



SAN DIEGO STATE
UNIVERSITY

SDSU EXCHANGE PROGRAM CHECKLIST

Before You Go:

- 1) Meet with the appropriate advisor in the Education Abroad Office.
- 2) Complete Host University Application or Preliminary Application (check online for details)
- 3) A [Course Request List](#) must accompany your application. For Preliminary Applications, you must submit one Course Request List for **each** university listed.
- 4) Complete the following paperwork and submit to the Education Abroad Office. **Make sure to review the back of this form.**
 - A 500 word essay addressing:
 1. "How an overseas experience will contribute to your academic and career goals" and
 2. "How you will serve as an ambassador of SDSU and the US by involving yourself in the local community"
 - If you are applying to study in a language(s) other than English, submit your essay in both English and the other language(s).
 - A completed [Academic Approval Form](#)
 - A completed [Faculty Recommendation Form](#)
 - Request transcripts from **EVERY** college/university attended, including SDSU, and have them sent to YOU! SDSU Transcripts Request Form can be obtained through webportal.
- 5) Register for [mandatory pre-departure orientation](#)
Date: _____ Time: _____
- 6) Read the [SDSU Exchange Guidelines](#) packet
- 7) Investigate [scholarships](#) and apply for [financial aid](#).
- 8) Print a copy of your Degree Audit Report (DAR) from webportal as well as your [major advisor's contact info](#) to take with you. This will help you determine which classes to take should circumstances change.
- 9) Research host country issues on [health, safety and security](#) and visit the U.S. Department of State [Students Abroad](#) website.
- 10) Get a [Passport](#) NOW!
- 11) Upon acceptance
 - Read the [Study Abroad Handbook](#)
 - Complete the [Study Abroad Agreement Packet](#)
 - Obtain [Health Insurance](#). Your plan MUST cover Repatriation and Medical Evacuation.
 - Obtain a Visa (if required) to enter the country (be aware that Permanent Residents might have different requirements).

While Abroad:

- 1) *Financial Aid is not disbursed until after SDSU starts. To receive your aid, make sure to send a verification of enrollment from your host university to Disbursements at fax (619) 594-2568. See the "Students Abroad" page on the Education Abroad website for details.*
- 2) Save documentation from your classes abroad (notes, syllabi, papers, tests) if you take classes not preapproved on your Academic Approval Form. You will petition when you return.
- 3) If you have academic questions while abroad, contact the appropriate academic department directly.
- 4) Request program transcripts and have them sent directly to:

San Diego State University
Enrollment Services Transcript Unit
5500 Campanile Drive
San Diego, CA 92182-7416

Typically, credits will be posted 6 weeks to 3 months after completion of the program.
Also request additional transcripts for your own use.
- 5) Use webportal while abroad to register for classes for your return semester to SDSU. You may access the [schedule of classes](#) on the internet.
- 6) If you plan to receive Financial Aid upon return to SDSU, complete and submit a [FAFSA](#) by the appropriate deadline.
- 7) Don't forget to send us photos of your travels...we love to hear from you! Send photos to: studyabroad@sdsu.edu

After you return:

- 1) Complete a [Study Abroad Program Evaluation](#).
- 2) Visit the ["Returning Students"](#) section of the Education Abroad Website.
- 3) Check your unofficial transcript (transfer section) and Degree Audit Report in Webportal to see that your credits from abroad have been posted correctly. **Remember** that official transcripts must be sent to Enrollment Services!
- 4) Use the [RAAR](#) form to petition for fulfilling GE or Department requirements if courses taken abroad do not match those noted on the Academic Approval Form.

* Note: To open links on this page, please use the pdf version of this form in the "downloads" section of the study abroad website.

Required Documents for Study Abroad Through SDSU

Application Process									Before You Go			
Program Type	Application Deadlines	Application (or Preliminary Application)	Application Fee	Essay 500 Word Essay	Faculty Recommendation Form(s)	Foreign Language Assessment Form	Official Transcripts Of ALL College Work	Course Request List (for Preliminary Applications only)	Academic Approval Form	Study Abroad Agreement Packet	Contractual or Consortial Agreement for Financial Aid	Attend Mandatory Pre-Departure Orientation
									Due Nov 30 for spring placements and April 30th for fall and full-year placements			
SDSU Exchange	March 1 for fall/October 1 for spring (Preliminary Applications to Australia, HK, Macau, Singapore, and UK are due February 20th/September 20th, see Ed. Abroad Advisor for summer)	X (Preliminary Applications to Australia, HK, Macau, Singapore and UK)	student pays for shipping of application to host institution	X (In English and translated if language of instruction is not English)	1 on SDSU rec. form	if language of instruction is not English	X	X	X	X	not required	X
CSU IP	February 1 for fall start, May 1 for spring start (Aus, NZ, S. Africa)	CSU on-line application	\$500 acceptance fee	3-5 paragraphs (see app. for details)	2 on CSU IP rec. forms	if language of instruction is not English (see IP form)	X	part of on-line application	CSU Faculty Approval Form	CSU Agreement Form	not required	X
ISEP	January 15 for fall/August 15 for spring/April 15 for summer	ISEP Application	X (\$315 payable to ISEP)*	X (In English and translated if language of instruction is not English)	2 on ISEP rec. forms	if language of instruction is not English	X	part of ISEP application (1 for each institution)	X	X	not required	X
ISEP Direct	January 15 for fall/August 15 for spring (rolling admissions through March 1st/Oct 1st) April 15 for summer	ISEP Application	X (\$60 payable to ISEP)	X (In English and translated if language of instruction is not English)	1-2 on ISEP rec. forms (depending on program)	if language of instruction is not English	X	X	X	X	Contractual for non-US sponsored schools or Consortial for US sponsored schools	X
Non-SDSU Programs	Check with independent program provider	Check with independent program provider	Check with independent program provider	Check with independent program provider	Check with independent program provider	Check with independent program provider	Check with independent program provider	Check with independent program provider	X	Independent Program Waiver Form	Contractual for non-US sponsored schools or Consortial for US sponsored schools	X

*ISEP application fee is refundable at \$255 if not placed