FALL 2021 - SPRING 2022
STUDY ABROAD in 15 STEPS!!

1. Submit Study Abroad Interest Form at https://usfca-cge.terradotta.com

2. Research and select accredited study abroad options in LM 340 or online.

3. Apply for, or renew U.S. passport. Allow up to three months for delivery. Instructions and applications are available in LM 340.

4. Review program courses, graduation concerns, college/school requirements and policies, and develop your graduation plan with major/minor academic advisors and Academic Dean.

5. Schedule appointment with study abroad advisor for specific study abroad questions. For financial aid concerns, consult the Office of Financial Aid prior to departure. See “Frequently Asked Questions” Sheet for detailed information.

6. Complete and submit semester Pre-Application to the CGE before the following deadline. See reverse for step-by-step instructions.
   - December 1st, 2020 USF Study-Abroad Pre-Application deadline for all semester-long program applicants. THERE ARE NO EXCEPTIONS TO THIS DEADLINE. Pre-applications will not be considered unless you have met with a study abroad advisor prior to submission.

Applying to study abroad for a semester or academic year is a two-step process. You should plan to apply at the beginning of the fall semester of your sophomore year.

1. Students must meet with a study abroad adviser and complete a USF Study Abroad Pre-application for their program of choice through the Center for Global Education's website. Pre-Applications completed by the Dec. 1st deadline will be reviewed and students will be notified of their program nomination by the third week of January. Spring 2022 applicants may be on extended review until after Spring 2021 grades are submitted and should await notification of application status by the third week of June.

2. Nominated students may then apply for their approved program. Students are responsible for submitting the host program's application and required documentation by the program's deadline. Nomination by USF does not guarantee acceptance by the host program.

7. Apply to host program after nomination notification. The Center for Global Education will copy, scan, email and mail all study abroad materials for FREE! See reverse to order transcript.

8. Inform the CGE of your program acceptance. If you decide to cancel or postpone your study abroad, please inform the CGE and host institution/program.

9. Complete and submit host program’s confirmation materials before their deadline (i.e., agreement forms, course information, housing questionnaire, deposits, etc.)

10. Obtain & submit the following materials to the CGE BEFORE departure:
   - COPY OF ACCEPTANCE LETTER or Email acceptance
   - COPY OF PASSPORT
   - WAIVER OF LIABILITY
   - PETITION to ENROLL at ANOTHER INSTITUTION (PEAI), which must be signed by:
     o Study Abroad Advisor, LM 340
     o You
     o University Evaluator (Office of the Registrar), LM217
     o Major Dept. Chair or Faculty Advisor
     o Academic Dean at the Center for Academic & Student Achievement (CASA), UC 3rd floor
   - PROOF OF OVERSEAS HEALTH INSURANCE (EXTERNAL programs ONLY; students attending sponsored programs are automatically covered under USF’s International SOS Medical and Travel Security Assistance)
   - LEAVE OF ABSENCE (EXTERNAL programs ONLY)

11. Attend MANDATORY Pre-Departure Meeting. See the CGE for details.
12. **Plan USF courses for return semester** with your faculty advisor or school Academic Dean. **Pre-arrange USF HOUSING** with Student Housing and Residential Education, or **complete a Housing Release Form** if you will not live on campus upon your return.

13. Find out if you need a **student visa** and apply in advance. This can take up to 60 days, and a few consulates have VERY strict protocols. Prepare & plan ahead! *It is your responsibility to obtain a student visa.*

14. Make airline reservations. Obtain necessary immunizations and meet with your physician to discuss travel plans and handling of prescription medication abroad. Familiarize yourself with your host country’s customs, language, etc.

15. Spring study abroad students should complete their FAFSA application online before departing for their study abroad program.

**PRE-APPLICATION GUIDE**

1. Go to the Terra Dotta CGE page at [https://usfca-cge.terradotta.com](https://usfca-cge.terradotta.com)
2. From the menu bar to the left, select “Programs”
3. Search for your desired program (you may select “Search” for a complete list of our programs)
4. Select your desired program from the list, then click on the “Apply Now” button
5. Select “OK” from the pop-up window that will appear
6. On the following page, select the first option “I have a MyUSF username and password”
7. Follow the on-screen instructions to complete the rest of the pre-application

**Be sure to complete all of the required signature documents, materials, and questionnaires for the Pre-Application by the December 1st deadline. Incomplete pre-applications will not be considered for nomination.**

**OFFICIAL TRANSCRIPT ORDERING ONLINE**

1. Log on to your myUSF account at [https://myusf.usfca.edu](https://myusf.usfca.edu)
2. Click on the “Self Service” tab.
3. Click on the “Student Records” menu, click on “Request an Official Transcript or Enrollment Certificate”
4. Click on “Click Here” to place an order for an official transcript (transcripts are $10 per request)
5. Fill out your personal and student information (two web pages)
6. Select your Transcript and Delivery details: fill out with your program’s information and address, or select “Hold for Pick Up” if you want our office to mail out your transcript
7. After you complete & submit your online request, allow 3-5 business days for processing, then follow up with the **Office of the Registrar** for any additional questions or pick up. **DO NOT OPEN ENVELOPE!!!**

**If you wish for our office to mail out your transcript, you must pick your transcript up at the Office of the Registrar & bring it to the Center for Global Education, LM 340, in its SEALED envelope.**