

ETSU Study Abroad

Checklist

8-18 Months Prior to Departure

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 Options” or “Explore Semester Abroad Options”

Step 2: Receive Guidance

- ☐ 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
- ☐ Representative for ISEP/International Office/Organization/TnCIS
 - 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 and where you are comfortable going

Step 3: Apply to Bucs Abroad before Deadline

- ☐ A complete application includes the following:
 - \$30 Bucs Abroad Application Fee
 - Accepting the Disciplinary Record terms
 - General application questionnaire, with transcript attached
 - Bilateral students only: a faculty recommendation
- ☐ Apply for ETSU International Education Scholarship, see “Scholarships” link

Step 4: Apply to Program before Deadline

- ☐ 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 to travel before returning to the USA
- ☐ Apply before the deadline:
 - ISEP students only: apply on isep.org before **Feb 8th** for Fall, **Sept 25th** for Spring
 - Bilateral students only: ask Study Abroad for nomination, then apply to school
 - TnCIS students only: apply on tncis.org

- Direct students only: 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.

Step 5: Apply for Passport and/or Visa

- ☐ Apply for a passport
 - If you have a passport, ensure your passport is valid 6 months after returning to the USA
 - We have on-campus passport services!
- ☐ If applicable: apply for a visa
 - You may need to travel to a Washington, DC, Atlanta or Houston consulate to obtain your visa in person. Budget accordingly.

2-6 Months Prior to Departure

Step 6: Before You Leave

- ☐ Submit Bucs Abroad Documents
 - Once your status changes to “acceptance”, you will have access to additional documents
 - If applicable: 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) 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
- ☐ Register on Goldlink for EXCH 3583. You will be emailed a permit from Study Abroad.
- ☐ If applicable: get necessary immunizations (visit CDC.org) and health insurance
- ☐ Attend Pre-Departure Orientation (date TBD)
- ☐ Have a wonderful, amazing journey!

Returning to ETSU

Step 7: Ongoing Support

- ☐ Before you return to the USA: request institution to send transcripts, in English, to ETSU
- ☐ Attend Bucs Abroad Ambassador meeting!



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