



Study Abroad Timeline

Washburn University • Study Abroad
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Getting Started Phase

1. Review the Minimum Requirements. Academic history is reviewed for all students applying for Study Abroad. Students must remain in good standing from time of application through departure.
 - At the time the application is submitted students must:
 - be currently enrolled
 - be in good academic standing
 - have successfully completed a minimum of 12 hours at WU
 - have an average letter grade of “C” (2.0 GPA) or higher (some programs have higher GPA and/or additional eligibility requirements)
 - Students on academic probation may not participate.
 - Students who did not achieve satisfactory academic progress in a previous study abroad program may not participate for a probationary period of one academic year.
 - Students may not be eligible to apply for a scholarship to a program that departs after graduation.
 - All non-faculty led programs must be credit bearing.
 - Students must work with an accredited institution.
 - Students may not travel to a country with a US State Department Warning.
 - Students must abide by the [Study Abroad Code of Conduct](#) during their program.
2. Contact the Study Abroad Office (SAO) to set up an Advising Session to discuss the options.
3. Consider any health issues and determine if they would hamper your ability to study abroad.
4. Talk over with family – good to have full support.

Getting Serious Phase:

1. **Search programs**
2. Check the host university’s study abroad requirements (may differ from WU’s).
3. Carefully check course selections (schools usually have an online catalog).
4. Talk to people who have been to the school/country you selected.
5. Consider language – do you know the native language? Do you want to learn it?
6. Start planning how you will finance this period. Talk it over with the Financial Aid Office EARLY in the process.
7. Apply for passport NOW if you don’t have one. (Must have passport before applying for visa.)

Academic Planning Phase: [Study Abroad Credit Transfer Form](#)

1. Meet with your Academic Advisor to approve your overall plan. Take a copy of your Study Abroad Credit Transfer Form & Host University Course Descriptions so that you can discuss how the courses you will take abroad fit in with your degree program.
2. Review the requirements that will be met while you are abroad as well as the credits that will remain when you return.
3. Obtain tentative approval for WU course equivalents in each academic department. The Department Chair of each department will approve the course that corresponds to their academic department.
4. Return approved Study Abroad Credit Transfer Form to the SAO by the appropriate date.

Washburn Transformational Experience Phase: Optional Co-Curricular Program (WILL run concurrently with Academic Phase, Pre-Departure and Post Program Phase.)

Students participating in an approved study abroad program may elect to complete the program as an International Education Washburn Transformational Experience (IE-WTE). Students will work closely with a Faculty Mentor to

complete the [Pre and Post program IE-WTE requirements.](#)

By completing a study abroad program as an IE-WTE, students are eligible for the IE-WTE Scholarship. Awards vary depending on the cost and length of the program.

WU & Host University / Provider Application Phase: (MUST run concurrently with Academic Phase.)

1. Complete the WU online Study Abroad Program Application
Priority Dates: Oct. 15 – Spring, Feb. 1 – Spring Break, Mar. 1 - Summer
*If you have been accepted for Study Abroad through the Modern Languages Department you will complete a Program Application and a Modern Languages Scholarship Application
Priority Date: Feb 15
2. Check application procedures & deadlines & put them on your calendar.
3. Check visa requirements & time needed to process (must receive acceptance letter from host school before applying).
4. If a transcript is required be sure there are no holds before you request that the transcript be sent. Holds can delay the application.
5. Apply for housing using the host school's / providers procedures (there may be deposits to pay by a certain deadline).
6. Check to see which deposits are due and when. Different schools /providers have different deadlines and policies (some require that you pay a damage deposit that is later refundable if you leave your accommodations in good shape).
7. There may be specific deadlines (more flexible than those published) for Affiliate School, however, it is your responsibility to meet all deadlines in a timely manner.

Financial Planning Phase: (SHOULD run concurrently with Academic and Application Phases.)

1. The Financial Aid Office may help you find ways to finance your study abroad. Consult them early.
2. Research outside scholarship options on the internet. If you receive federal financial aid "Pell Grant" you may qualify for a **Gilman International Scholarship** for up to \$5,000
3. Talk this over seriously with your family.
4. Determine if your plan is affordable early in the process to avoid disappointment.

Visa Application Phase:

1. **Check visa requirements for the country where you will study.** (In many countries visas are required if you are staying longer than 90 days.)
2. **Get your passport** as soon as you know you really want to study abroad (it can take up to 2 months depending on the season).
3. Send your visa application to the appropriate Embassy or Consulate with your acceptance letter and supporting documents in plenty of time to receive visa before you travel.

Pre-Departure Phase:

1. Make final travel arrangements and buy airline ticket (if applicable).
2. **Purchase travel insurance** (optional). International Student Identification Card, ISIC, can be obtained online.
3. Attend the required Study Abroad Pre-Departure Orientation.
4. During this process, there will be various meetings with the Study Abroad Coordinator, your Academic Advisor, WTE Mentor and/or Faculty leader depending on the type of program you participate in. Check your Washburn email frequently for instructions and updates.

Post Program Phase:

1. Complete the Study Abroad Survey & Post Program Questionnaires.
2. Complete the remaining IE-WTE requirements, if applicable
3. Review the Study Abroad Returnee Involvement Opportunities
 - a. Submit an entry for the Study Abroad Photo Essay Contest
 - b. Become a Volunteer Peer Study Abroad Advisor