CALIFORNIA STATE UNIVERSITY, STANISLAUS
OFFICE OF INTERNATIONAL EDUCATION
DIVISION OF ACADEMIC AFFAIRS

# Policies and Procedures – Study Abroad (Non-CSU IP Students)

## *Students (Pre-Admission):*

### Step One:

Ask yourself the following questions:

- Why are you interested in study abroad?
- Where do you want to study?
- How long do you want to study abroad – academic year, semester, summer?
- Do you want to study a particular subject while abroad?
- Do you want to fulfill requirements for your major or minor?
- Do you know any languages other than English, or are you interested in learning another language while abroad?
- Is cost a significant factor in your program selection?

### Step Two:

Research the Programs section of the CSU Stanislaus Study Abroad website to familiarize yourself with the available opportunities.

### Step Three:

Attend a Study Abroad Information Session. Information sessions provide an introduction to study abroad and an overview of options for CSU Stanislaus students.

### Step Four:

Complete the Programs and Goals Worksheet and bring it with you to your appointment with the education abroad coordinator. No study abroad applications will be approved if students do not complete this worksheet.

### Step Five:

Make an appointment to talk to the Education Abroad Coordinator. You will work together to define and clarify your goals and program needs, and to select a program on the basis of your qualifications and interests. Once you have selected the appropriate program, you can begin the application process.

**Step Six:**

Join the CSU Stanislaus Study Abroad Facebook page.

## ***Students (Admitted, prior to departure):***

**Step One:**

Make an appointment to talk to the Education Abroad Coordinator. The Coordinator will go over the process for receiving credit for the courses you take while overseas (**all** courses must receive CSU Stanislaus credit).

**Step Two:**

Meet with department advisors to get the necessary forms completed. Forms include:

- Course Equivalency form (required for **all** courses)
- Special Registration form (required for Cooperative Education 4910; Practicum P.E. 4940; Fieldwork 4900, 4940; Internships 4940; Thesis 4990 courses)
- Individual Study form (required for 4980 courses)

Course equivalency forms will need to be signed off for each course. If courses fall within different subjects/departments a separate form must be completed for each course. If courses fall within the same department, you can submit all the courses on one equivalency form.

Turn in completed forms to the Education Abroad Coordinator ***prior*** to departure.

**Step Three:**

All students are required to purchase CSU health insurance to cover their time abroad. Requests for insurance may be done through Safety and Risk Management. Once the request is submitted it will be routed to Risk Management who will then contact you about making payment for your insurance (payment must be made at Cashiers).

Bring a copy of your receipt to the Education Abroad Coordinator ***prior*** to departure.

**Step Four:**

All students must complete a Student Off-Campus Program Agreement/Release of Liability. Completed packets must be returned to the Education Abroad Coordinator ***prior*** to departure.

USAC program participants must also complete the Study Abroad Consortium Agreement and turn into the Education Abroad Coordinator ***prior*** to departure.

**Step Five:**

Ensure that you do not register for courses for the summer/semester/year you will be studying abroad. Enrolling in courses at CSU Stanislaus will delay your registration for study abroad units.

## ***Students (Admitted, while overseas):***

**Step One:**

If at any time you add/drop/change courses while abroad, make sure to stay in contact with the appropriate department that will be responsible for giving you CSU course credit for the course taken while abroad. This ensures that you can easily get course equivalency forms completed upon your return to campus.

**Step Two:**

Have an AMAZING experience!  And stay in touch with the Office of International Education.

## ***Students (Upon Return to CSU Stanislaus):***

**Step One:**

Go by the Office of International Education to meet with the Education Abroad Advisor. Discuss the courses you took to ensure course equivalency forms (and other necessary documents) are complete.

Be advised that transcripts can take anywhere from 4-8 weeks to arrive on campus once your program is complete (it takes longer to receive partnership study abroad location transcripts).

**Step Two:**

Complete any course equivalency forms that need to be completed for courses that were changed while overseas (you should have been in contact with our office and the appropriate department regarding this).

Incomplete files (those that do not have **all** courses accounted for with a course equivalency form and other supporting documents, if needed) will not be delivered to Student Records. Failure to submit forms in a timely manner could result in enrollment delays, financial aid disbursement delays, failure to graduate on time, etc.