

Study Away Checklist

- Meet with the Study Away Advisor to review policies and procedures and to discuss preliminary clearance.
Minimum requirements to travel away:
 - At least a 2.5 cumulative GPA (some program GPA requirements may be higher))
 - At least sophomore status (30 credits) by the time of departure
 - Must not be on any college probation (clear disciplinary record)
 - Must not be on any holds on your account
- Students who plan to study away during a fall or summer semester must make an appointment with the Study Away Advisor the spring semester before. Students who plan to study away during a spring semester must make an appointment the fall semester before. **MCLA Deadlines:** March 1 for summer and for National Student Exchange, May 1 for fall, and October 1 for spring (study abroad program deadlines vary).

The College and/or Student Accounts reserve the right to cancel a student application if one or more of the requirements to travel away are no longer satisfied.

- Apply to your program of choice. (CISabroad, ISA, TEAN Semester at Sea, National Student Exchange, The Washington Center). Deadlines and application fees vary by program and semester; see above for MCLA deadlines.
- Meet with Student Financial Services to discuss the costs of the study away program and payment options.
- Apply for scholarships. Deadlines vary per scholarship. Keep in mind: MCLA scholarship listings come out every March for the next academic year. Students who apply for and receive MCLA scholarships will be awarded the following fall or spring semester for travel. **Apply for all scholarships for which you are eligible.**
- Pay your program deposit—and pay attention to refund policies.
- Apply for/renew a passport, if you don't have one. Bring your passport to the Study Away Advisor to be scanned.
- Notify your academic advisor of travel plans and begin to discuss course options. Each program and university will offer different courses; find the program that best fits your academic plan.
- Request a transcript [here](#) to be sent to the host institution. If you don't already have a Parchment account, you will need to create one.
- Submit supplemental application materials to the Study Away Advisor, e.g., Disciplinary Clearance Forms, Program/Advisor Approval Forms. Advisor Approval Forms are completed by the Study Away Advisor, **not** your faculty advisor. Health forms must be completed and signed by your Primary Care Provider (PCP) and submitted to the host institution as instructed. You may be required to get additional immunizations.
- Review courses with your academic advisor and the Study Away Advisor. Complete the *Request for Study Away Course Approval* form. **You must earn at least a C- in all your courses** taken away to receive academic credit. This form must be signed by Student Financial Services, indicating that you are cleared to participate in the study away program. This form must also include final listing of confirmed courses (students must email final courses to the Study Away Advisor after students register at the host institution).
- Obtain a student visa, if required. You will receive further instructions via the program's website, if applicable.
- Meet with Student Financial Services again for final approval of study away plans. (Some programs have mandatory forms that must be submitted to indicate final approval).
- Complete and sign the *Travel Liability Waiver* form, available through the Study Away Advisor or [online](#).
- Check in with RPS regarding housing and the mailroom to notify them of the semester you will be off campus.

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Things to Address When Considering Study Abroad

1. Do you meet the minimum requirements to study away?
2. How much does the program cost? Be sure to take into consideration the “additional expenses” listed on program websites.
3. Is your country of interest an option for travel (see #4)? What courses are available? Will the courses transfer back to MCLA? What kind of academic support does your host school provide?
4. Be sure to check on COVID alerts and guidelines, according to the program of your choice. Our affiliates reserve the right to cancel any programs based on Department of State guidelines and for the health and safety of participants.
5. Do you speak the native language of the country, if it is not English?
6. How close will you live to the school and what kind of housing is available? Does your program provide airport pick up? How easy is it to travel around once you get to your school? Does your program offer meals?
7. How will you communicate? How reliable is Wifi and cell phone service?
8. Does your program offer excursions? Some trips are optional and are not included in the cost of the program.
9. Do you have a passport? Is your passport current?
10. Travel light by prioritizing necessities.

Remember!

You are representing MCLA when you travel away. Have fun . . . but be responsible and safe!