



Worksheet #2 – Study Abroad Procedures List

Capital minimum requirements to participate in overseas study

- Completion of at least one semester at Capital University.
- Minimum overall GPA of 2.50 (unless the particular study abroad program requires a higher minimum GPA).

Getting Started and Selecting a Program

- _____ 1. Goal Statement – Worksheet #1
- _____ 2. Review study abroad programs based on your goal statement.
Research materials are available in the Office of International Education (OIE) Resource Room and on websites such as <http://www.StudyAbroad.com/> or especially <http://www.IEPassport.org/>.
- _____ 3. Narrow your search to four or fewer program sponsors and obtain the following information:
 - Application materials
 - Course descriptions
 - Cost breakdown
 - Names and e-mail addresses or phone numbers from past student participants. You usually have to contact the program sponsor for these.These may be on the program website
- _____ 4. Review materials and select two choices to review with the study abroad advisor.
- _____ 5. Schedule an appointment with study abroad advisor in OIE to make final program selection and to ensure that the sponsoring institution is accredited.
- _____ 6. Make application to one or two programs. A copy of your application and Capital transcript must be submitted to the OIE before you apply to the program. **Before you apply, you must meet Capital's minimum requirements to be considered for overseas studies.**

Acceptance into a Program Completing the Course Approval Form (Worksheet #3)

**Deadlines for submitting *Worksheet #3* are:
November 1 for spring programs, April 1 for summer or fall programs.**

- _____ 1. Schedule an appointment with your academic advisor. Develop your schedule for study abroad from the course descriptions provided by the sponsoring institution. List courses you plan to take and with your academic advisor, determine how the courses will meet graduation requirements for your program at Capital University. **Make sure you are not duplicating any course for which you have previously received credit.**

If you are trying to earn credit for any CORE class while on study abroad, take the course description to the Chair of the Core (Prof. David Summers, English Department Chair, Renner 231). If the course description meets the goals for a CORE class, the Chair will initial the course on *Worksheet #3*.

Have your advisor keep a copy of *Worksheet #3* in your advising file.

- _____ 2. Have Student Affairs sign *Worksheet #3*. They do this to confirm your positive disciplinary record.
- _____ 3. If you have received your acceptance letter, register for Study Abroad 200 for the semester you are going on overseas study.
- _____ 4. With the cost breakdown information you obtained from the program sponsor, complete *Worksheet #4 – Study Abroad Budget Worksheet*. The tuition charges must be broken out separately from all other charges for correct financial aid application. Attach to *Worksheet #4* the cost breakdown from the program sponsor (a printout of a simple e-mail message is okay if that's the only way the breakdown was provided to you). Schedule an appointment with Financial Aid. (Please note that Capital University does not offer financial aid during the summer term.)
- _____ 5. Submit a bill to the Finance Director (Jeff Cisco) in the Finance Office so he knows the true costs of the program. If you are currently on a payment plan, talk with him to see if the plan will work for your overseas study program. Be aware that you will have out-of-pocket expenses that your financial aid won't cover and up-front expenses such as passport fees, airfares, program/tuition deposits with deadlines, etc., that YOU are responsible for paying before your financial aid reaches your Capital account at the beginning of the semester.
- _____ 6. It is a good idea to have a *Power of Attorney* (PoA) form on file with the Finance Office so the Finance Office can process any paper financial aid checks that arrive. A sample PoA form is available on the Capital Study Abroad web page. You can modify the sample to make your own PoA. An attorney is not ordinarily necessary for this process. Most banks and the Capital University Registrar have notary publics who will notarize your PoA.

- _____ 7. Have the Dean of your college sign the Course Approval Form if you are going during your senior year. If you participate during your senior year, ask the Dean if you need to complete your graduation audit before leaving for overseas study.
- _____ 8. Turn in your completed *Worksheet #3* to the OIE before the deadline.

Preparation

- _____ 1. Read all materials from the program sponsor as soon as you receive them. Some are time sensitive. Follow all directions carefully.
- _____ 2. Apply for a passport ASAP if you do not have one. It takes approximately 3 - 6 weeks to receive your passport. If an entry visa is required for your destination, you can apply for it only after you have your passport. To apply for a passport, go to the U.S. State Department website (<http://www.travel.state.gov/>) for application forms, latest fees, requirements and other information.
- _____ 3. Check with the program sponsor regarding visa requirements. Visas are issued by the embassy or consulate of your country of study (not the U.S. government). The U.S. State Department website (above) has interesting “Consular Information Sheets” on the countries of the world. These information sheets include contact info for the foreign embassies and consulates.
- _____ 4. Check with the program sponsor or the Center for Disease Control (<http://www.cdc.gov/travel/>) regarding health conditions in your country of study and for routine, recommended, and required immunizations.
- _____ 5. Contact your health insurance carrier to see if your insurance will cover you while you are on your overseas study program. If you need additional coverage, look into travel insurers such as CISI (<http://www.culturalinsurance.com/>) and <http://www.InsureMyTrip.com/>. All students should have coverage for:
 - major medical
 - medical evacuation
 - repatriation of remains
- _____ 6. Become informed about the country, culture and politics of your proposed program of study. Read books, newspapers and journals. Find a good travel guidebook and check out videos of the country from the library. Visit with international students, return study abroad students and faculty members who have been to that country.
- _____ 7. Attend the Pre-Departure Study Abroad Orientation program conducted by the OIE. It is typically held at the end of each semester. Attendance is mandatory.
- _____ 8. Make travel arrangements.
- _____ 9. Designate a Power of Attorney to handle bills and other important matters while you are gone.
- _____ 10. Make two extra copies of your passport. Take one copy with you and leave one with your family at home.
- _____ 11. Practice light packing!

- _____ 12. If you use prescription medicine take what you can with you in original marked containers. Check with program sponsor about filling prescriptions. Take eyeglasses prescriptions with you.
- _____ 13. Leave your overseas address with the OIE before you leave. If you do not yet have your address, send an e-mail to the OIE (international@capital.edu) upon arrival in your country of study.