

How to Study Abroad

The Checklist (Short-Term Faculty Led Programs)

www.csusm.edu/global/studyabroad/

- STEP 1: Watch the General Study Abroad Info Session (optional)**
 - https://www.csusm.edu/global/studyabroad/study_abroad_info_session.mp4
- STEP 2: Attend Faculty-Led Program Info-Session (required)**
 - Visit our website for specific dates based on your program of choice
<https://www.csusm.edu/global/studyabroad/studyabroadprograms.html#1>
- STEP 3: Talk to your Advisor(s)/Consult Degree Planner**
 - Check your Degree Planner**
 - See how the course(s) from the program can complete any necessary field required in your academic plan
 - Meet with your Academic Advisor (optional, but recommended)**
 - Discuss the class or classes you plan to take abroad, program you are interested in, graduation plans, etc.
 - Meet with a Study Abroad Advisor, if necessary**
 - Walk-Ins & Advising available:
<https://www.csusm.edu/global/studyabroad/contact.html>
 - Make an appointment online by visiting the link above or by calling (760) 750-4090, or emailing studyabroad@csusm.edu
 - Talk to your Study Abroad Advisor about any concerns, health or disabilities, that may require support while abroad
- STEP 4: Get Documents Ready!**
 - Apply or renew your Passport ASAP** (must be valid at least 6 months past your return to the U.S.)
 - Visit www.travel.state.gov for passport information
 - Financial Aid, if applicable (6+ units)**
 - Apply for FAFSA and scholarships by deadlines
 - Budget your time abroad**
 - Research flight options (**Don't buy until you check with the Global Education Office, ELB 588**); see STEP 8 & 9
 - Enroll into Smart Traveler Enrollment Program (STEP)**
<https://step.state.gov/step/>

- This program requires your trip dates/details and offers you embassy support and country specific updates
- Screenshot profile page with your trip dates included

STEP 5: Complete the General Study Abroad Application (found on your program page)

STEP 6: Pay non-refundable program deposit

- Online payment preferred through [CashNet](#)
 - Please be advised to choose E-check and enter your checking account details to avoid the 2.65% convenience fees applicable to all non-checking account payments
- Cash, checks, and money orders made payable to CSUSM will also be accepted at the University Cashier's Office

STEP 7: Pay the FINAL Payment

- For specific amount, please check your specific program page on our website <https://www.csusm.edu/global/studyabroad/studyabroadprograms.html#1>
- For payment options, refer back to **STEP 6**

STEP 8: Attend Pre-Departure Orientation (Mandatory)

- Check with your faculty-leader or Global Education for specific date

STEP 9: Prepare for Take Off

- Book your flight—adding trip protection insurance highly recommended**
- Complete the Flight Form**

https://csusm.co1.qualtrics.com/jfe/form/SV_2hrnogLVbgavhUp

STEP 10: Make sure all documents have been turned in

- Double check with Office of Global Education

STEP 11: Study Abroad!

For more information, contact us at
CSUSM Study Abroad
ELB 588 (Extended Learning Building, 5th floor)
www.csusm.edu/global/studyabroad/
studyabroad@csusm.edu
760-750-4090

