My Study Abroad Checklist

☐ **Study Abroad Application:** You should complete the Study Abroad Application form on your second visit, or as soon as you have chosen your program!

☐ **Talk with your advisor:** Your advisor will identify which courses will be applicable to your major. Take the course descriptions from your second visit and a degree checklist.

☐ **Pre-Approval Form:** This form is going to ensure that the courses you take abroad transfer back to WT. It is extremely important. You can find this form by:
  - Going to the study abroad website at [wtamu.edu/academics/study-abroad-applicants.aspx](http://wtamu.edu/academics/study-abroad-applicants.aspx).
  - Notice the Pre-Approval of Foreign Credit. When you click this, it should link to the form which you can then print out.

After you discuss which specific courses you can take with your advisor, you can take this pre-approval form and write in the course you are going to take. Then you need to take this form to either a professor or a dean and have them write in what the course will transfer as, and sign off on it. *Once completed, bring this form to our office!*

☐ **Passport:** To go anywhere outside the United States, you must have a passport. Passports, if you don’t already have one, take up to 6 weeks to receive, so it’s important to get this EARLY! Not sure how to apply for a passport? No problem!
  - Go to the study abroad website at [wtamu.edu/academics/study-abroad-documents.aspx](http://wtamu.edu/academics/study-abroad-documents.aspx).
  - The top section explains how you get or renew your passport.

☐ **Apply to your specific program:** Each program has its own application process and deadlines separate from our office. You should be able to easily find this application on the website of the program you are going to be doing. If you have any trouble finding it, feel free to call our office at (806)651-5309 and we will help you find it.

☐ **Visa:** Depending on where you are from, the country you are visiting and the length of your stay, you may need a visa. A visa application and appointment should be completed 2 months before your departure date. Most Visa applications require an appointment with the Consulate General of that country. For more information on obtaining a student visa, please visit [travel.state.gov](http://travel.state.gov). From there, select your country of destination on the left hand side of the page. Click on the Entry/Exit Requirements for U.S. Citizens for the given country. This will list requirements and provide a link to the country’s Embassy or immigration services. If you are not a U.S. citizen, please make an appointment with the Office of Study Abroad by emailing us at studyabroad@wtamu.edu.

☐ **Book your plane ticket:** Plane ticket costs are variable and change all the time. If you’ve never booked a plane ticket before, you might want to come in and make an appointment with Carolina
to help you do that! Booking a plane ticket online does involve needing a credit or debit card, so you will need that on hand when you book your ticket. Visit wtamu.edu/academics/study-abroad-helpful-resources.aspx and find some resources if you are not sure where to start looking for your ticket!

☐ **IEF Scholarship Application:** Now that you know exactly where you are going and what courses you plan on taking, you’re ready to apply for a scholarship from our office! You can access this form by visiting our Applicants page at wtamu.edu/academics/study-abroad-applicants.aspx. When you click it, it will open a type-able PDF document. Please note that the form is type-able for a reason. Our office HIGHLY discourages you from handwriting answers. After submitting your application, check the email you put on the application regularly. After the application is reviewed, we will email you there to notify you about whether you will be receiving funds and how much. Don’t forget to check out outside scholarship opportunities, especially those offered through your program provider!

☐ **IEF Acceptance Form:** After checking your email, you will notice an email from our office regarding your scholarship. If you received any funds, you will notice there is a document attached to the email. This document is called the IEF Acceptance Form. You will need to read this document. It outlines the terms of the scholarship and other important information. Once you read the document, you will need to reply to the email designating that you agree to the terms through an electronic form of signing the document by simply typing your name. You will not receive any funds without replying to the email with your name as electronic signing.

☐ **CISI International Insurance:** The Office of Study Abroad will provide assistance in purchasing your international insurance. CISI is the only insurance approved by WTAMU and offers you excellent coverage for different types of emergencies. The Office of Study Abroad will first send you a quote so you can come with your payment and then enroll you in our insurance policy. We will also print insurance cards for you; make sure you carry them with you while you are abroad!

☐ **Pre-Departure Orientation:** The Pre-Departure Orientation is a mandatory meeting time scheduled with the Office of Study Abroad to talk about some of the things before you leave on your trip. You will need to bring your passport and insurance card to this meeting so we can make a copy for your records. At this meeting, we will give you the Terms of Participation packet to fill out. This is a document for your records including health information, emergency contact, among others. We must have these documents BEFORE you leave on your program.