




# EDUCATION ABROAD CHECKLIST

<b>✓</b>	<b>ALL STUDY ABROAD STUDENTS</b>
	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
	<b>OR Foreign Language students: Meet with the Foreign Language Department for course approval</b>
	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
<b>WE STRONGLY RECOMMEND:</b>	
	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
<b>OTHER:</b>	

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 – PROVIDER PROGRAMS

<b>✓</b>	<b>USE IN ADDITION TO THE CHECKLIST FOR ALL EDUCATION ABROAD STUDENTS</b>
	Apply for your actual program through the provider website
	Regularly log into your program provider portal to view updates & upcoming deadlines
	Regularly log into your program provider portal and complete ALL required provider paperwork
	<b>VISA: (if applicable)</b>
	Research your visa early, plan ahead!
	Determine visa application process, consulate location, and cost
	You CANNOT apply for a visa until you have received your host university admission letter
	Apply for visa (Your provider can assist you with the visa process)
	Contact the program provider if you have questions about program details
	Read ALL emails from the Office of Education Abroad and program provider, follow ALL instructions and requirements exactly
	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
<b>PLEASE REMEMBER:</b>	
	You must meet ALL deadlines for the Office of Education Abroad AND the host university/provider program
	You must enroll in the equivalent of 12 credit hours each semester (summer requirements differ)
	Providers offer support services: visa assistance, pre-departure guidance, and more. Take advantage of their expertise!
	When in doubt, check your provider portal to determine where you are in the process and what remains to be submitted
	Transcripts will be received approximately 2-3 months after the program ends
<b>OTHER:</b>	

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