

Study Abroad Checklist:

- Go to <http://www.saintleo.edu/resources/study-abroad.aspx> and click on “Explore Study Abroad Locations” 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 Multicultural and International Services Office (MISO) prior to February 1st if reserving for the following Fall semester (i.e.: 2/1/2016 due for studies abroad in the Fall 2016) and September 15th for the following Spring semester (i.e.: 9/15/2016 due for studies abroad in the Spring 2017).
- Once Course approval form has been turned in, the semester prior to studies abroad, complete the application to the actual University where you will study abroad with MISO office. Bring all paperwork back to MISO and office will assist.
- 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 Multicultural and International Services office.
- 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>.