

Study Abroad Checklist

Name _____ Student ID _____

email _____ Phone Number _____

The process of preparing to study abroad can be quite complex. To simplify the process and minimize confusion or misunderstanding, please complete this checklist in order. Doing so will help to keep us all on the same page. Your completed checklist will be placed in your file in the Study Abroad Office. **Remember: You must complete this sheet and be registered BEFORE beginning your study abroad program. Failure to do so will result in a cancellation of registration and financial aid.**

Step 1

Meet with the Study Abroad Director and choose program.

_____ Program

_____ Study Abroad Director

_____ Date

Step 2

Meet with a Financial Aid Officer (Financial Aid Office) and the Director of Student Business Services (Business Office) to settle all financial issues prior to studying abroad.

_____ Financial Aid Officer

_____ Date

_____ Director of Student Business Services

_____ Date

Step 3

Meet with the Director of Housing to settle housing issues (i.e. forwarding address, housing deposit, etc.) for your return to Adrian College. (Not applicable to May and Summer Term students)

_____ Director of Housing

_____ Date

Step 4

Meet with Academic Advisor to discuss anticipated coursework while abroad and for the semester immediately following.

Academic Advisor

Date

Step 5

Take this completed sheet and your acceptance letter to the Registrar's Office to be registered for study abroad hours. **Note: you will not be allowed to register until you have completed steps 1-4 with the requisite signatures.**

Registrar/Assistant Registrar

Date

Registration status (full or part time)

Credit Hours

Step 6

Final meeting with Study Abroad Director. **Note: This process must be completed as soon as possible BEFORE beginning your study abroad program.** After this meeting, the Study Abroad Office will notify all the offices above by email that you have completed the process and are ready to go.

Study Abroad Director

Date

Student Statement of Understanding and Agreement

I have completed the internal process at Adrian College and am ready to begin my study abroad program. I understand and agree that if there are any changes to my plans or if I withdraw from my study abroad program, it is my responsibility to notify the Study Abroad Director immediately, and the Director will notify the College. If I withdraw from my study abroad program, I will then follow Adrian College's standard withdrawal procedure immediately upon my return to the country (within 30 days).

Student Signature

Date