




# 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 and 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 – MTSU SIGNATURE PROGRAMS

<b>✓</b>	<b>USE IN ADDITION TO THE CHECKLIST FOR ALL EDUCATION ABROAD STUDENTS</b>
	Apply for your program with the faculty leader
	Regularly touch-base with your faculty leader and complete ALL required program paperwork as applicable
	Understand your program’s deposit and payment deadlines and make payments as required:
	All deposits and payments will be made at the MTSU Cashier’s Office unless the faculty leader directs you otherwise
	Your faculty leader will provide the correct account and index numbers for deposits and payments
	<b>VISA:</b>
	Most Signature Programs will not require a visa
	If your program requires a visa, your faculty leader will let you know
	Contact the faculty leader directly if you have questions about program details
	Read ALL emails from the Office of Education Abroad and faculty leader or Department, follow ALL instructions and requirements exactly
	<b>Course Registration:</b>
	Signature Program courses require registration and confirmation as with any other MTSU course
	The CRN will be provided by the faculty leader or Department at the appropriate time
<b>PLEASE REMEMBER:</b>	
	You must meet ALL deadlines for the Office of Education Abroad AND the Signature Program
	You must register for and confirm your study abroad course through Pipeline as you would any other MTSU course
	The faculty leader will have information about your study abroad country, academics and syllabus, and other information about the program. Take advantage of their expertise and ask questions!
	When in doubt, check with your faculty leader to determine where you are in the process and what remains to be submitted
<b>OTHER:</b>	

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