



# PROCEDURE & CHECKLIST FOR STUDY ABROAD PROGRAM

## Required along with this application form are:

1. A short essay. Please discuss your reasons for wanting to study abroad including your academic and personal goals, interests in your country of destination, and preparedness for this experience.
2. Two academic letters of recommendation from professors or advisor.
3. 2 photos and copy of passport (student **must** apply for passport if they do not already have one).
4. Original transcript of your academic work.

## Upon Acceptance by the Center for International Education, You will be RESPONSIBLE for:

1. Fill out the application to the program of your choice and bring to the CIE to be reviewed and mailed. Make sure the program cost fits within your budget.
2. Select your courses and meet with your advisor and your study abroad advisor to have your courses approved.
3. Fill out form "Request to Take Course Credit Outside of Salem State College" (available at the CIE or Registrar's Office), bring to the Chairperson of each department to sign as departmental acceptance for transfer credit of your Study Abroad course.
4. If you plan to use financial aid:  
A) Complete the CIE budget sheet.                      B) Make an appointment with Erika Callahan at the Financial Aid Office.
5. Return to CIE for follow-up appointment  
**\*NO financial aid will be processed until the student has a follow-up appointment with the CIE personnel\***
6. If required, **apply and pay for a Visa** to the foreign country of destination (See program details).
7. Make travel arrangements and obtain health insurance (if not included in the program).
8. Attend the **Mandatory SSU Pre-Departure Orientation** on Reading Day at the end of the semester to:
  - a. Pay the \$200.00 study abroad fee.
  - b. Complete Power of Attorney form, Insurance form and Release forms for SSU
9. Get an international student ID card.
10. Get ready to go!
11. **Upon your return fill out the online study abroad program evaluation**
12. Post pictures and news on the CIE Facebook Page and Blog. (Salem State University – Study abroad)

**\*Make check or money order payable to: Salem State University\***

**Please note, Grades and credits for study abroad will not be processed until the completion of points 1-11.**

