CHECKLIST: THINGS YOU NEED TO DO TO STUDY ABROAD

(if you are a non-Baruch CUNY student applying to a Baruch College exchange)

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, 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.

Please note: This checklist relates primarily to the procedures you need to follow at Baruch College. You must satisfy all requirements of your home college regarding credit, payment of fees, and financial aid and must meet all deadlines and other requirements of the host university.

☐ Applied for a passport or confirmed that your current passport is valid for at least 6 months after the end of your program.
☐ Downloaded the Baruch College Visiting Student Application from the Study Abroad website.
☐ Requested an official Certification of Attendance from your home college. This document is usually issued by the Registrar’s Office of your home college.
☐ Consulted with the appropriate home college office and any major department(s) (if applicable) about degree/major requirements and credit transfer policies for study on the Baruch exchange.
☐ Attended a Study Abroad First Step Advising Meeting at Baruch Study Abroad Office (SAO). Plan for a visit of at least an hour. At this meeting, you should submit to the Study Abroad Office the following documents:
  ☐ Completed Visiting Student Application
  ☐ Official Certification of Attendance from your home college
  ☐ Transcript (official or unofficial) from your home college

At this meeting you will be given authorization to log in and complete the online Baruch College Application to Study Abroad.

☐ Submitted Baruch College Application to Study Abroad by the deadline (Oct. 1 or Mar. 15). You will be notified by email if you have been nominated for the exchange for which you have applied.
☐ Signed and returned to the SAO a Conditional Permit Form, if applicable.
☐ If nominated for an exchange, completed and handed in to the Assistant Director of Study Abroad the host university’s exchange student application.
☐ Consulted with the Financial Aid Office at your home college; researched and applied for scholarships, if applicable.
☐ Completed and returned to the SAO the Baruch College CUNY International Travel Waiver and Release Packet.
☐ Picked up the host university’s acceptance letter from the Assistant Director of Study Abroad (if nominated).
☐ Applied for visa. (Check the consular services section of the country of your destination for instructions on visa requirements for citizens of your country of citizenship.)
☐ Received any necessary immunizations related to your study abroad destination.
☐ Cleared all outstanding accounts with your home college’s Bursar’s Office, and returned to the SAO a proof of tuition payment to home college (original validated receipt of CUNY tuition payment).
☐ Filed an e-Permit for 12 credits of STABD 11112.
☐ Picked up Study Abroad Permit in the SAO or arranged to have it mailed to you. (The SAO will notify you via e-mail when it is ready).
☐ Completed all requirements for registration and payment of any fees to host university.
☐ Attended pre-departure orientation.

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