

Outbound SAB Checklist

February 3, 2016

Phase 1: Deciding Where to Go



_____ Application to study abroad through SIUE School of Business submitted.

- Faculty reference(s) received:
 - One for summer abroad - _____
 - Two for fall or spring abroad - _____ and _____

_____ Consulted Norris Manning (Business Advisement) regarding classes available abroad.

- Call ext. 3840 (the complete no. is 618-650-3840) and ask for an appt. with Norris to discuss a semester abroad.
- Please also indicate the semester and prospective location(s) for your semester abroad.
- Student informs the International Program Office of any outcomes after meeting with Norris.
- If a Learning Agreement is created at this meeting, the student keeps a copy and gives a copy of it to the International Program Office for review by Assoc. Dean Joplin.

_____ Student and proposed Learning Agreement approved by School of Business International Program.

- Norris Manning,
- the International Program Office, and
- Assoc. Dean Joplin (including review of transcripts and courses to be taken abroad).

_____ Student Affairs has confirmed that there is no record of prior conduct violations that should prohibit the student from participating in a semester abroad.

_____ Application to partner school submitted.

- The International Program Office will provide you with the appropriate application. Please read it carefully and see what materials must be submitted with it.
 - Student must include appropriate (usually passport-sized) photos, IF requested on application
 - Student must include proof of health insurance, IF requested on application.
 - Upon completion, student will make an appt. to deliver all application materials to the International Program Office.
 - The International Program Office will print and attach unofficial transcripts before sending the application to partner school.
 - The International Program Office will send course requests/Learning Agreement with application to partner school.
- The International Program Office will send the completed application materials to the partner school.
- Partner school will send an acceptance letter to student, at which time student can begin the visa application process, if a visa is required.

Phase 2: Preparing to Go Abroad

_____ Visit "Preparing to Go Abroad" at www.siu.edu/business/international/links.shtml for information you need to complete these steps and plan for your semester abroad, including:

- ✓ Information about required documents
- ✓ Links for budget air and train travel, as well as accommodations
- ✓ Currency converter, world clock, metric converter

_____ Student has turned in copies to the International Program Office of the following:

- Passport – You must have a valid passport, listing your current name, before you can apply for your visa (if one is required) and before you can leave the US. If you do not have a current passport, you can find the application info at www.siu.edu/business/international/links.shtml,



- CISI – International Insurance
 - CISI is *not* required if the student already possesses international insurance, however, it is strongly recommended to purchase as it covers many helpful aspects when travelling abroad. More information can be found at: <https://www.mycisi.com/CISIPortalWeb/default.aspx>
- Itinerary

_____ Student has

- made arrangements with Financial Aid, if necessary
- applied for and received visa well in advance of departure date (if one is required),
- purchased an airline ticket (If a visa is required, we recommend that the student secure the visa prior to buying an airline ticket.)
- joined the frequent flyer programs for all airlines to be flown en route,
- prepared all documents required for a residency permit (usually issued upon arrival, if one is required)
- received health/safety regulations,
- checklist for 1 – 2 mos. prior to departure,
- signed a Participation Agreement,
- signed a Photo Waiver,
- explanation of grading system at partner school,
- attended the Pre-Semester Abroad Orientation.
- If applicable, student must contact SIUE Housing regarding semester abroad/return to SIUE.

_____ Student has

- agreed not to enroll in any courses at SIUE upon return that will necessitate departure from the partner institution prior to the end of the semester abroad UNLESS the partner institution has given written consent and special arrangements for all final exams have been confirmed,
- sent itinerary to partner school,
- received housing information from partner school,
- received arrival info from partner school.



Phase 3: While Abroad

Please be careful about this. Students who do not keep SIUE informed of course changes may end up with failing grades on their transcripts when they return from their semester abroad.

_____ Student has faxed/emailed class schedule from partner school to Norris and the International Program Office within 30 days of arrival.

- Throughout the semester abroad, student communicates all course changes to Norris Manning and copies the International Program Office.

_____ In order to register for semester of return to SIUE at the appropriate time, student checks SIUE email account at least once a week and keeps in touch with Norris Manning while abroad regarding registration and course selection.

Phase 4: After Returning

_____ International Program has received SAB evaluation from student.

_____ International Program has received grades from partner school.

- Student confirms that grades have been converted and are visible on CougarNet.

