

ETSU Study Abroad Checklist

Direct Enrollment & TnCIS Programs

Summer 2020

Meet with the Study Abroad Team

Recommended Deadline	IE + Summer \$1,000 Scholarship Deadline
12/13/2019	01/31/2020

Note: the International Education + Summer \$1,000 scholarship deadline is 01/31/2019. Direct Enrollment and TnCIS Students (i.e. not ETSU Faculty-Led students) are required to have met with Study Abroad prior to the scholarship deadline.

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 Summer/Winter 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
 - Consider Gillman for Pell Grant Recipients
- ☐ Representative
 - Communicate with the specific program you are traveling through
 - TnCIS Representative: speak to Theresa Castillo about the process (tcastillo@pstcc.edu)
 - ETSU Faculty Led Trips: the faculty contact person, as listed on the course’s Bucs Abroad page
 - Direct Enrollment: speak to the organization representative or the university’s international office
- ☐ Family and Support System

- Assess your budget
- TnCIS students need to attend a mandatory orientation through TnCIS in Nashville, TN
- Review US Department of State Travel Advisories for the country and city. Click “read more” for information on specific cities:
 - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
 - <https://travelmaps.state.gov/TSGMap/>
- Determine whether you need a visa, and whether you need to travel to an embassy or if you can obtain one online. Most countries do not require a visa if visiting under 90 days. Some common exceptions are Brazil, China, Bolivia, Cuba and Australia. 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

Apply on Bucs Abroad Portal

Recommended Deadline	TnCIS Deadline	Direct Deadline
12/13/2019	02/01/2020	02/15/2020

Step 3: Apply on Bucs Abroad Prior to Deadline

- ☐ Click “Program Search by Name” and select one of the following:
 - TnCIS students apply for *TnCIS [country]*
 - Direct Enrollment students apply for *ETSU Direct Enrollment in [country]*, *API in [country]*, *ISEP in [country] – [university]*, *ISEP Direct*, *CISabroad*, etc. If you would like to apply for a program that is not listed, contact the Study Abroad Coordinator
- ☐ A complete application includes the following:
 - \$32 Application Fee
 - Agree to Disciplinary Record terms
 - Submit general application questionnaire, with official transcript attached
 - Direct Enrollment students only: faculty recommendation submitted prior to deadline

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



Other Applications



Recommended Deadline	TnCIS Deadline	Direct Deadline
02/15/2020	03/01/2020* *Note: certain trips have earlier deadlines. Check tncis.org to be certain.	03/01/2020* *Note: this is an internal deadline. Use this deadline, <u>not</u> the deadline the organization provides.

Step 4: Apply to Program

- ☐ Assess the Academic Calendar
 - Ensure that you return to the USA before the next semester of ETSU classes begin
- ☐ Apply on Program or University's Webpage:
 - Direct enrollment students apply on program or university's website
 - TnCIS Students: you will need to apply through Pellissippi State Technical Community College. Speak to Theresa Castillo (tcastillo@pstcc.edu) for instructions.

Step 5: Apply for Scholarships

- ☐ Apply for ETSU International Education Scholarship (without the + \$1,000 Summer): 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!



Before You Depart the USA



Deadline: 05/01/2020

Step 7: Apply for Visa, if needed

- ☐ Most countries do not need a visa if travelling for under 30 days. Check with your faculty leader or organization's advisor to be certain.

Step 9: Complete the Following

- ☐ Submit Bucs Abroad Documents
 - Once your status changes to “accepted”, you will have access to additional documents
 - **Direct Enrollment and TnCIS Students only:** 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 Direct Enrollment 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 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 for Course on Goldlink
 - TnCIS and Direct Enrollment Students: Enroll in EXCH 3583. You will be given a permit from Study Abroad and then emailed the exact CRN.
- ☐ If applicable: get necessary immunizations (visit CDC.org) and health insurance
- ☐ Attend Mandatory Pre-Departure Orientation
 - If TnCIS, this will be through TnCIS on a Saturday in Nashville, TN
 - If Direct, this will be through ETSU in May 2020
- ☐ Have a wonderful, amazing journey!

Returning to ETSU

Official Deadline: as soon as grades are released

Step 10: Prepare for the USA

- ☐ Before you return to the USA: request institution to send transcripts, in English, to ETSU
- ☐ Consider applying for APS, FWS, and internship opportunities within ETSU Study Abroad

Step 11: Consider a Semester Abroad

- ☐ Visit the Bucs Abroad portal at <https://studyabroad.etsu.edu> and click “Explore Semester Abroad Options”
- ☐ Assess the semester abroad application deadlines
 - Fall 2020: 01/15/2020
 - Spring 2021: 08/15/2020
 - Fall 2021: 01/15/2021
- ☐ Sign up for a Semester Abroad interest session! Click “Meet with a Coordinator” on <https://studyabroad.etsu.edu>

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