**Study Abroad/Semester at Sea/National Student Exchange Timeline & Checklist**

**6-12 months prior to departure:**

- Attend Info Session and Fair, and go to Exploratory Center (Library 115) for initial information.
- Research all Study Abroad Companies (destinations & scholarships) and NSE institutions ([www.western.edu/exchangeprograms](http://www.western.edu/exchangeprograms)).
- Schedule a preliminary appointment with the Study Abroad Advisor.
- Meet with your academic advisor to finalize your program of study and discuss anticipated graduation date and when is the best time to go.
- Make an academic plan, and decide what courses you need abroad.
- Evaluate your finances: meet with your Financial Aid Counselor, parents or any other entity that will be supporting the cause.
- Pick a company, place, and term.
- Do you have/need a passport (must be valid 6 months before departure!).
- Apply for scholarships.
- Complete a Transfer Pre-Approval Form ([link form](#)) with you academic advisor, and submit to Office of The Registrar.
- Make a budget and review payment schedules for your program ([budget spreadsheet](#)). If using aid, complete a F.A.V.F (financial aid verification form) with your financial aid counselor, and submit to company.
- Apply to the program and pay application fee.
- *Important* Notify study abroad advisor when you have been accepted, and have paid your deposit.
Once accepted & 3 months prior to departure:

☐ Do you need a visa?

☐ Finalize financial aid, scholarships, and all funding; make payments.

☐ Buy plane ticket.

☐ Apply for a credit card.

☐ Do you need any Immunizations?


   Closest Location: [http://www.montrosecounty.net/120/Foreign-Travel-Immunizations](http://www.montrosecounty.net/120/Foreign-Travel-Immunizations)

☐ Make sure you have health/accident insurance abroad and stock up on any medical prescriptions you may need.

☐ Research weather, cultural events, or other places you may want to travel to, while abroad.

☐ Make sure to have a good back pack, copies of all documentation, outlet converter, travel guide, pocket calculator, language guide, etc.

☐ Notify all financial institutions (bank & credit card companies) of your travels.

☐ Look into travel warnings:

   [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html)

☐ Obtain emergency contacts in the U.S. and abroad.