

Study Abroad

EAST TENNESSEE STATE UNIVERSITY

8-18 Months Prior to Departure

Step 1: Visit the Bucs Abroad Portal

- ☐ Visit Bucs Abroad at studyabroad.etsu.edu and click “Get Started” to:
 - Create a Profile
 - Submit Inquiry Form
 - Schedule an Appointment
- ☐ Click “Program Info” to get a general idea of how you would like to study abroad:
 - Semester Exchange
 - ETSU Faculty-Led
 - Direct Enrollment
 - TnCIS
- ☐ Click “Deadlines” to ensure you apply on time

Step 2: Consult the Following Individuals

- ☐ ETSU Academic/Faculty Advisor for:
 - Best terms to study abroad
 - 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 satisfy the course requirements
- ☐ Study Abroad Faculty Leader / ISEP Advisor / Organization Advisor

Consult the leader of the specific study abroad program you are travelling through to ensure it is a good fit. This may be an ETSU faculty member leading the trip, an ISEP advisor, or organization representative. Our ISEP representative is Marissa Pierre at mpierre@isep.org
- ☐ Your Support System/Family

Assess your budget and where you are comfortable going

Step 3: Submit All Bucs Abroad Application Documents before Deadline

- ☐ A complete application includes the \$30 Bucs Abroad Application Fee, accepting the Disciplinary Record form, and submitting the general application questionnaire
- ☐ Signature Verification form: if the system asks for this, it thinks you are under the age of 18. Please edit your profile and ensure your birth date is listed.
- ☐ Apply for ETSU International Education Scholarship, see “Scholarships” link

Step 4: Apply via the Program (ETSU Faculty-led: skip this step)

- ☐ Assess the Academic Calendar

Ensure your ETSU classes do not begin before you return to the USA. Some students prefer to study abroad in the Spring so they have the option to stay and travel during the summer.
- ☐ Apply before the deadline:
 - ISEP: apply on isep.org before priority deadline: Feb 15th for Fall, Sept 1st for Spring

- Bilateral: ask Hopelyn to nominate you for a bilateral school, then apply before deadline
- Direct/TnCIS: apply via their website before the deadline
- ☐ Communication for Endorsement

Semester abroad applications require endorsement from the Study Abroad Coordinator to show that the student is making informed decisions. For this reason, the coordinator cannot endorse applications if emails are not answered and/or major updates are not communicated.

Step 6: Apply for Passport and/or Visa

- ☐ Apply for a passport. If you have one, ensure your passport is valid 6 months after returning to the US. We have on-campus passport services!
- ☐ If applicable: apply for a visa

You may have to travel to a Washington, DC, Atlanta or Houston consulate to obtain your visa. Budget accordingly.

2-6 Months Prior to Departure

Step 5: Bucs Abroad Post-Acceptance Steps

- ☐ Continue to Communicate with Study Abroad
- ☐ Submit post-acceptance documents on Bucs Abroad

The page will unlock additional documents once you are accepted. Submit all before you leave.
- ☐ Submit *Study Abroad Credit Approval Form*
 - Meet with the chair of the department in which you would like to receive course credit. For example, if studying History abroad, meet with the History Department Chair
 - Provide the Chair with course descriptions
 - Schedule an appointment 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 and health insurance
- ☐ Attend Pre-Departure Orientation

For semester abroad students, this is always scheduled for the “study day” when classes are not in session, which is the Friday before final exams
- ☐ **Have a wonderful, amazing journey!**

Returning to ETSU

Step 6: Ongoing Support

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



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