

# STEPS TO STUDYING ABROAD

## Step 1: Identifying and researching study abroad programs

- Application deadlines can be anywhere from 1-2 semesters ahead, so plan accordingly.
- ☐ Talk to your academic advisor about the best time for you to study abroad, and arrange your academic plan around a study abroad experience. Decide what requirements you'll fulfill while studying abroad, be sure to check any pre-requisites as this may affect your choice of program.
- ☐ Continue your research by making an appointment with a Study Abroad Advisor. Your study abroad advisor can help you choose a program that meets your academic, financial, and professional needs and goals. To make an appointment with a Study Abroad Advisor, please call 509.313.3549 or email [studyabroad@gonzaga.edu](mailto:studyabroad@gonzaga.edu)

## Step 2: Financing Study Abroad

- ☐ Review the Financial Aid & Scholarships listing for study abroad scholarships. Be prepared to write competitive essays to earn scholarship dollars.
- ☐ Meet with a financial aid counselor in order to understand your financial aid package and its transferability.

## Step 3: Gonzaga Study Abroad Application

- ☐ Go to the Study Abroad website (<http://www.gonzaga.edu/StudyAbroad>) and find your chosen study abroad program by click on programs and using the map or search engine. If you do not see it listed, contact a Study Abroad Advisor.
- ☐ Clicking on "Apply Now" on the program page to begin the application process. All Gonzaga students are registered with the system, so log in with your username and ID (your username is the name that appears in front of your zagmail)
- ☐ Meet with a **Study Abroad Advisor** or the **Faculty-leader** of your program.
- ☐ Electronically sign your **Disciplinary Release** and complete the **Study Abroad Application**, **Criminal Record**, and **Disciplinary Questionnaire**.
- ☐ Pay **\$50 Application Fee** for every application you submit.
- ☐ Complete the **program application required by the sponsored or exchange partner**. (**not required for Faculty-Led, Gonzaga-in-Florence, Gonzaga-in-Paris and Granada applicants**)
- ☐ Sponsored or Exchange Program applications will often require a form called a **Study Abroad Advisor Form/Home School Nomination** (or similar), to be signed by a Study Abroad Advisor. You can drop this form off in Study Abroad Office, anytime during business hours (M-F, 8-5). To complete the form, you must first submit your Gonzaga Application as listed above.

## Step 4: Sponsored credit (**not required for Gonzaga-in-Florence, Gonzaga-in-Paris or Faculty-Led applicants**)

- ☐ Request from your program (<http://www.gonzaga.edu/StudyAbroad>) course descriptions, syllabi, and other course materials.
- ☐ Visit your academic advisor(s) and department chairs to discuss the program courses and request approval using the **Academic Pre-Approval for Credit Form** (available through your account at (<http://www.gonzaga.edu/StudyAbroad>))
- ☐ Students should try to get a least 8 to 10 classes approved for semester programs and 2 to 4 for summer program.
- ☐ Notify the program provider of your preferred and alternate courses after approval by your academic advisors(s).
- Course equivalency should be approved by the Academic Department from which the student wants credit. (i.e. History approves History, Civil Engineering approves Civil Engineering classes.)
- Sponsored credit is posted on your Gonzaga transcript with a letter grade. Grades ARE factored into your cumulative GPA. Grades of "Pass/Fail" and "Credit/Non-credit" are not accepted.

## Step 5A: Acceptance to Gonzaga-in-Florence (**skip to Step 6 if you are doing a Faculty-Led, Gonzaga-in-Paris, Exchange or Sponsored Program**)

- ☐ Pay the **\$500 Deposit** within *two weeks of being accepted*
- ☐ Complete **Emergency Contact Information and Passport Information**.
- ☐ Electronically sign the **Statement of Responsibility and Authorization to Participate in Study Abroad**, and the **Behavior Contract**.
- ☐ Print out the **Study Abroad Health Form** and have that completed.
- ☐ **6 Passport Photos** for Fall/Spring Semester or **2 Passport Photos** for the Summer.
- ☐ **Complete the Itinerary/Arrival Form**
- ☐ Attend the mandatory **Pre-departure Orientation** offered by Study Abroad Office (see your study abroad page for date/time).

## Step 5B: Acceptance to Faculty-led Program or Gonzaga-in-Paris (**skip to Step 6 if you are doing an Exchange or Sponsored Program**)

- ☐ Pay the **\$500 Deposit** within *two weeks of being accepted*
- ☐ Complete **Emergency Contact Information and Passport Information**.
- ☐ Electronically sign the **Statement of Responsibility and Authorization to Participate in Study Abroad**
- ☐ Print out the **Study Abroad Health Form** and have that completed.
- ☐ Attend the mandatory **Pre-departure Orientation** offered by Study Abroad Office (see your study abroad page for date/time).

#### Step 5C: Acceptance to Sponsored or Exchange Programs

- Acceptances by the Gonzaga Study Abroad Office DOES NOT mean you are accepted to study abroad with the sponsored or exchange partner.
- ☐ Complete **Emergency Contact Information and Passport Information**.
- ☐ Electronically sign the **Statement of Responsibility and Authorization to Participate in Study Abroad** and **Behavior Contract**
- ☐ Attend the mandatory **Pre-departure Orientation** offered by Study Abroad Office (see your study abroad page for date/time).

#### Step 6: Preparing for a successful study abroad experience

- ☐ Contact Gonzaga Housing to inquire about campus housing for when you return from study abroad or to cancel current housing/dining arrangements.
- ☐ If your study abroad program does not provide your airfare, shop around for the best price. We recommend including [statravel.com](http://statravel.com), [studentuniverse.com](http://studentuniverse.com), [kayak.com](http://kayak.com) and the airlines' own sites in your search.
- ☐ Read the orientation materials and participate in any orientation sessions offered to you by the program provider.
- ☐ If your study abroad program does not provide international health insurance, do not go without it! Contact Study Abroad for more information on insurance.
- ☐ Check the Center for Disease Control ([www.cdc.gov](http://www.cdc.gov)) website for immunizations.
- ☐ Research the countries and cities where you will live and travel.
- ☐ Purchase travel guides for your host country/region. We recommend *Lonely Planet*, *Let's Go* or *The Rough Guide*.
- ☐ Pack lightly! You won't need as much as you think, and many things you'd pack can also be bought in your host country.
- ☐ Confirm that you are registered in the courses you are taking and that your tuition is paid.

#### Step 7: Studying abroad successfully

- Learn the regulations of your host country, university or program. Ignorance of the rules is no excuse.
- Acclimate yourself to local customs—in scheduling, in dress, in food, in language, and in human relationships.
- Remember that YOU ARE THE LEARNER—keep your eyes and ears open to the new world around you.
- Keep in touch with family and friends at home—but get involved with new friends and activities to best experience your host culture.
- Remember that you serve as an ambassador of Gonzaga, your family, and your country. As a Gonzaga student, you are subject to the Student Code of Conduct while abroad.

#### Step 8: At the end of your program

- ☐ Request and save a copy of your transcript from your study abroad program for your own records.
- ☐ If your courses were not pre-approved, be sure to bring back course materials including syllabi, papers and exams.