

# Study Abroad

## Checklist



Use this checklist to ensure your study abroad application process is complete.

### Concordia Application Process

- Browse undergraduate semester and year-long programs online (we encourage you to first look at Concordia's featured programs)
- Fill out the Questionnaire (located in the Meyer Hall 115 or online)
- Meet with staff in the CALL Center to discuss your goals for going abroad
- Select your program based on academic and personal goals
- Plan your budget with a Study Abroad Cost Estimate Sheet and meet with Financial Aid
- Complete Concordia's online study abroad application
- Receive notice from the CALL Center you have been internally approved to study abroad (GPA and student record check)
- Receive acceptance packet and sign acceptance form.

### After Acceptance

- Apply for passport (may take up to 90 days to receive)
- Apply to the program directly
  - This only applies if the program is not a CSP-sponsored program
- Apply for Visa
- Fill out Course Approval Form (found online or in CALL Center)
- Meet with your advisor to go over Course Approval Form
- Turn in Course Approval Form with appropriate signatures to the CALL Center (CALL Center will make a copy and submit it to the Registrar.)
- Notify the CALL Center of your acceptance to the program

### Pre-Departure (2-3 months before departure)

- Purchase airfare
- Meet with the staff in the C.A.L.L. Center for a pre-departure advising meeting
- Complete cultural training

**And you're on your way!**

SERVE. LEAD. GO



**Study Abroad**  
C.A.L.L. Center

abroad@csp.edu  
csp.edu/studyabroad