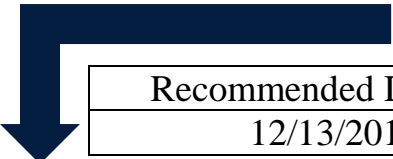
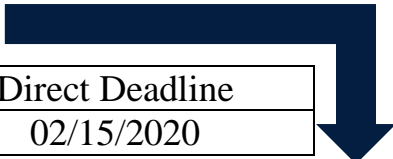


# ETSU Study Abroad Checklist Summer 2020

## Meet with the Study Abroad Team



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



### 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
- ☐ 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)
    - ISEP advisors for specific regions are available at the following website, under “Enrollment Management”: <https://www.isepstudyabroad.org/team>
- ☐ 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!

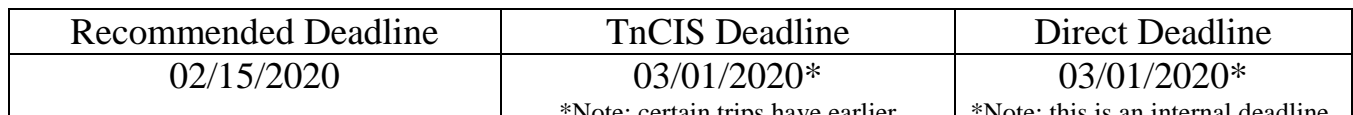
<https://www.isepstudyabroad.org/before-you-go-abroad/country-handbooks>

- ☐ If Graduating Soon: Graduation Office
  - Ensure you know the deadline for when ETSU needs your international transcript
  - 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:
  - 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:
  - \$30 Application Fee
  - Agree to Disciplinary Record terms
  - Submit general application questionnaire, with official transcript attached
  - Bilateral and Direct Enrollment students only: faculty recommendation submitted prior to deadline

### Apply On Program Webpage



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
  - Consider studying abroad in the Spring if you want additional travel opportunities before returning to the USA
- ☐ Bilateral Students Only: email Study Abroad Coordinator to be nominated to the institution
- ☐ Apply on Program Webpage:
  - ISEP students apply to isep.org, bilateral students apply to school as a visiting international student, direct enrollment students apply on program or university’s website

### On-Going Communication

Communication, communication, communication! The program will ask the Study Abroad Coordinator to endorse your application to show that you are making informed decisions. For this reason, the coordinator cannot endorse applications if emails are not answered and/or major updates are not communicated in advance of the deadline.



## Awaiting Your Acceptance Letter



Deadline: 03/01/2020

### 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!

### Step 7: TnCIS Students Only

- ☐ Ensure your TnCIS Course is Built
  - Contact the ETSU department chair & executive aid under which you are studying abroad. Ask them to create a course for your TnCIS class so that you can enroll in the course.
  - Ensure that the course section is “T50” to show that it is a study abroad course
- ☐ Please complete this step even if you have not receive official acceptance from ETSU.



## Before You Depart the USA



Deadline: 05/01/2020

### Step 8: 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 “acceptance”, you will have access to additional documents
  - Direct enrollment students only: submit *Study Abroad Credit Approval Form*
    - Include course descriptions
    - Meet with the ETSU chair of each department you want to take courses in while abroad; obtain signature

- 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
- ☐ Register for Course on Goldlink
  - If TnCIS: Refer to individuals in Step 7. Enroll in T50 section of the course.
  - If Direct Enrollment: 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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