

General Study Abroad Checklist

- Determine semester/year desired for your time abroad.
- Meet with the study abroad advisor to help select the right program for your interests and discuss that program's eligibility requirements.
- Meet with your academic advisor to determine which classes you might take abroad.
- Complete WSU Study Abroad Application Form & pay the \$30 application fee. (Application form can be printed from website at www.wichita.edu/studyabroad; click on "How to apply.")
- (Priority deadlines: Fall semester- February 15th and Spring semester- September 15th)** For the MAUI Consortium exchange, spring semester deadline is February 15, although there is some flexibility.
- Apply for scholarships! Go to study abroad website and click on scholarships on the left side for more details on how to apply.
- If you do not already have a valid passport, then you will need to apply for one as soon as possible.
- Research selected website to find course offerings for your semester. This can be challenging so meet with the academic advisor for help, as needed.
- Have courses approved by academic advisor (Academic Course Approval Form).
- Meet with your study abroad advisor about specific application for the program/university you intend to apply. (Often times, this can be an extensive application so it is important to begin this process early and submit the application well in advance.)
- Keep in touch with your study abroad advisor throughout the process and have everything submitted at least three weeks prior to the program/university's deadline so your advisor can review it and then, mail it to that university directly.
- Once acceptance letter has been received, you should apply for student visa if required by the country where you will study. (Normally, you can only apply up to 3 months prior to your departure and it is best to apply at least 2 to 3 months before your scheduled departure if possible. Some visas can be issued in as little as one week and others can take a couple of months.)
- In addition to applying for the visa, you will also need to purchase your airline ticket.
- Review all materials received from your host university and complete any additional forms that they may require, such as applications for accommodations.
- Follow Pre-departure Study Abroad Checklist for general instructions to prepare for your adventure abroad, which will be provided by your study abroad advisor at the Pre-departure orientation.