

SPRING SEMESTER EDUCATION ABROAD CHECKLIST

STEP 1

VISIT THE BUCS ABROAD PORTAL AT
[HTTPS://STUDYABROAD.ETSU.EDU](https://studyabroad.etsu.edu)

- EMAIL US TO ATTEND AN INTEREST SESSION (STUDYABROAD@ETSU.EDU)
- DECIDE HOW YOU WOULD LIKE TO STUDY ABROAD
 - CLICK "EXPLORE SEMESTER ABROAD OPTIONS" ON THE BUCS AROAD MAIN PAGE

STEP 2

MEET WITH ADVISORS AND
RESEARCH

- ETSU ACADEMIC ADVISOR
 - DISCUSS GRADUATION REQUIREMENTS, COURSE TYPES & STUDY ABROAD TIMELINE
- REVIEW FEE TABLES AND ASSESS YOUR BUDGET
- AMY COLLINS, ETSU FINANCIAL AID
 - DISCUSS FINANCIAL AID & SCHOLARSHIPS
- INTERNATIONAL OFFICE/ORGANIZATION REPRESENTATIVE ABROAD
- FAMILY AND/OR SUPPORT SYSTEM
 - SAFETY- REVIEW U.S. DEPARTMENT OF STATE TRAVEL ADVISORIES FOR THE COUNTRY AND CITY
- GRADUATION OFFICE- IF STUDYING ABROAD DURING YOUR LAST SEMESTER

SPRING SEMESTER

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STEP 3

APPLY ON BUCS ABROAD BEFORE APRIL 15

- CLICK ON THE PROGRAM YOU'RE INTERESTED IN & CLICK "APPLY NOW"
- SUBMIT ALL OF THE FOLLOWING DOCUMENTS PRIOR TO THE DEADLINE:
 - \$32 APPLICATION FEE
 - AGREE TO DISCIPLINARY RECORD TERMS
 - SUBMIT GENERAL APPLICATION QUESTIONNAIRE
 - AGREE TO OFFICIAL TRANSCRIPT TERMS
 - SUBMIT A FACULTY RECOMMENDATION

STEP 4

APPLY ON PROGRAM WEBPAGE BEFORE PROGRAM DEADLINE

- ASSESS ACADEMIC CALENDAR
 - ENSURE YOU RETURN TO THE U.S. BEFORE THE BEGINNING OF THE NEXT SEMESTER
- BILATERAL STUDENTS ONLY: EMAIL STUDY ABROAD COORDINATOR TO BE NOMINATED TO THE INSTITUTION
- APPLY ON PROGRAM WEBPAGE

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STEP 5

AWAITING YOUR ACCEPTANCE LETTER- BEFORE OCTOBER 1

- APPLY FOR SCHOLARSHIPS
 - SEE "SCHOLARSHIPS" LINK ON BUCS ABROAD FOR SCHOLARSHIPS
- APPLY FOR A PASSPORT
 - COST ~\$190
 - ENSURE PASSPORT IS VALID FOR 6 MONTHS AFTER RETURN DATE
 - ON-CAMPUS PASSPORT SERVICES AVAILABLE

STEP 6

AFTER OFFICIAL ACCEPTANCE- DO AS SOON AS YOU'RE ACCEPTED

- APPLY FOR VISA
 - NOTE- YOU MAY NEED TO TRAVEL TO WASHINGTON, D.C., ATLANTA, GA, HOUSTON, TX, OR ANOTHER CONSULATE LOCATION TO OBTAIN YOUR VISA. PLAN ACCORDINGLY!

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STEP 7

BEFORE YOU DEPART THE USA- DO BEFORE NOVEMBER 1

- ATTEND COHORT MEETINGS TO LEARN ABOUT NEXT STEPS
- SUBMIT ALL POST-ACCEPTANCE DOCUMENTS IN BUCS ABROAD
 - PURCHASE ETSU CISI HEALTH INSURANCE
 - COMPLETE THE STUDY ABROAD CREDIT APPROVAL (SACA) FORM
- REGISTER FOR EXCH 3583 ON GOLDLINK
- PAY ROOM AND BOARD FEES
 - BILATERAL STUDENTS PAY THESE FEES TO THE INSTITUTION ABROAD
- GET THE NECESSARY VACCINATIONS
 - CHECK THE CDC.ORG'S "TRAVELER HEALTH" TAB FOR MORE INFORMATION
- ATTEND PRE-DEPARTURE ORIENTATION
- REGISTER FOR YOUR COURSES ABROAD

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STEP 8

BEFORE RETURNING TO THE
U.S.- DO AS SOON AS GRADES
ARE RELEASED

- REQUEST INSTITUTION TO SEND TRANSCRIPTS, IN ENGLISH, TO ETSU
 - NOTE: FAILURE TO DO SO CAN RESULT IN LARGE DELAYS IN RECEIVING SCHOLARSHIPS FOR THE NEXT SEMESTER
- CONSIDER APPLYING FOR APS, FWS, AND INTERNSHIP OPPORTUNITIES IN EDUCATION ABROAD
- RSVP FOR THE BUCS ABROAD RE-ENTRY PARTY, AND CELEBRATE YOUR TIME ABROAD AS WELL AS YOUR FUTURE CAREER POSSIBILITIES!