SUNY POLYTECHNIC INSTITUTE

Study Abroad
Student Information/Checklist

It takes a great deal of planning to prepare to study abroad. There is an application process involved; you should start *at least* two months prior to the date that the application is due at your host institution to begin the process. It can take up to a year of planning to ensure everything will process smoothly.

☐ **Determine the semester and academic year you are considering.**

☐ **Identify a country, university, and program in which you are interested**:
  ▪ SUNY Study Abroad page: http://www.suny.edu/studyabroad/
  ▪ You should select a backup program, in case you are not accepted to your first choice.
  ▪ Note the application deadline(s) of the program(s) in which you are interested for the term you wish to travel.

☐ **Determine your eligibility:**
  ▪ Academic Eligibility: You must be in good standing (GPA of $\geq$ 2.75 strongly recommended)
  ▪ Standing/Status: We recommend Junior or Senior status; some programs have special options for Sophomores or Freshmen, but usually mini-semesters or tours rather than full semester study.
  ▪ Financial Eligibility: Schedule an appointment to speak with Financial Aid in detail.

☐ **Speak with your academic advisor** about the applicability of the courses you plan to take to your current academic program. When you identify courses you would like to take, be sure to identify at least twice as many as you actually plan to take; often, courses are not available by the time you sign up, and you will need backups.

☐ **Things to consider:**
  ▪ The grades you earn in your study abroad semester will be included in your GPA at SUNY Poly.
  ▪ Seniors studying abroad in their final semester should be aware that your final transcript may be received at SUNY Poly too late to award your degree as planned, thereby delaying your graduation date. Should this happen, your degree will be awarded in the next applicable term.
  ▪ If you do not complete the courses for which you were approved, in addition to any academic impact, any financial aid received may be revoked and you will be required to repay it.
  ▪ Payment for the semester's tuition is done at the SUNY Polytechnic Bursar's office.
  ▪ Fees charged by your host institution are payable directly to your host institution, and may not be covered by financial aid.
  ▪ If the courses you took do not apply to your degree program, the Registrar's Office is required to notify the Financial Aid office, and the aid you were given to cover your study abroad program will be reduced accordingly, which will result in a balance due to SUNY Poly.
  ▪ **Students using VA benefits:** Students must be enrolled in courses that will apply to their program. The program at the "host" school in the foreign country must be approved. VA cannot pay any fees specific to studying abroad unless the student is required to study abroad as part of their program.
    http://benefits.va.gov/BENEFITS/factsheets/education/Post-911_Study_Abroad.pdf

☐ **Formal paperwork/planning checklist:**
  ☐ Apply to your chosen host campus's Study Abroad Program (be aware of their deadlines).
  ☐ Complete the Petition to Study Abroad form (available from the SUNY Poly Registrar's office) – if taking courses applicable to your major, your advisor will have to sign; if taking courses applicable to General Education, the General Education Coordinator will have to sign. You may have to obtain both signatures.
  ☐ Meet with Financial Aid at SUNY Poly to determine the amount of support available to you. Aid will only be available for courses that are directly applicable to your degree. Plan to supplement your travel with additional resources.
  ☐ Register for Foreign Study at the SUNY Poly Registrar's Office.
  ☐ Register at your host institution.

☐ **Things to ask your host campus:**
  ▪ Confirm your acceptance
  ▪ Do you need to apply for or renew your passport?
  ▪ What is the visa process for the country where you wish to study?
  ▪ Does your chosen country require any additional immunizations?
  ▪ Are you required to pay for travel insurance or health insurance?
  ▪ Do you need to register at your host campus?
  ▪ Is there a pre-departure orientation?