ETSU Study Abroad Checklist Fall 2021

Meet with the Study Abroad Team

Recommended Deadline for Bucs Abroad Application	Mandatory Deadline for Bucs Abroad Application
11/22/2020	01/15/2021

Step 1: Visit Bucs Abroad Portal at https://studyabroad.etsu.edu

- ☐ Schedule an Interest Session
  - Click "Meet with Study Abroad Coordinator" and sign-up online
- ☐ Create a profile
  - Click "First Time Login"
- ☐ Decide how you would like to study abroad:
  - Click "Explore Semester Abroad" Options

Step 2: Receive Guidance from the Following

- ☐ ETSU Academic Advisor
  - Decide best semester/term to study abroad
  - Consider saving electives, languages, or gen ed courses for study abroad
- ☐ ETSU Financial Aid
  - Email Amy Collins at collinsa@etsu.edu to ensure your financial aid and scholarships permit study abroad, and that you follow specific scholarship policies
  - Pell Grant recipients: consider the Gilman Scholarship. Maria Costa is the Gilman representative. Contact interntl@etsu.edu to set up an appointment with her.
- ☐ Representative for ISEP/International Office/Organization
  - Communicate with the specific program you are traveling through
    - The ISEP representative is Marissa Pierre at mpierre@isep.org
- ☐ Family and Support System
- ☐ Assess Your Budget
  - Review the Fees Table on the Bucs Abroad program page
  - Direct Enrollment: purchase the CISI Health Insurance Plan, unless ETSU advises otherwise
    - Cost is $60. Instructions will be provided on the Bucs Abroad page after acceptance
  - Student Visa Fees (vary by country)

        - Fees vary by country
        - Budget for travel to the assigned consulate. This is based on your state of permanent residence (i.e. TN, NC, VA). This is not necessarily the closest consulate!
            - For example, Tennessee residents studying abroad in Spain must visit the consulate in Houston, TX. NC and VA residents may be assigned to other consulates.
            - See if a "consular correspondent" is available at closer proximity
            - Use the ISEP Country Handbook to research visa requirements (https://www.isepstudyabroad.org/before-you-go-abroad/country-handbooks)
    - Immigration Costs:
        - You will need to provide proof of sufficient funds, in the form of a bank statement, to the institution abroad's immigration office. Contact the individual university, ISEP, or program for this amount.

☐ Safety:
- Review US Department of State Travel Advisories for the country and city. Click "read more" for information on specific cities:
    - ETSU may decline or cancel travel due to advisory policies
    - https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/
    - https://travelmaps.state.gov/TSGMap/

☐ If Graduating Soon: Consult Graduation Office
- Ensure you know the deadline for when ETSU needs your international transcript, and that the university abroad will send your transcript prior to this time
- Ensure your program of study allows study abroad in your senior year

Step 3: Apply on Bucs Abroad Prior to Deadline

☐ Click "Program Search by Name" and select one of the following:
- ISEP students should apply for *ISEP Exchange in [name of region]*. The regions are, Europe, Africa, Middle East, Oceania, Latin America and Spain, Canada, or Asia
- Bilateral students should apply for *ETSU Exchange Program in [country]: [name of bilateral university]*

☐ A complete application includes <u>all</u> of the following documents, submitted prior to the deadline:
- $32 Application Fee
- Agree to Disciplinary Record terms
- Submit general application questionnaire
- Submit transcripts onto the Bucs Abroad page
- Bilateral and Direct Enrollment students only: faculty recommendation submitted prior to deadline

Apply On Program Webpage

Recommended Deadline	Mandatory Deadline for ISEP.org Application	Mandatory Deadline for Bilateral Application
12/13/2020	02/01/2021* *Note: this is an internal deadline. Use this deadline, not the deadline ISEP provides.	03/30/2021* *Note: deadline varies by institution.

Step 4: Apply to Program

- ☐ Assess the Academic Calendar
  - Ensure that you return to the USA before the next semester of ETSU classes begin
  - Check with the university, ISEP, or organization about the date they will mail your final transcripts to ETSU. Your ETSU financial aid and scholarships cannot be applied until 2-3 weeks after this date.
  - Consider studying abroad in the Spring if you want additional travel time
- ☐ Bilateral Students Only: email Study Abroad Coordinator to be nominated to the institution
- ☐ Apply on Program Webpage:
  - ISEP students: apply to isep.org prior to the internal deadline. Late applications, or those who do not match the Bucs Abroad application, will not be considered.
  - Bilateral students: apply to school as a visiting international student, direct enrollment students apply on program or university's website

Late Applications & Communication:

The program will ask the ETSU Study Abroad team to endorse your application to ensure you are meeting academic and eligibility requirements, as well as making informed decisions. ETSU may not endorse applications under certain circumstances; including, but not limited to:

- Emails & questions are unanswered
- Changes to application (such as region) that are not approved prior to the deadline
- Applications are past the internal or external deadline
- Travel advisories change

ISEP Students Only: Course List

Deadline: Tentative

ISEP Course List

- ☐ This course list is due to ISEP and not ETSU. Questions can be directed to your ISEP advisor. This list is not to be confused with the *ETSU Study Abroad Credit Approval Form*, where you are required to have chair signatures. The ISEP course list is a rough draft of what courses you would like to take while abroad. The *ETSU Study Abroad Credit Approval Form* is listed later on in this checklist with specific instructions.

