Study Abroad Check-List

Initial Planning

1. Identify objectives for studying abroad - What do I want to get out of my time abroad?
2. Identify how Study Abroad fits into your 4 year academic plan.
3. Research programs, locations, Institutions.
4. Identify what country or countries appeal to you.
5. Have a preliminary conversation with your parents about your interests.
6. Contact CGEE at globaled@radford.edu to set up a consultation appointment in 105 Cook Hall.
7. Order passport, if you do not have one.

Meeting with CGEE Office

1. Discuss academic, career, and personal reasons for wanting to study abroad.
2. Receive input and assistance identifying programs, locations, institutions.
3. Discuss costs of programs and sources of funding with CGEE.
4. After meeting with CGEE, review and compare the different study abroad options with your Academic Advisor:
   - Faculty-Led
   - Exchange
   - Affiliate
   - Internship

Application, Procedures, and Documents

1. When you have decided on a specific program apply on the RU CGEE website https://www.radford.edu/content/global-education/home/study-abroad/application.html
2. Apply to specific program via their website (ask S.A. Advisor for assistance). Applications typically require:
   - Transcripts
   - Essay
   - References
   - Passport Photos
3. Select host institution courses to complete Course Approval Form, to be signed by Academic Advisor, Chair of department for each class, and financial aid. When completed, turn into CGEE.
4. Consult with CGEE if you plan on using Financial Aid, CGEE will submit a Cost Sheet to the Financial Aid Office.
5. Purchase flight tickets and visa if necessary (except faculty-led programs). Visit www.travel.state.gov to learn more about the visa requirements of your host institution.
6. Attend Mandatory Pre-Departure Orientation before departing (see CGEE for details).
7. Register with the Smart Traveler Enrollment Program through the US Department of State (www.travel.state.gov).
8. Purchase study abroad insurance if not covered in your program and provide proof to CGEE.
Application Deadlines

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<tr>
<td>ISEP Exchange Priority Deadline for Spring Semester</td>
<td>September 1&lt;sup&gt;st&lt;/sup&gt;</td>
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<td>Affiliates for Spring Semester</td>
<td>October 10&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Summer Faculty-Led Program</td>
<td>October 31&lt;sup&gt;st&lt;/sup&gt;</td>
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<td>ISEP Exchange for Fall Semester</td>
<td>February 15&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Summer Affiliate Programs</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;</td>
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<td>RU Fall Semester Exchanges</td>
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<tr>
<td>RU Spring Semester Exchanges</td>
<td>October 15&lt;sup&gt;th&lt;/sup&gt;</td>
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Document Check-List

- Transcripts
- Essay
- Recommendation Letter
- Completed Course Approval Form
- Financial Aid Cost Sheet
- Passport
- Signed Study Abroad Student-Agreement Form
- Study Abroad Pre-Departure Brochure
- FERPA Form
- Health Form
- Code of Conduct/Honor Code Form
- Verification of Health Insurance
- Visa