

Study Abroad Process Checklist

- ☐ Research different study abroad programs and options online: <http://auabroad.american.edu/>. To assist you in your research, please see the “My Major & Study Abroad” link on the website.
- ☐ Attend a general or regional information session. Check the “Calendar of Events” link on our website for the dates, times, and locations of upcoming information sessions.
- ☐ Talk to your academic advisor / faculty advisor about different programs you are considering and how each fits into your academic schedule.
- ☐ **APPLY FOR YOUR PASSPORT** - All students going abroad will need a valid passport. If you do not have a current passport, you should apply for one as soon as possible. Please note that certain countries will not issue a visa or allow you to enter the country if your passport is set to expire within 120 days of when you expect to return from abroad. <http://travel.state.gov/passport/>
- ☐ Meet with your study abroad advisor in AU Abroad if you have questions or need more program specific information. To schedule an appointment, see the “Make An Appointment” link on the AU Abroad website.
- ☐ Apply to the study abroad program of your choice. *You can only apply to one program per term.* Begin the application process online by clicking the “Apply Now” link on the brochure page for your chosen program. You should complete the application materials listed in your online application portal and submit them to the AU Abroad office by the designated deadline. **Submit all application materials directly to AU Abroad.**
- ☐ Wait for notification of your application status. AU Abroad reviews applications for some programs, while others are sent to the coordinating organization or partner university for review. The time it takes to process and review the application and send notification can vary greatly, especially if you are applying to directly enroll in partner universities abroad. You will be notified of admissions decisions via an email sent to your AU email address.
- ☐ When you are accepted, **you must pay your non-refundable deposit to AU Abroad to secure your place on your program.** The deposit is \$500 for fall or spring programs, and \$300 for summer programs. The deposit deadline will be included in your acceptance e-mail.
- ☐ Log on to your AU Abroad portal to review and complete online pre-departure tasks and registration. These tasks usually include housing information, course selection and other pre-departure information. They may be completed online or by mail depending on your program. For some programs, you will need to complete some pre-departure tasks directly with the partner university or program.
- ☐ Attend your mandatory pre-departure orientation session. The day, time and location will be indicated in your acceptance letter.
- ☐ Apply for your student visa. Students in all programs have the responsibility to investigate requirements and obtain all necessary documents needed to apply for their visa(s): www.embassy.org.

While AU Abroad or the coordinating institution will provide students with a supporting letter/document, it is the sole responsibility of the student to apply for his/her own visa and provide all supplemental documents as mandated by the Embassy or Consulate of their host country or countries. AU Abroad is not authorized to provide any visa advice. Students without the proper visa may be denied boarding their flight out of the US, they may be denied entry into the country abroad, or they may be deported back to the US from their country abroad after arrival.

- ☐ Complete the AU Abroad Course Equivalency Process by obtaining all appropriate course equivalencies for all courses you plan to take abroad if you will attend a direct or partial direct enrollment program. For more information on this process, please review the "[Courses and Credits](#)" page on the main AU Abroad website.
- ☐ Pay your tuition and other fees. Students will pay tuition to AU on their regular payment schedules. Students will also need to submit payment for non-tuition costs (housing, program fees, etc...) either to AU or to the sponsoring organization/institution. It is your responsibility to make these payments by the deadlines set by AU and/or your study abroad program.
- ☐ Continue checking your pre-departure site(s). As new information becomes available in relation to your program, it will be posted on your AU Abroad portal.
- ☐ Research your study abroad location and prepare for your time abroad. Preparing for study abroad is an important part of your overall experience. Take time to read about the country in which you will be studying. Educate yourself about local issues and politics. Think about your host country's culture, practices and social norms. *Preparing yourself for your time abroad will help you gain more insight into your host country.*

Bon Voyage! Have a great semester!



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