad website – programs that we offer:
<http://www.stephens.edu/academics/abroad/programs/>
- _____ Visit the Abroad office (set up a time/date) to complete Interest Profile
- _____ Discuss options with parents, advisors and friends who have been overseas
- _____ Attend a presentation from a third party provider (they usually visit campus 2-3 times per year)

2. Get Organized:

- _____ Outline your goals for this experience
- _____ Plot out your college educational plan (meet with advisor)
- _____ Determine your budget parameters (requires discussion with parents and maybe Financial Aid)
- _____ Research Scholarship opportunities – these are DATE sensitive – begin application process
<http://www.stephens.edu/academics/abroad/scholarships/>
- _____ Isolate your choices to 2-3 programs – then begin conversations with provider (ask questions)

3. Making a decision:

- _____ Isolate your choices to 1-2 programs, visit Study Abroad office – obtain a Study Abroad Application Packet – review and begin to complete (at least 4-6 months prior to departure)
- _____ Determine exactly which classes you wish to take – meet with advisor for approval
- _____ Determine exact costs of Study Abroad option – tuition, room/board and spending money (application includes Budget Worksheet!!)
- _____ If you are using Financial Aid.. MAKE sure you make an appointment with them!!!
- _____ DEADLINES – make sure you are aware of enrollment/application deadlines!!! (YOU will need to make application with Stephens College **and** with the Institution that you will enrolling with) – Submit applications prior to deadline
- _____ Passport! – apply for (allow a minimum of 10 weeks for processing)
- _____ VISA – work with the Institution/Third Party provider to ensure that this gets completed

4. Wait ACTIVELY

- _____ Save money
- _____ Research the country where you will be studying – read about safety concerns, methods of transportation, historic sites, politics, etc.
- _____ **AFTER BEING** approved for enrollment (from Stephens **AND** the Institution/Third Party provider) purchase airline tickets (please provide a copy to the Study

Abroad Office)

- _____ Get vaccinations if needed
- _____ Attend orientation meeting and visit FIANCIAL AID BEFORE you leave campus!!!

When you arrive in country, please contact your Study Abroad Coordinator at Stephens.

Upon return visit your Study Abroad Coordinator.