

# Outbound SAB Checklist

September 22, 2009



## Phase 1: Deciding Where to Go

\_\_\_\_\_ Application to study abroad through SIUE School of Business submitted.

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

\_\_\_\_\_ Consulted Diane Schaefer (Business Advisement) regarding classes available abroad.

- Call ext. 3840 (the complete no. is 618-650-3840) and ask for an appt. with Diane to discuss a semester abroad.
- If possible when you set the appt., please also indicate the semester and prospective location(s) that interest you for semester abroad.
- Student informs Cyndi of any outcomes after meeting with Diane.
- If a Learning Agreement is created at this meeting, the student keeps a copy and gives a copy of it to Cyndi for review by Assoc. Dean Joplin.

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

- Diane Schaefer,
- Cyndi Peterson, and
- Assoc. Dean Joplin (including review of transcripts and courses to be taken abroad).

\_\_\_\_\_ Application to partner school submitted.

- Cyndi 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 Cyndi.
  - Cyndi will print and attach unofficial transcripts before sending the application to partner school.
  - Cyndi will send course requests/Learning Agreement with application to partner school.
- Cyndi 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](http://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 Cyndi 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](http://www.siu.edu/business/international/links.shtml),



- ISIC – application info at [www.siu.edu/business/international/links.shtml](http://www.siu.edu/business/international/links.shtml),
  - ISIC is required by the university because it is a very affordable (only \$22 a year) way to get the kinds of insurance SIUE requires all students to have before going abroad on our programs.
  - If you buy your airline ticket from STA travel, you can get a 10% discount if you have an ISIC card.
  - You can also get discounts on travel books at Amazon and other items you may find helpful in your travels.
- 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.



**Bon voyage!** 😊

**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 Diane and Cyndi within 30 days of arrival.

- Throughout the semester abroad, student communicates all course changes to Diane Schaefer and copies Cyndi Peterson.

\_\_\_\_\_ 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 Diane Schaefer 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.



**WELCOME BACK!**

