CHECKLIST: THINGS YOU NEED TO DO TO STUDY ABROAD

(if you are a Baruch student participating in a Baruch College Study Abroad Program)

Congratulations on taking your first step toward studying abroad. If you have received this document you will probably already have attended a Study Abroad First Step Advising Meeting and completed the first few steps in the process. Please read this checklist carefully. It is designed to help guide you through the entire study abroad application process. Study Abroad Advisors are here to assist you in dealing with any problems that may arise. Please consult with us early and as often as needed at (646) 312-2090 or (646) 312-2091. You may also come by during our walk-in office hours. Please consult the Study Abroad website, (http://zicklin.baruch.cuny.edu/centers/weissman/students/study-abroad), which contains more detailed information about the application process.

All Baruch College forms referred to below are available online on the Study Abroad website.

☐ Attended a Study Abroad First Step Advising Meeting.
☐ Visited the Baruch SAO to obtain permission to log into the online Application to Study Abroad.
☐ Applied for a passport or confirmed that your current passport is valid for at least 6 months after the end of your program.
☐ If applying to the Salamanca program: Obtained a Salamanca Language Placement/Course Approval Form signed by Prof. Wayne Finke of the Department of Modern Languages at Baruch. Prof. Finke’s office is located in VC 6-275. His email is wayne.finke@baruch.cuny.edu and his phone number is 646 312-4220.
☐ Completed and handed in to the SAO the following forms:

All students applying to a Baruch Study Abroad Program:
☐ Baruch College CUNY International Travel Waiver and Release Packet

Students applying to the Salamanca Program
☐ Salamanca Language Placement/Course Approval Form signed by Prof. Finke
☐ Salamanca Housing Preference Form
☐ Travel Information Form
☐ Submitted Baruch Application to Study Abroad by the deadline (Oct. 1 or Mar. 15). You will be notified by email of your acceptance into the program.
☐ Paid program fee to Baruch College as indicated on the invoice. (The invoice will be emailed to you.) You should make your check or money order payable to “WCIB-Baruch College,” and indicate that it is in payment for the program fee.
☐ Consulted the Financial Aid Office, applied for scholarships, including STOCS for CUNY students, if eligible.
☐ Applied for visa, if applicable (Check the consular services section of the country of your destination for instructions on visa requirements).
☐ Picked up Baruch College bill in SAO (the SAO will notify you when your bill is ready), paid tuition and/or fees to the Baruch College Bursar’s Office, and returned validated receipt of bill to the SAO.
☐ Attended the mandatory pre-departure orientation session.
☐ Picked up Study Abroad Permit (the SAO will notify you via e-mail when it is ready).

Please do NOT hand in this list to the Study Abroad Office. This checklist is for your own record.