



## International Business Study Abroad Program Checklist Track I: French, German, Italian, Portuguese, Spanish

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

- Attend IB101 at least one year prior to your intended semester abroad
- Attend a Study Abroad Language-Specific Information Session
- Have a minimum 2.5 cumulative GPA and maintain it up to the point of departure to study abroad institution
- Have good academic standing (not on probation) at the time of application submission and maintain it up to the point of departure to study abroad institution
- Plan a budget, look into scholarships, and apply for financial aid using [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and <http://starter.sdsu.edu/fao/>
- Complete the following paperwork and submit it to the International Business office before the deadline (available on the IB website)
  - IB Study Abroad Application
  - Wish list and 500 Word Essay
  - IB E-mail release and Disclosure Form
- The IB Office will notify you of your placement in a Study Abroad Program prior to the end of the term
- Obtain a valid passport or renew an existing one

### One Semester Before You Go:

- Have declared upper-division in the major by the add/drop deadline (studying abroad in your last semester is NOT recommended)
- Have completed or be currently registered in two approved 300/400 level language courses
  - 3 recommended for students of French and Italian emphasis
- Complete and submit the Foreign University Application to the IB Office
- Attend the mandatory Pre-Departure Orientation
- Research host country issues on health, safety and security and visit the U.S. Department of State Students Abroad website <http://studentsabroad.state.gov/>
- Upon acceptance:
  - Read the IB Study Abroad Handbook (available on the IB website)
  - Obtain Health Insurance. Your plan MUST meet CSU Study Abroad guidelines
  - Make an appointment with your Study Abroad Coordinator to pick up acceptance letter and bring the following paperwork:

- Completed IB Study Abroad Agreement Packet
- A legible signed copy of your passport (if not previously submitted)
- Proof of International Health Insurance coverage
- Obtain a Visa (if required) to enter the country (be aware that requirements may vary by nationality, country and residency status)
- If you are an international student, file a leave of absence (with a letter from your Study Abroad Coordinator) with the International Student Center
- Purchase airline ticket
- Submit a legible copy of your visa to the IB Office
- Register for absentee voting if an election is approaching <http://www.fvap.gov/>

### While Abroad:

- Confirm course registration with Study Abroad Coordinator if different than substitution list
- Verify your course enrollment with the Office of Disbursement if you are a financial aid recipient
- If you plan to receive Financial Aid upon return to SDSU, complete and submit a FAFSA by the appropriate deadline [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- If you plan to stay abroad for more than one semester you will need to file a Leave of Absence Form (found on your SDSU Web Portal account) after the first semester abroad
- If available, request multiple official transcripts from your host university for your own records
- Complete paperwork for IB 495 (if applicable)
- 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:

- Complete an IB Study Abroad Survey (e-mailed to you by IB Office)
- Once your foreign transcript is received, an IB Study Abroad Coordinator will e-mail you to set up an appointment to confirm grade equivalencies
- Set up an appointment with the IB Academic Advisor to discuss remaining IB requirements
- Volunteer at future Information Sessions and Pre-Departure to keep communication open between groups of IB students!