



Office of International Programs
 430 S. Michigan Avenue, AUD 124, Chicago, IL 60605
 Tel: (312) 341-3531; Fax: (312) 341-6377; Email: international@roosevelt.edu

Study Abroad Process: An Overview

Step to Study Abroad	Action Taken by the Student
1. Select a program	<p>Explore study abroad programs at the Office of International Programs. Your choice of programs will be influenced by academics, geographic location and finances.</p> <p>Consult your academic advisor to determine remaining degree requirements.</p> <p>Discuss desire to study abroad with family members.</p> <p>Carefully assess to total cost of the study abroad program you have selected.</p>
2. Request permission to apply to study abroad	<p>Submit a <i>Request for Permission to Apply to Study Abroad Form</i> to OIP</p> <p>Note: you will receive written approval when your request has been approved. You may only complete the program application <u>AFTER</u> receiving this approval.</p>
3. Apply to program	<p>Submit a copy of your application to the Office of International Programs.</p>
4. Upon admission to program:	<p>Provide a copy of your admissions letter to OIP.</p> <p>Pay program deposit and submit signed contract to program (as requested by program).</p> <p>Obtain a Pre-Departure Packet from OIP. Failure to submit all forms will result in revocation of permission to study abroad.</p> <ol style="list-style-type: none"> 1. <i>List of Preliminary Course Choices</i> 2. <i>Financial Need Worksheet</i> 3. <i>Waiver & Release</i> 4. <i>Agreement of Participation</i> 5. <i>Study Abroad Travel Policy</i> 6. <i>Emergency Contact Information</i> 7. <i>Health Information Form</i> 8. <i>Health and Medical Authorization Form</i>
5. Upon arrival at program	<p>Inform OIP of any courses you would like to take that have not been pre-approved by Roosevelt University.</p>
6. Before returning to RU	<p>Request official transcripts from your program. Official transcripts must be sent to Office of International Programs, Roosevelt University, AUD 124, 430 South Michigan Avenue, Chicago, IL 60605.</p>
7. Upon return to RU	<p>Complete a study abroad program evaluation.</p>