HOW DO I GET STARTED WITH STUDY ABROAD?

1. **Start the information gathering process early.** Decide what is most important to you (cost, location, specific courses, when). Visit the PROGRAMS tab on the Study Abroad Center’s website at [http://www.studyabroad.iastate.edu](http://www.studyabroad.iastate.edu) and search for programs that meet your criteria. Develop a list of 3-4 programs you are interested in.

2. To help **refine your choices** visit a College of Business Study Abroad Coordinator in 1200 Gerdin Business Building or the Study Abroad Center in 3224 Memorial Union.

3. Make an appointment with your Academic Adviser to **review your study plan and determine the best time for you to study abroad.** This may depend on the program or courses you can take while on study abroad. Generally, the best time for any business student to study abroad is the first or second semester of taking core business courses, but let your academic adviser help you determine this.

4. **Look for opportunities to fund study abroad.** To find and apply for scholarships in ISUAbroad, go to [http://isuabroad.iastate.edu](http://isuabroad.iastate.edu), select the PROGRAMS tab, then change the Study Abroad default setting in the pull-down menu to Scholarship and click Search. Contact the Office of Financial Aid ([studyabroadaid@iastate.edu](mailto:studyabroadaid@iastate.edu) or 515-294-2223) for information on how financial aid might apply to your study abroad program.

5. **Apply for your program** well before the deadline for the term you wish to go through the ISUAbroad website at [http://isuabroad.iastate.edu](http://isuabroad.iastate.edu).

6. After application, meet with your Academic Adviser to **determine how courses will transfer** and will be used in your business degree. This step is very important! You might need to have courses evaluated by Business Faculty. If you are not able to get courses evaluated before you go abroad, you may have them done upon your return, however your courses might not apply toward your degree program.

**AFTER YOUR APPLICATION IS ACCEPTED**

1. You will see INTED or EXPRO credits on your ISU registration for the term you are going abroad. These are “place holder” credits that keep your financial aid active, and will be replaced by your study abroad transfer credit.

2. Before you leave for your study abroad discuss with your Academic Adviser any help you may need with registering for your return semester. Some courses, especially upper level business courses, require manual scheduling and your Adviser may help you with these while you are abroad.

3. After completing your study abroad courses and receiving your grades, have a transcript (in English) sent directly to the ISU Admissions Office at 100 Enrollment Services Center, 2433 Union Drive, Ames, IA 50011 or you can have a pdf version sent by email to [admstrns@iastate.edu](mailto:admstrns@iastate.edu). Transcripts not sent directly form the school will not be accepted.

4. Transfer courses from study abroad might not automatically fulfill degree requirements on your degree audit. After your transcript is received and processed by ISU, these courses will appear on your unofficial transcript in AccessPlus. At this time, meet with your Adviser to ensure required adjustments are done to your degree audit as discussed before you left.

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