# Study Abroad Process: An Overview

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<th>Step to Study Abroad</th>
<th>Action Taken by the Student</th>
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| 1. Select a program                           | Explore study abroad programs at the Office of International Programs. Your choice of programs will be influenced by academics, geographic location and finances.  
Consult your academic advisor to determine remaining degree requirements.  
Discuss desire to study abroad with family members.  
Carefully assess to total cost of the study abroad program you have selected. |
| 2. Request permission to apply to study abroad | Submit a *Request for Permission to Apply to Study Abroad Form* to OIP  
Note: you will receive written approval when your request has been approved.  
You may only complete the program application AFTER receiving this approval. |
| 3. Apply to program                           | Submit a copy of your application to the Office of International Programs.                                        |
| 4. Upon admission to program:                 | Provide a copy of your admissions letter to OIP.  
Pay program deposit and submit signed contract to program (as requested by program).  
Obtain a *Pre-Departure Packet* from OIP. Failure to submit all forms will result in revocation of permission to study abroad.  
1. *List of Preliminary Course Choices*  
2. *Financial Need Worksheet*  
3. *Waiver & Release*  
4. *Agreement of Participation*  
5. *Study Abroad Travel Policy*  
6. *Emergency Contact Information*  
7. *Health Information Form*  
8. *Health and Medical Authorization Form* |
| 5. Upon arrival at program                    | Inform OIP of any courses you would like to take that have not been pre-approved by Roosevelt University.         |
| 6. Before returning to RU                     | 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. |
| 7. Upon return to RU                          | Complete a study abroad program evaluation.                                                                       |