

# ETSU Study Abroad Checklist Spring 2020

## Meet with the Study Abroad Team

Recommended Deadline	ISEP Deadline	Bilateral Deadline
05/15/2019	08/15/2019	09/05/2019

### 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)
- ☐ Family and Support System
  - Assess your budget
  - 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/>
  - You may need to travel to a Washington, DC or Atlanta, GA consulate to obtain your visa in person. Budget accordingly.
  - Tennessee residents studying abroad in Spain must visit the consulate in Houston, TX (VA and NC residents can visit the Washington, DC consulate)

- The ISEP Country Handbook “visa” pages are very helpful!  
<https://www.isepstudyabroad.org/before-you-go-abroad/country-handbooks>
- ☐ If Graduating Soon: ETSU 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:
  - ISEP students should apply for *ISEP Exchange in [name of region]*. The regions are United Kingdom, Europe, Africa, Middle East, Oceania, Latin America and Spain, Canada, or Asia
  - Bilateral students should apply for *ETSU Exchange Program in [country]: [name of bilateral university]*
- ☐ A complete application includes all of the following documents, submitted prior to the deadline:
  - \$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	ISEP Deadline	Bilateral Deadline
08/01/2019	09/25/2019*	09/30/2019*
	*Note: this is an internal deadline. Use this deadline, <u>not</u> the deadline ISEP provides.	*Note: deadline varies by institution.

### 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: 10/31/2019

### 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!

## After Official Acceptance

Recommended Deadline	Official Deadline
10/15/2019, or as soon as accepted to university	Varies by Country

### Step 7: Apply for Visa

- ☐ Follow instructions on The ISEP Country Handbook “visa” pages:  
<https://www.isepstudyabroad.org/before-you-go-abroad/country-handbooks>
- ☐ Note that you may need to travel to a Washington, DC or Atlanta, GA consulate to obtain your visa in person. Plan accordingly.
  - Tennessee residents studying abroad in Spain must visit the consulate in Houston, TX (VA and NC residents can visit the Washington, DC consulate)

## Before You Depart the USA

Deadline: 11/01/2019

### Step 8: Complete the Following

- ☐ 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](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 on Goldlink for EXCH 3583. You will be emailed a permit from Study Abroad.
  - ☐ If applicable: get necessary immunizations (visit [CDC.org](http://CDC.org)) and health insurance
  - ☐ Attend Pre-Departure Orientation (date TBD)
  - ☐ Have a wonderful, amazing journey!



## Returning to ETSU



Official Deadline: as soon as grades are released

### Step 9: 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
- ☐ Attend Bucs Abroad Ambassador meeting! We will celebrate your time abroad and help you adjust back to life in the USA.

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