### STUDY ABROAD in 15 STEPS!!

1. **Submit Study Abroad Interest Form** at [https://usfca-cge.terradotta.com](https://usfca-cge.terradotta.com)

2. Research and select **accredited** study abroad options in LM 340 or online through Terra Dotta.

3. Apply for, or renew **U.S. passport**. Allow up to three months for delivery. Instructions and applications are available in LM 340. **Passport photos can be taken at the One Card Office. See reverse for more info.**

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

5. Schedule appointment with study abroad advisor for specific study abroad questions. **For financial aid concerns, consult a Financial Aid Officer at One Stop prior to departure.** See “Frequently Asked Questions” Sheet for detailed information.

6. Complete a **Disciplinary Clearance Form.** All students who wish to study abroad or participate in an International Program (e.g., faculty-led course, immersion, field trip, etc.) must have a satisfactory disciplinary (conduct) record with the Office of Student Conduct Rights and Responsibilities (OSCRR).

7. **Complete and submit host program application(s)** to the CGE before the following deadline. We copy, scan, email, and mail all study abroad materials for **FREE! See reverse to order transcript.**
   - **March 1st deadline for all Summer applicants**
   - A completed application is submitting all the host institution’s forms and documentation and USF’s study abroad compliance forms and documentation.

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’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
    - PARTICIPANT INFORMATION SHEET (Online through Terra Dotta)
    - PETITION to ENROLL at ANOTHER INSTITUTION (PEAI), which must be signed by:
      - Study Abroad Advisor, LM 340
      - You
      - One Stop Enrollment and Financial Services Office, LM 251
      - Major Dept. Chair or Faculty Advisor
      - Center for Academic and Student Achievement (CASA), UC 3rd floor
    - PROOF OF OVERSEAS HEALTH INSURANCE

11. Attend **MANDATORY Pre-Departure Meeting.** See the CGE for details.

12. **Plan USF courses for return semester** with your faculty advisor or school 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!

14. Make airline reservations. Obtain necessary immunizations. Familiarize yourself with your host country’s customs, language, etc.

15. Spring study abroad students should complete their FAFSA online before departing for their study abroad program.
OFFICIAL TRANSCRIPT ORDERING ONLINE

1. Log on to your myUSF account at 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 or enrollment certificate (transcripts are $5 per request)
5. When filling out the form, select, “Hold for Pick Up”
6. After you complete & submit your online request, allow 3-5 business days for processing, then follow up with the One Stop for pick up. DO NOT OPEN ENVELOPE!!!

You must then pick it up at the One Stop Office & bring it to the Center for Global Education, LM 340, in its SEALED envelope.

TAKE YOUR PASSPORT PHOTOS ON CAMPUS

2 x 2 US standard passport photos are available on-campus at the One Card Office, located on Lone Mountain, Room 130.

No appointment is necessary.

Photos are provided during normal office hours, but can be temporarily unavailable during periods of heightened activity. Electronic copies are also available for no additional charge.

Six photos are $11

One Card accepts the following forms of payment:

- Cash
- Credit or Debit
- Dons Dollars
- Checks