

## Alfred University Study Abroad Student Checklist

- \_\_\_\_\_ Go to [www.alfred.edu/studyabroad](http://www.alfred.edu/studyabroad) and create an account.
- \_\_\_\_\_ Make an appointment and meet with Vicky Westacott at the Office of International Programs .
- \_\_\_\_\_ Decide which program, exchange, etc. you wish to pursue.
- \_\_\_\_\_ Complete a preliminary application at [www.alfred.edu/studyabroad](http://www.alfred.edu/studyabroad).
- \_\_\_\_\_ If you want to go abroad through an exchange, ask your advisor to send a brief letter recommending you for the exchange to Vicky Westacott at [fcobb@alfred.edu](mailto:fcobb@alfred.edu).
- \_\_\_\_\_ Fill out the application for the program and give a copy to the Office of International Programs.
- \_\_\_\_\_ Mail in your application along with any supporting documents required (letters of recommendation, official transcript<sup>1</sup>, application fee, etc.)
- \_\_\_\_\_ Apply for your passport<sup>2</sup> if you do not already have one.
- \_\_\_\_\_ Meet with the Financial Aid office to determine financing for your study abroad experience.
- \_\_\_\_\_ When you are accepted to a program, email or bring in a copy of your acceptance to the Office of International Programs.
- \_\_\_\_\_ Determine which courses you would like to take abroad and fill out a Course Approval form.<sup>3</sup>
- \_\_\_\_\_ Have the Course Approval form approved and signed by your advisor, your Dean, and the Office of International Programs.
- \_\_\_\_\_ Bring signed Course Approval form to the Office of International Programs – they will send the original to the Registrar's office and make sure you receive a copy for your own records.
- \_\_\_\_\_ Register for OCST 301 – Study Abroad Prep/Review ☐ , **WHICH IS MANDATORY.**
- \_\_\_\_\_ Register for either OCST 305 (Funding Option 1), OCST 325 (Funding Option 2), or OCST 345 (Exchange Program) depending on your financial status.
- \_\_\_\_\_ Give the Office of International Programs a copy of your passport (the two pages that contain your information) copies of your travel information and your address and contact information while abroad.
- \_\_\_\_\_ Advise AU Housing of when you will be abroad and when you will return.
- \_\_\_\_\_ Have fun and send at least one postcard from your new home to the Office of International Programs!

<sup>1</sup> Get this from the Registrar's office

<sup>2</sup> You may get passport information at: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

<sup>3</sup> Available on line or in the Office of International Programs

☐ This is a B-block class. You will take it the semester **BEFORE** you go abroad

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