Awaiting Your Acceptance Letter

Deadline: 02/28/2021

Step 5: Apply for Scholarships

- ☐ Apply for ETSU International Education Scholarship, see "Scholarships" link on Bucs Abroad
- ☐ Research other scholarships and apply (such as ISEP scholarships for LGBTQ, minority, and STEM students)

Step 6: Apply for Passport

- ☐ Apply for a passport, ~$190
  - If you have a passport, ensure your passport is valid 6 months after returning to the USA
  - We have on-campus passport services!

After Official Acceptance

Recommended Deadline	Official Deadline
03/15/2021, or as soon as accepted to university	Varies by Country

Step 7: Apply for Visa

- ☐ Follow instructions on The ISEP Country Handbook "visa" pages: https://www.isepstudyabroad.org/before-you-go-abroad/country-handbooks
- ☐ Note that you may need to travel to a Washington, DC or Atlanta, GA consulate to obtain your visa in person. Plan accordingly.
  - Tennessee residents studying abroad in Spain must visit the consulate in Houston, TX (VA and NC residents can visit the Washington, DC consulate)

Before You Depart the USA

Deadline: 05/01/2021, unless approved otherwise

Step 8: Complete the Following

- ☐ Submit Bucs Abroad Documents
  - Once your status changes to "accepted", you will have access to additional documents
  - Direct Enrollment Students: purchase ETSU CISI Health Insurance, unless ETSU advises you otherwise
  - Submit *Study Abroad Credit Approval Form*
    - Convert the credit hours to US Credit Hours (e.g. 24 ECTS = 12 US Credit Hours)
      - Don't assume that the hours are already in US credit hour format
    - List the equivalent to at least 12 or more US credit hours
    - Include course descriptions
    - Meet with the ETSU chair of each department you want to take courses in while abroad; obtain signature
    - Note that courses abroad are Pass/Fail instead of A-F
    - Meet with Amy Collins in Financial Aid (collinsa@etsu.edu) to obtain her signature. During busy seasons, she may need 3 weeks' notice
    - Submit form to Valerie Higgins (higginsv@etsu.edu) in the Office of Admissions
    - Convert the credit hours (don't assume they are the same number as US credit hours); ensure that they covert to at least 12 US credit hours
    - We recommend listing many more courses than you plan to take, in the event that a course is cancelled, full/not available, or too challenging upon arrival.
- ☐ Register on Goldlink for EXCH 3583. You will be emailed a permit from Study Abroad.
- ☐ Pay Room & Board Fees:
  - ISEP Students will be charged to their ETSU account the week prior to the start of ETSU classes
  - Bilateral students will pay room and board to the institution abroad
- ☐ If applicable: get necessary immunizations (visit CDC.org) and health insurance
- ☐ Attend Pre-Departure Orientation (date TBD)
- ☐ Register for courses at your institution abroad
  - Convert the hours to US Credit Hours (e.g. 24 ECTS = 12 US Credit Hours)
  - Don't assume the credit hours are equal to US credit hours
  - Register for the equivalent to 12 or more US credit hours
- ☐ Have a wonderful, amazing journey!

While Abroad

- ☐ **Note:** Beware of any pre-semester courses, or courses at colleges outside the official institution. Transcripts for these courses will likely not meet ETSU admissions standards.

- An ETSU admission expert will need to analyze the institution's accreditation standards before accepting a course as credit.
- ISEP, Direct Enrollment and Bilateral partners have already been vetted for accreditation standards, but their pre-semester courses, special courses, or partner schools have not.
- ETSU may need to create a consortium agreement with this school
- The Study Abroad Credit Approval Form assumes that the institution listed already meets accreditation standards

Before Returning to the USA

Deadline for Semester Students	Deadline for Academic Year Students
As soon as grades are released	As soon as grades are released

Step 9: Prepare for the USA

- ☐ Request institution to send transcripts, in English, to ETSU
  - **Note:** Students who do not arrange this prior to departure often have significant delays in receiving their financial aid/scholarships. Ensure transcripts are mailed prior to the start of classes at ETSU.
- ☐ Consider applying for APS, FWS, and internship opportunities within ETSU Study Abroad
- ☐ RSVP for the Bucs Abroad Re-Entry Party! We will celebrate your time abroad and help you adjust back to life in the USA. We will also discuss future career opportunities.

Hopelyn Mooney, MPH
Study Abroad Coordinator

Katie Powell
Study Abroad Intern

International Programs & Services
studyabroad@etsu.edu
423-439-7737