

# Student Checklist for Study Abroad 2012

Applying for Study Abroad is easy! Follow this check list, which will tell you exactly what to do and in what order to do so!

\*All Study Abroad paperwork and items, including scholarship applications will be turned in at the Study Abroad Office (SLU enrollment forms are to be sent to Enrollment Services).

Director: Dr. Kent Neuerburg

Office: 103 Meade Hall, Hammond, La. 70401

Phone: 985-549-2135

Fax: 985-549-3478

Website: <http://www.selu.edu/studyabroad>

Email: [studyabroad@selu.edu](mailto:studyabroad@selu.edu)

## → Step 1: Visit the Faculty Program Coordinator (contact our office for a list of program coordinators).

	Done (v)	Notes
Contact the program coordinator to set up a meeting.		
Meet with the coordinator and fill out the course approval.		
Obtain approval from the coordinator		

## → Step 1.5: If you are not currently enrolled at Southeastern, you need to contact Enrollment Services to apply to the University (Enrollment Services: 985-549-2066).

	Done (v)	Notes
File an official SLU application		
Pay the application fee		
Bring copies of all necessary paper work to the Office of Records and Registration		

## → Step 2: Apply at the Study Abroad office. We are located in Meade Hall, room 103.

	Done (v)	Notes
Complete all of your paperwork: Application, 2 Letters of Recommendation, & Course Approval		
Pay the \$100.00 non-refundable deposit at the Controller's Office located on North Campus, Financial Aid Building		
Bring all completed paperwork and the receipt for the deposit to the Study Abroad office.		

**→ Step 3: Necessary Paperwork**

	Done (v)	Notes
Upon acceptance into the program, an email will be sent notifying the student. The last day to withdraw from the program without being held responsible for payment is February 23, 2012.		
If you intend on applying for financial aid, other than the scholarships awarded through our office, contact Tara Laborde in Financial Aid (985-549-3629). If you receive any financial aid, bring a copy of the paperwork to our office.		
Ensure that your current passport is valid. You will need a minimum of six months validity from the start of the trip. If you do not have a valid passport, apply as soon as possible. Passports can be applied for at most United States Post Offices. You will also need to bring in two color copies of your passport to our office.		
If you are not a current U.S. citizen, you may need to apply for a Visa. It is the student's responsibility to do so.		
All students attending the China program will need a Visa. This is covered by the cost of the program. Please bring your valid passport to our office to fill out the necessary paperwork. If you are not a U.S. citizen, please bring your green card and other necessary paperwork also.		
Passport or driver's license sized photo's will be required for International Student I.D. cards. Check with our office for details on the specifications for individual programs.		
The faculty coordinator will announce when it is time to book your flight. Once you have booked your flight, email a copy of your flight itinerary to our office so that the faculty on the trip will know when you arrive (This does not apply for programs that include airfare).		

→ Step 4: Things to Remember		
	Done (v)	Notes
Scholarships will be announced before the drop date.		
The withdraw date is February 23, 2012. Any student who has not submitted a formal email stating their withdrawal from the program will be charged the full amount of the program. Emails must be received by 4:30 P.M.		
All program fees must be paid to the controller's office by February 23, 2012. Fees will not post to your LEOnet account right away. Any anticipated financial aid or scholarships will constitute payment.		
Enrollment will be done by our office. Please ensure that all registration holds have been removed and, if necessary, you have obtained override permission to take extended hours.		
Contact the faculty member who is teaching your class for any necessary preparation or course work prior to the trip. There will also be informational meetings regarding each individual program that are mandatory prior to each program.		