



JSU Study Abroad Student Checklist Direct Exchange Study Abroad

This checklist may not be an exhaustive list. The list is in chronological order.

- Review Study Abroad [Policies](#) & JSU Forms Deadlines
- Initial appointment with Study Abroad Coordinator. Email studyabroad@jsu.edu
- Initial appointment with Academic Advisor
- Initial appointment with Financial Aid Counselor. You can schedule a [one-on-one virtual chat!](#)
- Complete Initial [Student Conduct Inquiry Form](#)
- Apply for your [passport](#) (if applicable)
- Complete [JSU Study Abroad Student Application](#)
- Meet with clinician(s) to complete [Clinician's Report Form\(s\)](#) (if applicable)
- Complete [Financial Aid Disbursement Form](#) for Study Abroad (if applicable)
- Complete [Transient Request Form](#)
- Complete host institution application. Study Abroad Coordinator will send you the information.
- Wait to receive confirmation from host institution of full approval.
- Register in IHP 398 (0 credit) & IHP 399 (12-18 credits) at JSU
- Obtain visa (if applicable)
- Obtain flight ticket
- Enroll in [Smart Traveler Enrollment Program](#)
- Obtain travel insurance with adequate coverage
- Attend International House and Programs Pre-Departure Orientation
- Stay in touch with the Study Abroad Coordinator before, during and after the trip
- Request official transcripts to be sent to JSU upon completion of your program

Students participating in our Direct Exchange Program will need to appeal to the International Travel Risk Committee for final approval to travel if the destination country is designated as Level 3 and Level 4 as per the [Department of State Travel Advisories](#). Students are responsible for understanding the cancellation and refund policies of the providers. In the event the program gets canceled for the safety and health of the students, the students will be responsible for any financial losses.