

1. PLANNING

- EXPLORE & RESEARCH** available programs: use the website, attend information sessions & study abroad events throughout the semester. Application deadlines can be anywhere from 1-2 semesters ahead, so plan accordingly.
- TALK** to your academic advisor about the best time for you to study abroad, and arrange your academic plan around a study abroad experience. Decide what requirements you'll fulfill while studying abroad, be sure to check any pre-requisites as this may affect your choice of program.
- MEET** with a Study Abroad staff member. Your study abroad advisor can help you choose a program that meets your academic, financial, and professional needs and goals. To make an appointment with a Study Abroad Advisor, please call 509.313.3549 or email studyabroad@gonzaga.edu

2. APPLICATION PROCESS

- APPLY.** Go to the Study Abroad application portal and find your program to start an application. If you don't find your desired program, contact the Study Abroad office.
- COMPLETE** the GU Study Abroad online application and the requirements.
- If applicable, **COMPLETE** the 2nd program application required by host institution or program provider (**not required for Short Term programs or Gonzaga in Florence**). The Study Abroad office will work with students to make sure you complete the right applications.

SEMESTER PROGRAM PARTICIPANTS:

(NOT Gonzaga in Florence)

- Request from your program course descriptions, syllabi, and other course materials.
- Visit your academic advisor(s) and department chairs to discuss the program courses and request approval using the **Course Pre-Approval Form**.
- Try to get a least 8 to 10 classes approved for semester programs and 2 to 4 for summer program.
- Course equivalency should be approved by the Academic Department from which the student wants credit. (i.e. History approves History, Civil Engineering approves Civil Engineering classes.)
- Sponsored credit is posted on your Gonzaga transcript with a letter grade and ARE factored into your cumulative GPA. Grades of "Pass/Fail" and "Credit/Non-credit" are not accepted.

3. ONCE ACCEPTED

Each program's requirements will be slightly different once you've been accepted to your study abroad program.

ALL Participants must:

- Pay \$500 program deposit online.
- Complete additional Post-Decision items which could include inputting Emergency Contacts and signing Releases.
- Attend Pre-Departure Orientation sessions.
- Check Zagmail for program related announcements, deadlines, other requirements, and activities from Faculty Leader or Study Abroad Office.

4. PRE-DEPARTURE

- TRAVEL DOCUMENTS**—apply for or renew your passport and research and make arrangements for a student visa.
- Contact **HOUSING** to plan for your semester housing after your program.
- PURCHASE** airfare. Shop around for the best price. We recommend checking STA Travel or Student Universe, Kayak.com & airline carrier websites.
- READ** the orientation materials and participate in any orientation sessions offered to you by the program provider/Study Abroad office
- Make a **BUDGET** for personal spending, weekend travel, meals and social activities.
- Check the Center for Disease Control (www.cdc.gov) website for **IMMUNIZATIONS**.
- For Gonzaga in Florence and Short Term Programs**, complete your Gonzaga **HEALTH FORMS**.
- RESEARCH** the countries and cities where you will live and travel. Purchase travel guides for your host country/region. We recommend Lonely Planet, Let's Go or The Rough Guide. Learn the regulations of your host country, university or program. Ignorance of the rules is no excuse.
- PACK** lightly! You won't need as much as you think.
- KNOW** the course registration process.
- PAY** your program fees
- Remember that **YOU ARE THE LEARNER**—keep your eyes and ears open to the new world around you.
- You serve as an ambassador of Gonzaga, your family, and your country. As a Gonzaga student, you are subject to the Student Code of Conduct while abroad.