



## International Business Study Abroad Program Checklist Japanese

### General Information:

- Programs are managed through the ISC-Education Abroad Office
- Requirements vary by foreign university and type of program. See the ISC website for details: [http://www.isc.sdsu.edu/study\\_abroad/countries/japan/Japan.html](http://www.isc.sdsu.edu/study_abroad/countries/japan/Japan.html)
- Typically Japanese emphasis study abroad for one academic year due to the foreign university requirements and academic calendar differences
- It's recommended that you study abroad upon completion of lower division Japanese Language courses to earn credit for upper division language courses taken abroad and for a higher proficiency
- Courses offered abroad vary by Japanese university. Research in advance to maximize the amount of academic credit you may earn
- Students who wish to obtain credit for Business and/or General Education courses must obtain preapprovals from the respective department prior to departure. Note: IB cannot approve these courses
- Language courses cannot be preapproved. Students are placed in language courses in accordance to their proficiency upon arrival. Students petition for Japanese language credit with the department upon return

### One Year Before You Go (prior to the Study Abroad application deadline):

- Attend the Japan Information Session hosted by Prof. Higurashi in Fall Semester only: <http://www-rohan.sdsu.edu/dept/linguist/index.html>
- Complete the "SDSU Student Exchange Program with Universities in Japan Application" and the additional required documents (i.e. Personal Statement, transcripts, recent photographs, and two letters of recommendation) and submit to ISC-Education Abroad Office
- Sign up for the "Selection Committee Interview" (see Prof. Higurashi) to determine Japan University Placement
- Complete the foreign university application (e-mailed to students by the ISC-Education Abroad Office) and submit completed application to the ISC-Education Abroad Office (in person)

### One Semester Before You Go:

- Attend the Mandatory Study Abroad Pre-Departure Orientation (IB Office)
- Attend the Japan specific Pre-Departure Workshop hosted by the Education Abroad Office
- Meet with your IB Study Abroad Coordinator for academic guidance pertaining to courses abroad
- Register for absentee voting if an election is approaching. <http://www.fvap.gov/>

### While Abroad:

- Financial Aid Recipients will need to submit Verification of Course Enrollment to the Office of Disbursements in order to obtain aid
- If you study abroad for more than one semester you will need to file a Leave of Absence Form (via SDSU Web Portal account) after the first semester abroad
- Financial Aid Recipients file FAFSA application by the appropriate deadline [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Ensure official transcripts are sent by your host university to SDSU. Request extra copies for your own records
- Don't forget to send us photos of your travels...we love to hear from you! Send photos to: [ib@mail.sdsu.edu](mailto:ib@mail.sdsu.edu)

### After you return:

- Meet with Professor Kitajima in the Japanese Language Department for Placement Exam information
- Prof. Kitajima will give you a Registration Form to take to the Test Office and pre-register for the exam (to be given at the beginning of the semester)
- Once you have the exam results, take the results, foreign transcripts, and a Request for Adjustment of Academic Requirement Form (RAAR) to Prof. Higurashi. She will determine the Japanese units that will count towards the language requirement
- Schedule an appointment with your IB Study Abroad Coordinator to submit your RAAR form(s), transcripts, and to update your master plan