

## Study Abroad Student Checklist and Responsibility Form

Preparing for a summer, semester or academic year abroad takes a lot of planning, determination and hard work. At times it can be an overwhelming experience between choosing the correct program, applying to the program and making necessary arrangements such as travel plans, passports, student visas, etc. The ultimate responsibility lies with you to keep us informed of the decisions and plans you make for your study abroad experience. The Study Abroad Office is here to facilitate the process; however, you are responsible for being sure you have met the following requirements:

- Study Abroad 101:** Familiarize yourself with the study abroad process, by attending a Study Abroad 101 Session or viewing the on-line powerpoint presentation.
- Academic Advisor:** Meet with your Academic Advisor to plan for your classes abroad and for the semester you return to Clemson (you will need to register for that semester while you are abroad), and to have your advisor approve the courses you plan to take while abroad (Request for Approval of Work to Be Taken Abroad Form).
- Study Abroad Advisor:** Meet with your Study Abroad Advisor.
- Application and References:** Bring in your completed Clemson University study abroad application (including academic reference), a photograph, and the application for the study abroad program you are planning to attend (if applicable). We will fax/mail your program application for you.
- Financial Aid:** If you receive ANY form of financial aid, federal, state, institutional scholarships, loans, and/or grants you MUST make an appointment to see Gail Woods in the CU Financial Aid Office well in advance of your departure.
- Acceptance and Supporting Materials:** Read ALL materials given to you by the Study Abroad Office and program sponsor.
- Passport:** Obtain a passport. It is never too early to begin the application process for your passport. [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).
- Student Visa:** Upon acceptance into your study abroad program, you should apply for your student visa. Make sure this and all other documents are prepared well in advance. Check with the nearest Consulate of your host country to obtain visa application and information or go to [www.embassy.org/](http://www.embassy.org/).
- International Student ID Card:** An international student ID card can be obtained at the Tiger 1 card office in Fike. This card provides you with a number of discounts for transportation, entry fees, etc.
- Work to be Taken Abroad Form:** Complete the "Request for Approval of Work to be Taken Abroad Form" at least four weeks prior to your departure and bring it to the Study Abroad Office. If you have financial aid, Gail Woods in the Financial Aid Office will also need a copy. Your aid will not be released until the Financial Aid office has a copy of your form. (Be certain to have more classes approved than you will actually take, in case of schedule changes.) If you do not turn in a form, our office can not help facilitate course changes while you are abroad. If you have turned in a course approval form and your course schedule changes from what you had approved, email the corresponding department a copy of the course description and copy our office at [abroad-L@clemson.edu](mailto:abroad-L@clemson.edu). Once the course is approved by the academic department, we will forward a new form to your academic advisor/department for signatures. The original form will be taken to 104 Sikes upon completion of your study abroad and receipt of your official transcript. Credit will transfer back to Clemson University if student makes at least a 'C' and the course has been approved. Grades will not transfer. Also, keep in mind that if you are planning to attend graduate school (med, law, business, etc.) these schools may want an original copy of your overseas transcript and grades. It is your responsibility to be sure that you are meeting course requirements that may apply to your particular graduate school selection.
- Cross-Cultural Awareness Requirement:** Have you met your general education cross-cultural awareness requirement? If not, then talk to our office about how you might be able to use your study abroad experience to do so. Note that studying abroad does **NOT** mean that you have automatically met this requirement.
- Medication:** Obtain all medications you will need during your study abroad. Contact the Embassy for the country in which you plan to study and verify that these medications can be legally brought into the country.
- Immunizations:** Be certain to check with your family physician and area health department about immunizations for the country in which you will be studying. Go to [www.cdc.gov/travel/](http://www.cdc.gov/travel/) for more information.
- Insurance:** You are required to have study abroad insurance that includes repatriation, medical evacuation, and emergency medical insurance. Check with the study abroad office for brochures on the medical insurance. You will be invoiced for the costs of this insurance. Please do not enroll on-line. If you are

participating in a program with a 3rd party provider or a direct program that does not include the required insurance, you will also be billed for the insurance.

- Degree Completion/Residency Requirement:** Should you be within the last 43 credit hours of the completion of your degree, you must contact the Office of Undergraduate Studies (Dr. Jeff Appling) in E103 Martin Hall to have the requirement waived for your study abroad experience. Make sure to set up an appointment with your Records Counselor in 104 Sikes to verify all requirements have been satisfied for completion of your degree and graduation.
- Clemson University Housing:** If you live in CU campus housing, be certain to notify them in advance of the semester that you will be studying abroad. Also be certain to make housing arrangements for the semester that you return to Clemson.
- Pre-departure Orientation:** You are required to attend pre-departure orientation. Please check with the Study Abroad Office for times and locations of orientation.
- Course Enrollment:** You will be enrolled at Clemson University in one of three ways. SAP 101/801, TSAP 101/801, or directly into a Clemson University course abroad (noted with a 600 section number). Students participating in an exchange program with no other direct enrollment in a Clemson course will be enrolled in SAP 101/801 after completion of pre-departure orientation. Students participating in a 3rd party provider or direct program will be enrolled in TSAP 101/801 after completion of pre-departure orientation. Students participating in an approved CU program abroad are directly enrolled through SIS and therefore will not also be enrolled in SAP 101/801 or TSAP 101/801. Without one of these types of enrollment, you will no longer be considered a Clemson University student and will need to apply for reinstatement upon your return.
- Programs Payments:** If you are participating in a Clemson exchange or summer program including ISEP, an invoice will be created in the Bursar's Office for tuition and fees. If you are participating in a 3rd party provider or direct program, you will receive an invoice for the Study Abroad Administration Fee and medical insurance, if not included in your program. Payments to the 3<sup>rd</sup> party provider will be made directly to it.
- Payments for Semester of Return:** Remember to make arrangements for your academic fees to be paid for the semester you are returning to Clemson. If your fees are not satisfied in advance, your class schedule will be dropped from the CU enrollment system.
- Money:** Plan to take enough traveler's checks/check card/cash to get you started for your summer, semester or year abroad. A safe and quick way to put money into an account is to get a wire transfer from home put directly into your new account. Make certain you have your home bank's ID number. In many countries your home bank ATM card will work as well, and you will normally obtain the best exchange rate at the time of the transaction. Having a major credit card is also advised. Let your bank/credit card company know that you will be traveling abroad and find out the daily withdrawal limits and applicable fees.
- Host Institution Coordinator:** For a successful arrival, make certain to give the host institution coordinator your arrival information at least three weeks prior to your arrival. Request a confirmation of receipt of this information, and if there are still questions, communicate them to the host institution coordinator well before departure. If you are living with a host family, you may also wish to carry along a small gift for the family upon your arrival.
- Communication with Campus:** Unless you provide us with a different email address, we will communicate with you through your Clemson email address. You should check this address regularly to receive news and information from our office.
- Re-entry:** Contact the Study Abroad Office upon your return to complete program evaluations, to participate in a Reentry Workshop, and to learn about other opportunities to share your experience at Clemson and to continue your involvement with international activities.

I verify that I have read the Study Abroad Student Checklist and Responsibility Form. I understand and agree that I must fulfill all the requirements listed above in order to participate in a study abroad program, and that responsibility for these items ultimately rests with me.

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Student's name (printed)

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Student CU ID number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Study Abroad Staff

\_\_\_\_\_  
Parent Signature if applicant is under 18

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Date