



SLU Study Abroad: Step by Step



Please review the study abroad steps. If you have any questions, contact your Study Abroad Staff. Check off each **step** as it is completed. Once all items have been completed, please **SIGN** and return this form to DB 150.

Decide where you want to go!

Students may go abroad as a Sophomore or Junior and will apply one semester before they wish to go abroad. They should speak with their Academic Advisor early to make plans for a study abroad term. SLU has over 14 SLU-approved programs (+ exchanges) to choose from. You can view the program information at <http://studyabroad.slu.edu>. And download the application! If you choose a SLU-approved program for a semester/year (non summer): your SLU Scholarships will go with you! (Except for the scholarship that is directly geared for housing), your grades will transfer back (An "A" in London is an "A" at SLU) and all of your bills will come from SLU directly. Please note that FACHEX, Tuition Exchange and Tuition Remission will only apply to the Saint Louis University, Madrid Campus. If you want to attend a non-SLU program, feel free to search through our files or bring the program information to our office (DB 150). Please note that you must apply through the study abroad office regardless of where you study. If you attend a Non-SLU program, your tuition scholarships will not go with you. There are a few other factors, please speak with your study abroad advisor. During the decision to study abroad, talk with your Academic Advisor regarding the transferability of courses. Regardless of where you want to go, we will help you 100% of the way from finding a program to filling out forms. **Throughout the semester we offer various informational sessions, some general and some very specific. Please view the "Events Calendar" on our website or stop by our office for a schedule.**

Application Materials

Do NOT mail anything directly to the program. Bring your application materials to our office and we will mail it for you! If you are applying for a SLU-approved program, all of the application materials and requirements can be downloaded off of the website. If you have any questions, always feel free to contact us. **Bring application materials to DB 150**

You are accepted! Now what?

Congratulations! You are about to embark on a very exciting and rewarding experience, but first you must complete some important documents. Please remember that we are here to help you. If you have any questions, please always feel free to contact our office.



Admissions Letter bring a copy to DB 150.



Passport

Have you applied for a passport yet? If not, do so ASAP! <http://travel.state.gov>. You do not want to worry about this later. (In some instances you may need to apply for a visa. A visa is a sticker on your passport, therefore, you will need a passport to get a visa). **Once you receive your passport, sign it and bring a copy to DB 150.**

Study Abroad Waiver of Liability

Please read and SIGN this three page documents regarding the risks and responsibilities of going abroad. This form can be located at: <http://studyabroad.slu.edu/forms> **Bring your signed form to DB 150.**

Visa (If Applicable)

Depending on where you are traveling...you may need a visa. Although, we will help you with the visa process and have even listed Visa information on our website, it is your responsibility to check with the consulate for any recent changes. If applicable, you may be required to purchase a visa or drive to pick up your visa (or hire an agency on your behalf to pickup your visa). Although we will help you during this process, it is the responsibility and burden of the student to obtain a visa. If you are accepted to the ROME and SPAIN programs, we **may** be able to go to Chicago on your behalf to obtain your visa (depending on government requirements) for a minimal charge providing that you turn in the required documents on time. Again, you will need a passport to get a visa! Please view our website for more information <http://studyabroad.slu/programs> . **Bring a copy of your visa to DB 150.**

Study Abroad Checklist

You will need to have this completed before you go abroad. You will have your Academic Advisor/Dean, Housing and the Financial Aid Office sign the form. This is mandatory and can be located at: <http://studyabroad.slu.edu/forms> **Bring your completed checklist to DB 150.**

ISIC Card

The International Student ID Card is a form of Identification that is widely accepted abroad. It also has benefits such as discounts and insurance. *We do not use the ISIC card as a substitute for insurance. You will be required to purchase the SLU Travel Insurance plan (Except Spain) and all students must purchase the ISIC Card.* <http://studyabroad.slu.edu/forms> **Bring your ISIC Form to DB 150.**

International Travel Insurance

International Travel Insurance is required and SLU will automatically charge \$250 to your student account for the semester plan which will include your ISIC Card (Except Spain). The cost is less for short term programs. This plan is important and will cover insurance, medical evacuation and repatriation of remains. **THIS INSURANCE IS MANDATORY-NO EXCEPTIONS OR SUBSTITUTIONS!**



Flight Itinerary Form and Flight Information

Once you book your flight, please fill out the Flight Itinerary Form at <http://studyabroad.slu.edu/forms> AND print off a copy of your flight reservations. **Bring Form & Copy of Flights to DB 150**

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Please sign this form. If you have any questions, contact your Study Abroad Coordinator. **Bring this signed Form to DB 150.**

SLU Campus Housing

FYI: If you have signed a contract to live on campus next semester, but now have decided to go abroad, you will need to submit a contract release to the housing office. Bring your acceptance letter, your study abroad checklist (for them to sign) and your contract release form to: Village apartments, Building B. If you would like housing for the semester after studying abroad, again you will need to contact this office. *(Do not bring this to DB 150)*

*****Once you have done all of the above...your SLU study abroad file will be complete! *****

Note: The Host University may have additional paperwork for you to complete. If you have any questions please come to DB 150. We will mail them on your behalf.

PLEASE SIGN BELOW AND RETURN TO DB 150

I acknowledge that I understand and accept the Study Abroad Steps and procedures listed above.

NAME _____ SIGNATURE _____

BANNER ID# _____ DATE _____