



# ETSU Study Abroad Checklist Fall 2020

## Meet with the Study Abroad Team



Recommended Deadline	Mandatory Deadline for Bucs Abroad ISEP Option	Mandatory Deadline for Bucs Abroad Bilateral Option
11/22/2019	01/15/2020	01/15/2020



### 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](mailto: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](mailto: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](mailto:mpierre@isep.org)
- ☐ Family and Support System
  - Students cannot study abroad in US Department of State regions with a Level 3 or 4 travel advisory. Search by country and then click “read more” for region information.
    - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
    - <https://travelmaps.state.gov/TSGMap/>
  - Assess your budget:
    - Review the Bucs Abroad Fees Table on the program page

- 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.
- Assess the cost of a student visa: some countries require you to travel to a Washington, DC or Atlanta, GA consulate to obtain a student visa in person
- Tennessee residents studying abroad in Spain must visit the consulate in Houston, TX (VA and NC residents can visit the Washington, DC consulate)
- The ISEP Country Handbook "visa" pages are very helpful!  
<https://www.isepstudyabroad.org/before-you-go-abroad/country-handbooks>

☐ If Graduating Soon: 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 all 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
12/13/2019	02/01/2020* *Note: this is an internal deadline. Use this deadline, <u>not</u> the deadline ISEP provides.	03/30/2020* *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: 02/28/2020

#### **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
04/15/2020, 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.isepestudyabroad.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: 05/01/2020, 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
  - If applicable: 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](mailto:collinsa@etsu.edu)) to obtain her signature. During busy seasons, she may need 3 weeks' notice
  - Submit form to Valerie Higgins ([higginsv@etsu.edu](mailto: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 convert 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](http://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!

## Before Returning to the USA

Deadline for Semester Students	Deadline for Academic Year Students
Prior to Departure, or 01/01/2020	Prior to Departure, or 08/01/2020

### 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.

Study Abroad

International Programs & Services  
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423-439-7737