

Office of International Programs

Check list for students applying for Study Abroad

Choosing a Program

_____ I have attended an Office of International Programs (OIP) General Information Session to learn about Study Abroad Programs at NC A&T State University.

_____ I have discussed my plans with my parents and informed them that they are welcome to contact the Office of International Programs at anytime to discuss my Study Abroad program.

_____ I have given considerable thought to my various options (e.g., first, second, third choices). Keep in mind that almost all students who apply are placed, but sometimes for various reasons students will be placed at their second or third choices. Consider all viable options: be able to give good reasons for your number one choice and reasons for eliminating other sites.

_____ I have completed the Study Abroad Budget Worksheet and considered how I am going to pay for the up-front costs such as the program deposit, plane ticket, passport, visa, etc.

_____ I have examined the electronic catalogs/course information of the various universities in which I am interested by visiting their web site for program information and made copies of the potential courses I might take while there.

_____ I have spoken with my departmental and academic advisor about my plans.

Application Process

_____ I have distributed my letters of recommendation (and included an information sheet about myself). Be considerate when asking for letters of recommendation. Give your evaluators plenty of time to do the recommendation. Be sure to fill out the top portion of the form.

_____ I have ordered an official transcript.

_____ I have checked to see that my application is complete (Check guide on application).

_____ I have turned in my completed application form along with any application fees to OIP.

or

_____ I filled out my application on line and have provided a copy to OIP.

_____ I have provided 1 passport photo to OIP.

_____ I have checked to be sure my study abroad program calendar does not conflict with the A&T calendar.

After Acceptance/Placement

_____ I have completed my Study Abroad Course Approval Form and obtained the required signatures.

_____ I have prepared a budget sheet and reviewed it with OIP Study Abroad Coordinator.

_____ I have made an appointment to meet with Ms. Ronnette King Hamilton, Financial Aid Advisor for Study Abroad.

_____ I have completed the Study Abroad University Clearance form.

_____ I have discussed all concerns or questions with my OIP Study Abroad Coordinator.

_____ *I have scheduled my exit review appointment with Mrs. Mayes for _____ at _____ am/pm.

Notes about asking for Recommendations and the Exit Review

Recommendation

Be considerate when asking for letters of recommendation. Give your evaluators plenty of time to do the evaluation. Be sure to fill out the top of the evaluation form. It is a good idea to include a fact sheet about yourself when asking for a recommendation (even when you know the professor well): include your name, student number, GPA, major, when you had this professor, for what course, what grades were earned, any honors you have, relevant organizations, and outside activities. You may want to include information about your travels. By providing this information, your evaluator will be able to write your recommendation more easily. Make sure you have included the date the evaluation is due to OIP.

***The Exit Review and Final Approval Process**

Before leaving campus for the semester, you are required to meet with the Director of International Programs for your exit review. At this time, Mrs. Mayes will review your entire file to confirm that all requirements, including payments, or payment arrangements are complete. This exit review will determine whether you receive final approval for study abroad. Any student who does not complete an exit review before the end of the semester preceding study abroad will be cancelled from their study abroad.

Other important things to remember:

1. I must attend all offered orientation programs.
2. Be aware that if you take any course while abroad for which you did not receive prior approval you must contact your Academic Advisor **and** OIP for approval as early as possible.
3. You are responsible for pre-registration while you are abroad. Information concerning pre-registration should be discussed with your academic advisor, before you go abroad.
4. You should keep all work, notes, and materials for the courses you take abroad and bring them back with you.
5. To maintain your financial aid you must complete 12 hours per semester, 24 hours for the academic year, while abroad.
6. Seniors should not plan to graduate the same semester you are abroad. Please allow 6-8 weeks for overseas grades to be applied to your A&T transcript.
7. Credit will be given (pass ("P") only) for courses you pass overseas with a "C" or better. No credit will be given for failed courses.
8. You must email your NCAT Confirmation of Enrollment form within the first month of your study at your host institution.