



8-18 Months Prior to Departure

Step 1: Schedule an Appointment and Visit the Bucs Abroad Portal

- ☐ Create a Bucs Abroad profile
Visit studyabroad.etsu.edu and click “Get Started”
- ☐ Submit Inquiry Form
- ☐ Schedule a Study Abroad Appointment
Call 423-439-7737 or email interntl@etsu.edu
- ☐ Review Bucs Abroad “Program Info” to get a general idea of how you would like to study abroad:
 - ISEP Exchange
 - Bilateral Exchange
 - Direct Enrollment
 - ETSU Faculty-Led
 - TnCIS
- ☐ Review Bucs Abroad “Deadlines” to ensure you apply on time

Step 2: Consult the Following Individuals

- ☐ ETSU Academic or Faculty Advisor
He/she may advise a particular semester to study abroad (certain classes may only be offered in the fall, for example), or let you know if your program licensure has flexible study abroad options
- ☐ ETSU Financial Aid
Call or email Amy Collins at collinsa@etsu.edu to ensure your financial aid and scholarships permit study abroad, and that you satisfy the course requirements
- ☐ If applicable: ISEP Advisor / Organization Advisor
If you are considering a semester abroad through ISEP or another organization, email him/her for help choosing the right program and location. Our ISEP representative is Marissa Pierre at mpierre@isep.org
- ☐ Your Support System or Family
Assess your budget and where you are comfortable going. Talk to us if you need help finding an affordable program!

Step 3: Apply via ETSU Bucs Abroad

- ☐ Submit the General Application on Bucs Abroad before deadline
- ☐ Pay the \$30 Bucs Abroad Application Fee before deadline
- ☐ Accept the Disciplinary Record form (if it asks for a guardian signature, add your DOB to your Bucs Abroad profile) before deadline

Step 4: Follow Instructions for the Program

- ☐ Continue to communicate with Hopelyn and the ISEP / Organization Advisor so they can endorse your study abroad

- ☐ Assess Program Dates
Look at the program dates. 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: apply via their website before the deadline
- ☐ Apply for a passport/ensure it does not expire soon. We have on-campus passport services!

2-6 Months Prior to Departure

Step 5: After ETSU Acceptance

- ☐ The organization itself and financial aid will ask for ETSU approval. Ensure you communicate effectively so we can endorse your semester abroad.
- ☐ Submit Additional Documents on Bucs Abroad
The page will unlock additional documents once you are accepted. Submit all before you leave.
- ☐ Register on Goldlink for Study Abroad Course—you will need a permit from Hopelyn
- ☐ Submit *Study Abroad Credit Approval Form* along with Course Descriptions
Meet with the chair of the department in which you would like to receive course credit at ETSU. For example, if studying Spanish Language abroad, meet with the Spanish Department Chair. Provide them with course descriptions from the abroad institution. Turn in this document to Valerie Higgins (higginsv@etsu.edu) in the Office of Admissions.
- ☐ Apply for ETSU International Education Scholarship
- ☐ Get Necessary Immunizations, visas, and health insurance
- ☐ Attend Pre-Departure Orientation
This is always scheduled for the “study day” when classes are not in session, which is the Friday before final exams week
- ☐ **Have a wonderful, amazing journey!**

Returning to ETSU

Step 6: Ongoing Support

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



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