

# Step-by-Step Guide to Studying Abroad

## 1. PLANNING

- ❑ **EXPLORE & RESEARCH** available programs: use the website, attend information sessions & study abroad events throughout the semester. 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.
- ❑ **MEET** with a Study Abroad staff member. 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)

## 2. APPLICATION PROCESS

- ❑ **APPLY.** Go to the Study Abroad website and find your chosen program to start an application. If you don't find your desired program, contact the Study Abroad office. Log in with your GU username and ID (your username is the name that appears in front of your zagmail)
- ❑ **COMPLETE** the GU Study Abroad online application and the requirements.
- ❑ If applicable, **BEGIN** the program application required by the sponsored or exchange partner. (**not required for Faculty-Led, Gonzaga-in-Florence, and Gonzaga-in-Paris**). The Study Abroad office will work with students participating on Sponsored and Exchange program to ensure students are going through the process correctly.

### **SPONSORED & EXCHANGE PARTICIPANTS only:**

- Request from your program 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**.
- Try to get a least 8 to 10 classes approved for semester programs and 2 to 4 for summer program.
- 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 and ARE factored into your cumulative GPA. Grades of "Pass/Fail" and "Credit/Non-credit" are not accepted.

## 3. ONCE ACCEPTED

Each programs' requirements will be slightly different once you've been accepted to your study abroad program.

### ALL Participants (no matter the program) must:

- ❑ Complete additional Post-Decision items which could include inputting Emergency Contacts, Passport Information and Releases.
- ❑ Attend Pre-Departure Orientation events
- ❑ Pay \$500 program deposit
- ❑ Check Zagmail for program related announcements, deadlines, other requirements, and activities from Faculty Leader or Study Abroad Office

## 4. PRE-DEPARTURE

- ❑ **TRAVEL DOCUMENTS**—apply or renew for a passport and research and make arrangements for a student visa.
- ❑ Contact **HOUSING** to plan for your semester housing after your program.
- ❑ **PURCHASE** airfare. Shop around for the best price. We recommend checking STA Travel or Student Universe, Kayak.com & airline carrier websites.
- ❑ **READ** the orientation materials and participate in any orientation sessions offered to you by the program provider/Study Abroad office
- ❑ Make a **BUDGET** for personal spending, weekend travel, meals and social activities.
- ❑ 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. Learn the regulations of your host country, university or program. Ignorance of the rules is no excuse.
- ❑ **PACK** lightly! You won't need as much as you think.
- ❑ **KNOW** the course registration process.
- ❑ **PAY** your program fees
- ❑ Remember that **YOU ARE THE LEARNER**—keep your eyes and ears open to the new world around you.
- ❑ 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.