

Study Abroad To-Do List.

To do...IMMEDIATELY:

- Passport.** Apply for a passport or ensure that your passport will remain valid for 180 days beyond the ending date of your desired program. Passport applications may be obtained at local county clerk's offices and most postal offices. Applications are also available to download from the State Department's website: http://travel.state.gov/passport_services.html. Return all application materials to the nearest passport agency.
- Application.** Submit all application materials to CIEGE for processing. Do NOT submit your application directly to your program of choice; allow CIEGE to review your application first.
- Create your own CIEGE Profile.** Go to the CIEGE website and create a profile which will enable you submit important application materials. <http://otterbein.abroadoffice.net/CIEGE.html>

Required forms and tasks

All required forms below may be obtained either in-person at the CIEGE or online (see "**Forms**" under the "**Study Abroad**" tab). Deadlines will vary depending on your desired program.

- Course Approval.** Obtain a *Course Transfer Approval Form* and meet with your academic advisor to complete the form. You may either submit the document directly to the CIEGE or electronically through your recently created CIEGE profile.

- Travel Waiver.** Complete the *Travel Waiver Form* on your own (or, if you are under 18 years old, with a parent or guardian) and submit to CIEGE (directly or online through your profile).
- Financial Aid Office.** Students receiving financial aid will need to fill out a *Financial Aid Form* and send it on to the non-Otterbein program. They should then complete the necessary information and email it back to the CIEGE.
- Visa Application.** With the exception of UK- and German-based programs, everyone studying abroad for over 90 days will need to apply for a visa. Information on how to apply will be sent with your acceptance letter. This application, along with your passport, will need to be sent to the appropriate embassy or consulate that has jurisdiction over where you will live. CIEGE can advise you on this process.
- Book your flight.** In most cases, you are responsible for making your own travel arrangements to and from your study abroad site. Unless you have personal travel plans before or after your program begins or ends, you should plan to arrive on the date your program begins and to return to the US on the date your program ends. You are responsible for all expenses incurred for arrival or departure not inclusive of the program dates. It is advised to shop around for the best fares.

Optional pursuits

Listed below are some activities we recommend you complete before leaving for your adventures abroad. They are not, however, required.

- ISIC Card.** You might consider getting an International Student Identification Card for the minimal insurance and discounts available at STA travel on the OSU campus.
- Academic Plan.** Work with your academic advisor to create a strategic academic plan. Having a detailed list of courses you have completed and those you still need to take upon returning to Otterbein should help ease any potential stress.
- US Embassy /Consulate Notification.** You may want to notify the US Embassy of the date you will be in your chosen country and where you will be staying. This travel registration can be completed online at <https://travelregistration.state.gov/ibrs/ui>

On campus errands

Give yourself at least a week to take care of the following items, tackling one each day of the week.

- Library.** Are all your books handed in?
- Student Affairs Office.** Inform Laura Farley about Off-Campus Housing Plans for term abroad.
- Campus Post Office.** Leave a forwarding address in the US.
- Registrar's Office- Degree Application** (2nd Semester Junior Year Abroad ONLY), Senior Degree Audit* (for 1st Semester Senior Year ONLY)
- Student Accounts/Business Office.** Make sure you have NO outstanding balances. In addition, with the exception of exchange programs, you are

responsible for making payments directly to the program.

****Senior Degree Audit:** At the beginning of a student's senior year, each candidate must apply to graduate and obtain an application from the Office of the Registrar. The audit outlines the degree requirements already fulfilled and indicates all remaining courses necessary for the completion of the candidate's Otterbein degree audit. Study abroad credits may not appear on the degree audit. Please stop by the CIEGE office on your return from studying abroad so that your degree audit can be updated with the study abroad credits you are expecting to receive.*

Photocopies

It is recommended that you make copies of important documents, giving one copy of each to a parent or guardian and taking the rest abroad with you.

What to copy:

- Insurance card
- Passport
- Credit/Debit cards
- Academic Major requirements
- Application Forms and all information sent to/from your program
- Course Transfer Approval Form
- Contact information (CIEGE, advisor)
- Emergency Contact Information
- Travel Waiver Form
- Financial Aid Form