
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 good organizational skills. It is HIGHLY recommended that you begin this process a **YEAR IN ADVANCE** of your travel date! In addition, start saving money NOW for this experience.

1. Explore your options:

- Review the Stephens study abroad website
- Visit the Abroad office (make an appointment)

- Discuss options with parents, academic advisors and friends who have been overseas

- Attend a presentation from a third party provider (they usually visit campus 2-3 times per year)
- Attend the fall Study Abroad Fair to collect information

2. Get Organized:

- Outline your goals for this experience
- Plot out your college educational plan (meet with academic advisor)
- Determine your budget parameters (requires discussion with parents and maybe Financial Aid)
- Research Scholarship opportunities found on the Stephens website – these are DATE sensitive
- Isolate your choices to 2-3 programs

3. Making a decision:

- Isolate your choices to 1-2 programs, visit Study Abroad office – obtain a Stephens Study Abroad Application Packet – review and begin to complete (at least 5-6 months prior to departure)
- Determine exactly which classes you wish to take – meet with academic 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!!!
- The Stephens College Application has to be approved prior to applying with the provider.
- 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

- 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 pre-departure orientation meeting

- If you are using Financial Aid, you will need to meet with Financial Aid to discuss payment plan