STUDY ABROAD CHECKLIST

STUDY ABROAD COORDINATOR
☐ Contact Dr. Barbara Buedel, AC D-225, phone ext. 4210 or e-mail buedel@lycoming.edu
☐ Obtain and complete the “Application to Study Abroad.” (Lyco form is located on Registrar’s web page under “Miscellaneous Forms”).
☐ Apply to the program selected.
☐ Obtain and complete the “Assumption of Risk Form”. Deliver it to Ms. Jackie Bilger (Long Hall).
☐ Recommendation letters from Lycoming Personnel (one must be from a faculty member).

STUDY ABROAD LIBRARY – 3rd Floor Wertz-Career Development Center
☐ Review materials in the Study Abroad Library and on-line. Identify 1 to 3 programs that best meet your academic needs and interests.

ADVISOR
☐ Obtain advisor and major/minor department approval for courses you will take abroad. Select those courses you will take when you return to Lycoming.

FINANCIAL AID
☐ Meet with Director of Financial Aid, to make sure aid is available and in place.
☐ Complete financial aid application forms for the semester you plan to return to Lycoming.

REGISTRAR’S OFFICE
For semester-long programs:
☐ Return the completed “Application to Study Abroad”, which now includes two letters of recommendation. If the program is not one of the Affiliate programs, provide a catalog.
☐ Sign and leave a blank pre-registration form.
☐ Turn in the “Not Returning” card to let us know you are definitely going abroad.
☐ Students studying in those countries requiring a Visa need to obtain a letter from the Registrar’s office.
☐ After you arrive, notify the Registrar’s Office of your address, phone, fax, e-mail at the host institution.

For May and Summer session programs:
☐ Return the completed “Application to Study Abroad.” Note: There is a special application form for May Term courses. If the program is not one of the Affiliate programs, provide a catalog. Two letters of recommendation now required.
☐ Complete the Special Summer Registration form.
☐ After you arrive, notify the Registrar’s Office of your address, phone, fax, e-mail at the host institution.

BUSINESS OFFICE
☐ Clear your accounts.
☐ If going abroad for the Spring semester, pay the Fall registration deposit.
☐ Students studying in those countries requiring a Visa need to obtain a letter from the Bursar.

RESIDENCE LIFE
☐ Complete the forms needed to reserve a room for the semester you plan to return to Lycoming.

GENERAL
☐ Airline reservations
☐ Passport
☐ Visa, if required
☐ International Student ID
☐ Inoculations, if required
☐ Currency and banking
☐ Culture and customs of destination
☐ Climate and clothing
☐ Customs regulations