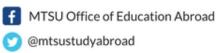
EDUCATION ABROAD CHECKLIST

✓	ALL STUDY ABROAD STUDENTS	
	Apply for Office of Education Abroad program pre-approval through our website	
	Meet with your Academic Advisor to ensure courses offered abroad are appropriate for your degree plan	
	OR Foreign Language students: Meet with the Foreign Language Department for course approval	
	Apply for your actual education abroad program once Office of Education pre-approval is confirmed	
	Investigate program costs and start planning your budget	
	Read ALL emails from the Office of Education Abroad, Program Provider, and/or Faculty Leader, follow ALL instructions and meet ALL deadlines	
	Apply for new passport (or renewal)	
	Submit Office of Education Abroad Pathway Packet documents by the deadline	
	Register and confirm your SABR course (or equivalent) through Pipeline prior to the program start date	
	Attend the MANDATORY on-campus Pre-Departure Orientation	
	Submit Office of Education Abroad Departure Packet documents by the deadline	
WE STRONGLY RECOMMEND:		
	Meet with the Office of Education Abroad about options & requirements	
	Meet with the Financial Aid Department about funding options	
	Schedule dates & deadlines in your calendar upon receiving them	
	Research your chosen location to learn about the culture, packing tips, and other pertinent city/country information	
	Research international cell phone plans/cell usage in your chosen location	
	Apply for the Office of Education Abroad Scholarship and other scholarship/grants as applicable	
OTHER:		

MTSU Office of Education Abroad Peck Hall 207 (615) 898-5179 educationabroad@mtsu.edu







CHECKLIST – EXCHANGE PROGRAMS

V	USE IN ADDITION TO THE CHECKLIST FOR ALL EDUCATION ABROAD STUDENTS	
	Meet with the Director of the Office of Education Abroad to discuss exchange program and nomination process	
	Read ALL emails from the Office of Education Abroad and host university regarding your exchange Follow ALL instructions and requirements exactly	
	Submit complete MTSU Preliminary Exchange Application to the Office of Education Abroad by the deadline	
	Complete host university application process, meet ALL host university requirements as requested	
	VISA:	
	Research your visa early, plan ahead!	
	Determine visa application process, consulate location, and cost	
	Note: You CANNOT apply for a visa until you have received your host university admission letter	
	Apply for visa	
	Contact the Office of Education Abroad if your course list changes while you are abroad	
	Register for next term courses at MTSU while abroad, complete any financial aid requirements for the next term, if applicable	
PLEASE REMEMBER:		
	You must meet ALL deadlines for the Office of Education Abroad AND the host university	
	Fall students: you may have last-minute items to complete for your host university/exchange process. We highly recommend you have flexibility & availability during the summer months to complete these requirements	
	You must enroll in the equivalent of 12 credit hours each semester	
	Do NOT book your flight until you have been informed to do so by your host university	
	Transcripts will be received approximately 2-3 months after the program ends	
	The exchange process takes time, have patience!	
OTHER:		