



DIRECT EXCHANGE APPLICATION CHECKLIST

Application Deadlines:

- March 15th for fall & academic year (fall-spring) programs
- October 1st for spring & calendar year (spring-fall) programs

PHASE I – APPLY FOR NOMINATION TO STUDY AT A PARTNER UNIVERSITY

- Apply/renew passport - <https://travel.state.gov/content/passports/en/passports.html>
 - Passport must be **valid 6 months beyond the return of your time overseas**
 - 1st time applicants can submit paper application to **our office** or at the US Post Office in Chico
- Attend a Direct Exchange Application Workshop
 - Afterward, the Study Abroad Office will convert Advising Applications in TREK to the Direct Exchange Partner University and term of choice.
 - Student Judicial Affairs and Study Abroad** will review student disciplinary record at Chico State. Students with a history of disciplinary probation must file an Appeal in order to move forward.
- Online Application: a computer and scanner are available in SSC 440 during business hours
 - Statement of Purpose – **800 Words**
 - Language Requirement- If there is a requirement, you will submit explanation/proof.
 - Location Selection & Back-Up- List top choice and back up locations.
 - 2 faculty recommendations – TREK has an **online request system**. If you recently transferred to Chico, then you can enter the contact information for faculty at another institution. ***Must be an academic recommendation!**
 - Copy of your passport – If your passport has not arrived yet, upload a passport application receipt
 - Official transcript(s) – **all college-level** (does NOT include AP credit) work must be submitted in a **sealed envelope**

03/15

10/01

INTERNAL STUDY ABROAD OFFICE REVIEW - A committee will review complete applications within 5-7 business days of the application deadline. If there are more applicants than space available for the desired university or term, students may be asked for an interview. If selected, CSU Chico will notify the Partner University and the student of the nomination. Contact information for each student will be provided to the partner.

~03/20

~10/05

PHASE II – APPLY FOR ADMISSION AT THE PARTNER UNIVERSITY

- Review the nomination email from the Direct Exchange Advisor**
 - The message **contains important details** regarding how to apply to the Host University. This **includes relevant webpage links and deadlines**.
 - Mandatory one-on-one advising session with Jacob**
 - Most universities use an online exchange application. However, if approval or signature is needed on the application from the Direct Exchange Advisor, then submit the documents to the Study Abroad Office well in advance of Host University's application deadline.
 - Digital copies (PDF) of transcripts will be available in TREK for students to upload in Host University online applications. If a hardcopy must be submitted to the Host University, inform the Direct Exchange Advisor.

~04/01

~10/20

PHASE III – COMPLETE CSU CHICO PRE-DEPARTURE REQUIREMENTS

- Upload required CSU, Chico pre-departure forms and documents in TREK – upload digital copies, keep originals
 - Authorization to Release - fill in, initial, and sign form
 - Course Substitution Approvals – revised forms can be uploaded at any time pre-departure or while abroad
 - Host University admission letter** – this may be received within 1 to 2 months from application date
- Meet with a Study Abroad Peer Advisor about life abroad and student visa requirements
- Meet with a Financial Aid Advisor (if applicable) about adjusting aid based on the cost of the program abroad. Budget estimates are available on the TREK program brochure page.
- Register for on-campus CSU Chico courses as a back-up plan until the Host University admission letter is received. Notify the Study Abroad Office when you are ready for the 12-unit INED placeholder course to be added to your schedule.
- Attend the mandatory Study Abroad Orientation Sat _____

PHASE IV – APPLY FOR A STUDENT VISA AND PREPARE FOR DEPARTURE

- Purchase flights once a Host University admission letter has been issued – **Official Advice**
 - o Make certain you arrive in time for the Host University’s International Student Orientation
- Confirm that you are registered in INED 400 placeholder course for the upcoming semester
- Confirm with CSU Chico Financial Aid Office that your **file is complete and confirm your aid disbursement date**
- Apply for a student visa or residency permit
 - o CAREFULLY READ THE APPLICATION INSTRUCTIONS FROM THE HOST COUNTRY CONSULATE WEBSITE!
 - o In general host countries require the following items/steps:
 - Copy of passport – must be valid 6 months past the end of the program
 - Original admission letter
 - Proof of sufficient funding – this must cover personal expenses in-country only and exact amount required is found on the host country’s immigration website. Typically, original documents are needed and will include: a personal bank letter, a sponsor bank letter (family support) + affidavit of financial support, or a **financial aid award letter**. Normally, any combination of sources can be used to reach the minimum needed for issuance of a student visa
 - Proof of insurance (possible)
 - Proof of no previous criminal history (possible)
 - In-person interview (possible) – applicants must often use the consulate nearest their permanent address.
- Pay CSU Chico tuition and fees – Direct Exchange students are automatically covered by and charged for the appropriate Foreign Travel Insurance fees
- Pay CSU, Chico Application Fee - \$200 requirement of all students studying abroad through the CSU, Chico Study Abroad Office
- Review CSU Foreign Travel Insurance from your TREK account and print ID cards for program
- Review the Direct Exchange Handbook found in your TREK account
- Use the Last Minute Checklists provided in your Study Abroad Handbook from Orientation

PHASE V – Preparation, Departure, and Return

- Attend the **MANDATORY Pre-Departure Orientation** on the Saturday before Finals.
- Vital information will be disclosed within a group setting as well as through breakout sessions involving students who have recently returned from your specific location.
- Prepare for Culture Shock.
- Once overseas, complete ENROLLMENT VERIFICATION FORM on TREK**

Course Approvals/Registration

- Following meeting with Jacob, review courses at DE location.
 - DO YOUR HOMEWORK
 - Match courses needed at Chico with courses there before meeting with Advisor
 - Meet with Major/Minor/GE Pathway Coordinator
 - Get Course Substitution Form signed off
 - Register for courses @ CSU, Chico as precaution
 - Once admitted, notify Jacob so you can be placed in placeholder.
 - This marks spot so you can receive Fin. Aid overseas.
- MUST ENROLL IN 12 CSU, CHICO UNITS WHILE OVERSEAS**

Host University Admission Letter

- Officially informs you of acceptance to program.
 - Allows you to be registered in placeholder units.
 - Means you can purchase flight.
- EMAIL JACOB & UPLOAD TO TREK IMMEDIATELY**

Credit Overseas

- Must receive an American “C” or higher for credit
 - All credit is posted as UPPER Division on transcript
 - All grades are posted as Credit/No Credit
- Email Jacob if any questions regarding credit**