DeSales Study Abroad Program Checklist

Use this checklist to help you plan your study abroad experience.

- **Get your passport.** If you don’t have one, apply for a passport. See http://travel.state.gov for instructions.
- **Obtain a visa** (if one is required). Information can be found in the Office of International Learning. Also refer to the consulate website of your host country (see: http://travel.state.gov). Applications may take over two months to process, plan accordingly.
- **Clear all holds on your account.** If you have financial, disciplinary, or academic holds you may not begin the process. If you receive a new hold during your application process, you will not be able to study abroad while that hold is in place.
- **Call the Office of International Learning for an individual appointment.** Research your program options first; be prepared to articulate your academic needs and the skills you hope to develop overseas. We will work with you to find a quality program that fits your needs and interests.
- **Complete and submit your chosen program application.** This is different than your Prior Approval Form. In most cases, you are responsible for sending your application directly to the program. Be sure to note all deadlines, read all materials sent by your program provider or host institution, and stay in constant contact with them throughout your application and pre-departure process. Most programs accept students based on a rolling admissions policy, so apply as soon as possible. In some cases, programs will fill before their stated deadlines. We cannot guarantee acceptance into any program or institution.
- **Complete the DeSales University Application for Study Abroad and return it to the Office of International Learning before the deadline.** This critical form lists all the courses you plan to take while abroad, and ensures appropriate transfer of credit. You’ll need to acquire the following signatures:
  - your advisor
  - your division head
  - the director of financial aid
  - the director of international learning
- **Submit the following paperwork to the Office of International Learning:**
  - Copy of your International Experience Form
  - Copy of the picture page of your passport
  - Copy of your visa, if one is required for your program
  - Copy of your flight itinerary.
  - Copy of your registration in STEP (Smart Traveler Enrollment Program) See http://goo.gl/dR12f
- **Schedule an appointment to meet with your physician.**
  - Some programs may require medical reports to be completed by a doctor, but it is also good to have a check-up before you leave the country.
- **Contact the Office of Residence Life.**
  - Cancel your housing for the semester you will be away and inquire about placements for your return to campus.
- **Attend the mandatory Pre-Departure Orientation meeting.** Dates and times will be announced shortly after mid-terms each semester.

**While you’re away:**

- **Upon arrival,** e-mail your overseas mailing address, cell phone number, and any other contact information to the Office of International Learning.
- **Contact your Academic Advisor or Department Chair to discuss the courses you will take the semester after you return.**
- **After you have completely registered for all classes overseas, please send the Office of International Learning a copy of your course schedule.** If you enroll in a course that was not listed on your DeSales University Application for Study Abroad, you must email the Division Head to have the course properly approved. Please use the Email Course Approval Template.
- **Before returning home,** request that your official transcripts be sent to the Office of International Learning.

If you make any changes to your study abroad plans, please contact the Office of International Learning immediately to avoid any problems with transfer of credit, course registration, and on-time graduation.

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