CHECKLIST: THINGS YOU NEED TO DO TO STUDY ABROAD

(if you are a Baruch student participating in a CUNY Exchange, CUNY Study Abroad Program, non-CUNY Study Abroad Program or directly enrolling)

Congratulations on your first step toward studying abroad. If you have received this document you should already have attended a Study Abroad First Step Advising Meeting. 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, which contains more detailed information about the application process. (http://zicklin.baruch.cuny.edu/centers/weissman/students/study-abroad).

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 in and complete 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.
☐ Consulted with the Center for Advisement and Orientation, and any major department(s) (if applicable) about degree and major requirements.
☐ Completed the online Application to Study Abroad.
☐ Signed and returned to SAO Conditional Permit Form, if applicable.
☐ Completed and mailed the sponsoring institution’s or the host university application
☐ Consulted with the Financial Aid Office, researched and applied for scholarships, if applicable.
☐ Provided SAO with copy of acceptance letter from sponsoring institution.
☐ Purchased international health and medical insurance (in not included in program fee.
☐ Applied for visa. (Check with program sponsor about visa requirements).
☐ Received any necessary immunizations related to your study abroad destination.
☐ If attending a CUNY exchange or study abroad program, picked up bill for CUNY tuition and/or fees from the SAO (the SAO will notify you via e-mail when your bill is ready), cleared all outstanding accounts with the Bursar’s Office, and returned validated bill to the SAO.
☐ If attending a non-CUNY program for a semester or directly enrolling in a university abroad for a semester, picked up Baruch College bill for $50 Student Status Maintenance Fee from the SAO (the SAO will notify you via e-mail when your bill is ready), cleared all outstanding accounts with the Bursar’s Office, and returned validated bill to the SAO.
☐ If attending a CUNY exchange, CUNY Study Abroad Program or non-CUNY Study Abroad Program, completed and returned to the SAO the Baruch College CUNY Independent International Travel Form.
☐ If attending foreign university as a direct enrollment student, completed and returned to the SAO the completed and returned to the SAO the Baruch College CUNY International Travel Waiver and Release Packet.
☐ Picked up Study Abroad Permit in SAO (The SAO will notify you via e-mail when it is ready).
☐ If attending a CUNY Study Abroad Program, filed an e-Permit. You will receive an email from the SAO with directions on when and how to file the e-Permit.
☐ Completed all requirements for registration at and payment of fees to host university or program sponsor.
☐ Attended pre-departure orientation.

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