INTERNATIONAL HOUSE
& PROGRAMS
JACKSONVILLE STATE UNIVERSITY

International House
700 Pelham Road North
Jacksonville, AL 36265
Tel: 256.782.5303
Email: studyabroad@jsu.edu

Jax State 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 & form deadlines
- ☐ Initial appointment with the Study Abroad Office. 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 Study Abroad Pre-Check
- ☐ Complete Jax State Study Abroad Student Application
- ☐ Complete General Health Physical at Jax State Health Center
- ☐ Apply for your passport (**if applicable**)
- ☐ 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 **(if applicable)**
- ☐ Complete host institution application. The Study Abroad Office will send you the details
- ☐ Wait to receive confirmation from host institution of full approval.
- ☐ Complete Study Abroad Vector Training
- ☐ Register in IHP 497 (0 credit) & IHP 399 (1-18 credits) at Jax State
- ☐ 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 Office before, during and after the trip
- ☐ Request official transcripts to be sent to Jax State 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 Leve 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.