

# STUDY ABROAD



## CHECKLIST

Study abroad requires proper planning whether you are interested in a short-term program or participating on a semester or academic year abroad. Allow adequate time to prepare yourself for your time abroad. **A year or more of preparation** is ideal and necessary for some programs. Each program requires a slightly different approach. The checklist below will walk you through the process of study abroad at Mercer:

### 1. Planning Your Study Abroad Program

- Research available programs on [merceraabroad.com](http://merceraabroad.com) and tentatively determine which ones might be best for you.
- Make an appointment to see the Study Abroad Advisor, August Armbrister, to discuss your choice of program(s). He will advise you on the details of each program, give recommendations, and answer any questions.
- Talk to your parents or guardian about your plans.
- Meet with your academic advisor and get them to approve your tentative plans. Discuss how courses fit into your major, graduation requirements, and anticipated graduation date.
- Fill out the Study Abroad Course Approval agreement with your advisor and/or department chair.
- Apply for your program on [merceraabroad.com](http://merceraabroad.com)! Applications and instructions are available in the Office of International Programs (Ryals Hall 3rd Floor) or online.
- Pay your **non-refundable \$75 Study Abroad Application Fee**.
- Meet with a representative in the Financial Aid Office to discuss any questions or concerns about your financial aid package for during your time abroad.
- Submit applications for additional scholarship opportunities (**Boren Scholarship, Gilman Scholarship, Fund for Education Abroad**).
- Apply for a passport (if you do not already have one)

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### 2. Once Accepted to the Program

- Complete and submit international student application and other forms to host university or sponsoring organization. (This process varies from program to program consult the Study Abroad Advisor or Coordinator for details)
- Investigate the requirements for a student visa (if applicable, requirements vary by program and country).
- Once you are notified of acceptance by your host university, complete the Post-Decision items from your mercerabroad.com application.
- Apply for a student visa (if required by the host country and program again)
- Purchase airline tickets.
- Apply for housing at the abroad university, and pay any housing fees by the respective deadline.
- Register for courses at the abroad university (timetable may vary depending on when course registration begins).
- Attend a mandatory pre-departure orientation session** or arrange an appointment with the Study Abroad Advisor to learn about travel planning, health and safety while studying abroad
- Check the Center for Disease Control: <http://www.cdc.gov/travel> to determine needs for immunization, etc. for your host country.
- Have a medical checkup (if applicable). Tell your doctor about where you are going and receive appropriate immunizations.
- Obtain necessary medications for the duration of your stay and prescriptions for eye glasses/contact lenses and other medications.
- If your program requires proof of international health coverage, please contact your insurance provider to obtain the necessary documentation.
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### 3. While Abroad

- Make arrangements for transcripts to be sent to the Office of International Programs at Mercer University.
- Register for courses back at Mercer university.
- Return to Mercer for the next term!

NOTE: If you have any questions during the study abroad process, please contact the Office of International Programs at **(478) 301 - 2573**