

Study Abroad Checklist:

- Go to <https://www.saintleo.edu/international/study-abroad> and click on “Explore Study Abroad Options” where you will access <http://saintleo.abroadoffice.net/index.html>.
- Search on Saint Leo Programs or Partner Programs as those allow aid from Saint Leo to go along with the student (tuition remission and Federal Work Study are the only kinds of aid that cannot go with the student).
- Once program is selected, click “Apply to this program”.
- Download the Course Approval Form (Study Abroad Approval Form) and access the course listing link on the website.
- Sit down with your academic advisor to go over course transfer to determine the approved courses for the term abroad.
- Be sure that the entire Course approval form has been signed by all departments listed.
- Bring the form back to the Center for Global Engagement Office (CGE) prior to February 1st for the following academic year. For example, Course Approval Form is due to CGE by 2/1/2025 for students wishing to study abroad in Summer 2025, Fall 2025 or Spring 2026.
- Once Course approval form has been turned in, complete the application to the actual program where you will study abroad with the CGE office. Be sure to copy CGE on correspondence with program. CGE will order transcripts for you since you are studying in an approved study abroad program.
- Get passport!
- Once accepted to the schools abroad, get Study Abroad Memo and Letter from Saint Leo University and apply for Student visa. Go to the Consulate or Embassy’s website in the country abroad and find out the visa application procedures.
- Purchase ticket.
- Fill out all Emergency Contact Forms and submit copies of all insurance documents for the Center for Global Engagement office. Download the app and register your trip with Crisis24Horizon.
- Do Pre-departure Study Abroad Orientation –be sure to check out What’s Up with Culture – you can access great resources here: <http://saintleo.abroadoffice.net/resources.html>.