

# University of Houston Clear Lake

OFFICE OF INTERNATIONAL ADMISSIONS AND PROGRAMS

## Study Abroad Checklist

PERSONAL INFORMATION	
Full Name:	
Address:	
Telephone number:	
Student ID:	
Study Abroad Country:	
Name of Third Part Vendor:	

CHECKLIST		
<input type="checkbox"/>	Contact the Office of International Admissions and Programs	Learn about various study abroad programs
<input type="checkbox"/>	Plan early	Plan at least two semesters ahead
<input type="checkbox"/>	Contact third party vendor	AIFS, CIEE, CEA, ISA, CISabroad, KEI, SOL, Semester at Sea
<input type="checkbox"/>	Research your curriculum	
<input type="checkbox"/>	Find the program and courses you want to take	
<input type="checkbox"/>	Contact your academic adviser	Get your courses reviewed, and make sure your courses can be transferred
<input type="checkbox"/>	Inform the study abroad adviser about updated CPA	
<input type="checkbox"/>	Get admitted to the study abroad program	Once you receive the admission letter, forward it to your study abroad adviser
<input type="checkbox"/>	Apply for IEFA scholarship	Check the deadlines
<input type="checkbox"/>	Apply for external scholarships	Marshall Scholarships, Boren Awards, Benjamin A. Gilman Scholarship, etc.
<input type="checkbox"/>	Fill out all the required forms at OIAP	At least two months before the departure
<input type="checkbox"/>	Read all the emergency guidelines and resources from U.S. Department of State	Prior to departure
<input type="checkbox"/>	Refer to Department of State's PREP guide	Prior to departure
<input type="checkbox"/>	Attend OIAP's pre-departure orientation	Prior to departure

**Pre- Departure**

<input type="checkbox"/>	Apply for a passport and visa	
<input type="checkbox"/>	Visit a travel doctor	
<input type="checkbox"/>	Get travel insurance card from the travel office	
<input type="checkbox"/>	Research local culture	
<input type="checkbox"/>	Buy a plane ticket	
<input type="checkbox"/>	Make a packing list	
<input type="checkbox"/>	Fly to destination!	