




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

 MTSU Office of Education Abroad
 @mtsustudyabroad
 @mtsustudyabroad



Note: you are responsible for all email and application content. Other requirements may be applicable.

CHECKLIST – EXCHANGE PROGRAMS

✓	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:	

Note: you are responsible for all email and application content. Other requirements may be applicable.