

# Checklist for Students Going on a Semester Exchange

Receive **advising** from the Study Abroad Office (**bring copy of transcript**) and your academic advisor

Fill out and submit [General Application online](#)

Fill out and submit [Scholarship Applications online](#)

Submit **Transcript** to the Study Abroad Office

Fill out and submit [Health Form](#)

Fill out and submit [Travel Release](#)

Fill out and submit [Code of Conduct/Liability](#)

Submit required documents to **host university** (i.e. Application form, housing, etc.)

Submit a color copy of [Passport](#) to the Study Abroad Office (by email or coming to by the office and letting us make a copy)

Apply for **Visa** once you have been accepted by host university and submit a copy to the Study Abroad Office

Fill out and submit [Course Equivalency Form](#)

Attend **T A A**

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Make **housing arrangements** (hostel, dorm, apartment, etc.)

Register in the [Smart Traveler Program](#) and download the **International SOS app**

If recommended/require have the correct [Vaccinations/Immunizations](#)

Pick up from the Study Abroad Office the **Insurance Card and Study Abroad T-Shirt**

(Given to students only after all forms are turned in and you have been accepted by the

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**\*\*\*The Study Abroad Office encourages students to become familiar with their host country's local culture, custom, transportation options, climate for the duration of your program, and any other information deemed relevant, prior to departure, to ensure a sa**