**Step 1: Research and Identify Study Abroad Programs**

- Application deadlines can be anywhere from 1-2 semesters ahead, so plan ahead.

- Attend the **Study Abroad 101** Group Advising Session (Mondays 4:10Pm in MMH 114) or watch the Study Abroad 101 video at [www.studyabroad.miamioh.edu](http://www.studyabroad.miamioh.edu) to begin your study abroad research and to get tips on narrowing down your options.

- Check out the study abroad program listings ([www.studyabroad.miamioh.edu](http://www.studyabroad.miamioh.edu)) and attend the annual Study Abroad Fair to get an idea of the wide range of options available to you.

- **Meet with a Study Abroad Advisor** once your choices are narrowed down to assure you choose a program that meets your academic, financial and professional needs. To set up an appointment with a Study Abroad Advisor call 513-529-8600.

- **Talk to your academic advisor** about the best time for you to study abroad, and arrange your academic plan around a flexible study abroad experience. Decide what requirements you want to fulfill while studying abroad, as this may affect your choice of program.

- **Meet with a financial aid counselor** in the CAB in order to understand your financial aid package and its application to your program.

- Make your program choice after discussions with your departmental adviser(s), Study Abroad Advisor, financial aid counselor, parents and study abroad returnees.

- Enroll in the optional sprint course **IDS 154: Introduction to Study Abroad** to develop skills for the enhancement of your educational experience abroad.

**Step 2: Dual Application Procedures**

**Miami Application:** Go to the Study Abroad website ([www.studyabroad.miamioh.edu](http://www.studyabroad.miamioh.edu)) and find your chosen study abroad program.

- Click on “Apply Now” on the program page to begin the MU application process. All Miami students are registered within the system, so log in with your usual Miami UniqueID/password. If you do not see your program listed, contact a Study Abroad Advisor to confirm that credit can be transferred to Miami.

- Electronically sign your **Disciplinary Release** and complete the other tasks on the Miami application. Make sure that your Miami application is complete and all of the boxes are checked.

- Once approved, you must **Commit** to maintain full time status while abroad and facilitate credit transfer.

- **$125 Study Abroad Administration Fee.** All study abroad students pay this fee to the Bursar during the term they are abroad.

**Program application:** Check your program’s own application deadline (on their website, not Miami’s) and complete their application process before their deadline.

- Program applications will often require a form called a **Home School/Disciplinary Approval** (or similar name), to be signed by a Study Abroad Advisor. You can drop this form off in 216 MacMillan during business hours (M-F, 8-5). The signed form will be sent directly to your program once it is complete. In order to complete the form, you must have begun your Miami University application and e-signed the Disciplinary Release.

- **Transcripts** can be requested from the Office of the Registrar’s website: [www.miamioh.edu/registrar/student/transcriptrequest](http://www.miamioh.edu/registrar/student/transcriptrequest).

**Step 3: Transfer Credit**

- Request from your program (or find on their website) course descriptions, syllabi, and other course materials.

- Contact the Chief Departmental Advisor(s) to discuss the program courses and request approval using the **Transfer Credit Approval Form** (form is available through your account at [www.studyabroad.miamioh.edu](http://www.studyabroad.miamioh.edu))

- Notify the program provider of your preferred and alternate courses after approval by your academic advisor(s).

  - Course equivalency should be approved by the Chief Departmental Advisor for the corresponding department. To do a self-designed Thematic Sequence, see the Office of Liberal Education ([www.miamioh.edu/led/current-students/](http://www.miamioh.edu/led/current-students/))

  - The host university sponsoring the program must send an official transcript to Miami after completion of the program. This transcript should be sent to: Miami University/Office of the Registrar/Transfer Credit Evaluations/301 S. Campus Ave/Oxford, OH 45056/USA

  - Transfer hours are posted on your Miami transcript without grades and do not count in your grade point average. However, grades of “Pass/Fail” and “Credit/Non-credit” are not accepted.

  - **Semester/year students:** You must enroll in at least 12 credit hours (or the local equivalent) while studying abroad.
Step 4: Scholarships and Financial Aid

☐ If you have not already done so, talk to a financial aid counselor in the Office of Student Financial Assistance (www.miamioh.edu/financialaid) about your financial aid package and its transferability to your study abroad program.

☐ If you want to transfer financial aid to your study abroad program or need to request a loan deferment, you will need to complete a Consortium Agreement (available through www.studyabroad.miamioh.edu upon approval). You can confirm Miami’s reception through BannerWeb under Financial Aid tab.

☐ A Transfer Credit Approval Form must be submitted with at least 12 credit hours listed for the Consortium Agreement to be approved.

☐ If your FAFSA indicates that you have financial need, check with the Office of Student Financial Assistance (www.miamioh.edu/financialaid) for information about the Study Abroad Airfare Grant for semester study abroad programs.

☐ Review the Financial Aid & Scholarships listing (www.studyabroad.miamioh.edu) for study abroad scholarships and be willing to write competitive essays to earn scholarship dollars. If you need help, make an appointment with the GLI scholarship advisor.

Step 5: Prepare for a Successful Study Abroad Experience

☐ Contact the Office of Housing Options, Meals and Events to complete a Not Returning Form to cancel current housing/dining arrangements and to inquire about campus housing for after your return from study abroad.

☐ Attend the mandatory Pre-Departure Orientation Program offered by the Study Abroad office at the end of the semester before you go abroad (date/time/location will be announced via the website and email).

☐ If studying abroad in your last semester at Miami, request a waiver of the 12-credit residency requirement from your divisional advising office.

☐ Build a realistic budget for your time abroad including travel, food, souvenir and other costs.

☐ If your study abroad program does not provide your airfare, shop around for the best price. We recommend including statravel.com, studentuniverse.com, kayak.com and the airlines’ own sites in your search.

☐ Read all of the orientation materials - and participate in any orientation sessions - offered to you by the program provider.

☐ Establish a Power-of-Attorney relationship with a parent or other trusted person to act on your behalf in financial matters.

☐ Contact Student Health Services and visit cdc.gov regarding any necessary country specific immunizations.

☐ If your study abroad program does not provide international health insurance, do not go without it! Contact the Study Abroad office for more information on the HTH international health insurance plan.

☐ Research the countries and cities where you will live and travel, perhaps use a travel guide for your host country/region. We recommend Lonely Planet, Let’s Go or The Rough Guide.

☐ Pack lightly! You will not need as much as you think and many things you might pack can be bought in your host country.

Step 6: Study Abroad Intentionally

- Learn the law and regulations of your host country, university or program. Ignorance of the rules is no excuse.
- Accommodate yourself to local customs— in language, in food, in dress, in scheduling and in human relationships.
- Remember that YOU ARE THE LEARNER—keep your eyes and ears open to the new world around you.
- Keep in touch with family and friends at home—but get involved with new friends and activities to best experience your host culture and language.
- Remember that you serve as an ambassador of Miami University, your family, and your country, so act accordingly.

Step 7: At the End of Your Program

☐ Request and save a copy of your transcript from your study abroad program for your own records and send one to Miami U.

☐ Be sure to bring back course materials including syllabi, papers and exams.

Step 8: Returning to Miami University

☐ Give us feedback on your study abroad program! This helps us learn more about what works and what doesn’t.

☐ Enroll in the optional sprint course IDS 156: Study Abroad Reentry to learn how to discuss your life-changing experience with others.

☐ Become a Study Abroad Ambassador or Volunteer for study abroad activities throughout the year. Check in with the office for more details.

☐ Submit your photographs to our Study Abroad Photo Contest during Spring Semester.