



International Business Study Abroad Program Checklist

Track II: Chinese, Russian, Arabic, and Portuguese

***Japanese emphasis please see specific check list**

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 (if applicable)
- 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 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:

- For MGU applicants only (Russian exchange), have completed or be currently registered in at least 2 preferably 3 approved 300/400 level language courses
- 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 Study Abroad Handbook (available on the IB website)
 - Obtain Health Insurance that meets 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, make an appointment with an International Student advisor at the ISC to address visa and immigration matters (you will need a letter from your IB Study Abroad Coordinator for this)
- Purchase airline ticket
- Submit a legible copy of your visa to the IB Office
- Meet with the appropriate language department for information on obtaining credit for language courses taken abroad
- Register for absentee voting if an election is approaching <http://www.fvap.gov/>

While Abroad:

- 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
- 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
- Don't forget to send us photos of your travels...we love to hear from you! Send photos to: ib@mail.sdsu.edu

After you return:

- Complete the IB Study Abroad Survey (e-mailed to you by the IB Office)
- Once your foreign transcript is received, an IB Study Abroad Coordinator will e-mail you to set up an appointment for guidance on the course petition process
- 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!