

# STUDY ABROAD

## CHECKLIST

Study abroad requires proper planning whether you are interested in a short-term program or participating on a semester or academic year abroad. Allow adequate time to prepare yourself for your time abroad. **A year or more of preparation** is ideal and necessary for some programs. Each program requires a slightly different approach.

### 1. Planning your study abroad program:

- Research available programs on [globaleducation.mercer.edu](http://globaleducation.mercer.edu) and tentatively determine which ones might be best for you.
- Make an appointment with the Global Education Coordinator, Bryan Johnson, to discuss your choice of program(s). He will advise you on the details of each program, give recommendations, and answer any questions.
- Talk to your parents or guardians about your plans.
- Meet with your academic advisor and get them to approve your tentative plans. Discuss how courses fit into your major, graduation requirements, and anticipated graduation date.
- Apply** for your program on [merceraabroad.com](http://merceraabroad.com)! Applications and instructions are available in the Office of Global Education, located on the first floor of Wiggs, or online.
- Fill out the Study Abroad Course Approval agreement with your advisor and/or department chair.
- Meet with a representative in the Financial Aid Office to discuss any questions or concerns about your financial aid package during your time abroad.
- Submit applications for additional scholarship opportunities (**Boren Scholarship, Gilman Scholarship, Fund for Education Abroad, Global Leader Scholarship**).
- Apply for a passport (or renew if it's expired).



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### 2. Once accepted to the program:

- Pay your non-refundable \$75 Study Abroad Application Fee thorough MyMercer.com.
- Complete and submit an international student application and other forms to you host university or sponsoring organization. (This process varies from program to program. Consult the Global Education Coordinator for details).
- Meet with the Global Education Coordinator to learn about the requirements for a student visa (if applicable, requirements vary by program and country).
- Once you are notified of acceptance by your host university, complete **Post-Decision items** from your mercerabroad.com application.
- Apply for a student visa (if required by the host country and program)
- Purchase airline tickets.
- Apply for housing at the at the abroad university and pay any housing fees by the respective deadline.
- Register for courses at the abroad university (timetable may vary depending on when course registration begins).
- Attend a **mandatory pre-departure orientation session** to learn about travel planning, health and safety while abroad.
- Check the Center for Disease Control at [www.cdc.gov/travel](http://www.cdc.gov/travel) to determine your needs for immunization, etc. for your host country.
- Have a medical checkup (if applicable). Tell your doctor about where you are going and receive appropriate immunizations.
- Obtain necessary medications for the duration of your stay along with any prescriptions for eye glasses/contact lenses as needed. Also check if your medications are legal in your host country (ask your doctor if needed).
- Contact your insurance provider to obtain proof of international health coverage. You will need to obtain supplemental insurance for international coverage if your private insurance does not cover you abroad.



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### 3. While abroad:

- Make arrangements for transcripts to be sent to the Office of Global Education at Mercer University.
- Inform the office of any potential travel plans while attending your program abroad.
- Register for courses at Mercer for your next semester.
- Register for housing at Mercer for your next semester.
- Return to Mercer for the next term!

**NOTE:** if you have any question during the study abroad process please contact the Office of Global Education at (478)-301-5964

