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](https://travel.state.gov/content/passports/en/passports.html)
  - Passport must be **valid 6 months beyond the return of your time overseas**
  - [Chico State Passport Place](https://travel.state.gov/content/passports/en/passports.html)

☐ Attend a Direct Exchange Application Workshop
  - Afterward, the Study Abroad & Exchange Office will update your TREK account and you will have access to your Direct Exchange Partner University Application.
  - [Student Conduct Rights & Responsibilities](https://www.chico.edu/'){externallink:1} and Study Abroad & Exchange will review disciplinary record at Chico State. Students with a history of disciplinary probation or low GPA must submit an appeal to be considered.

☐ 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 must submit explanation/proof.
  - Location Selection & Back-Up- List top choice and back up locations.
  - 2 faculty recommendations – TREN 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 to your Direct Exchange Advisor in a [sealed envelope](https://www.chico.edu/'){externallink:1}. [Review Chico State Transcript request process](https://www.chico.edu/'){externallink:1}.

Mail transcripts to:
Study Abroad and Exchange
400 W. First St.
Chico, CA 95929-0680

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, will notify the Partner University and the student of the nomination. Contact information for each student will be provided to the partner.

PHASE II – APPLY FOR ADMISSION AT THE PARTNER UNIVERSITY

☐ [Review the nomination email from the Direct Exchange Advisor](https://www.chico.edu/'){externallink:1}
  - The message contains important details regarding how to submit admission documents to the Host University. This includes relevant webpage links and deadlines.
  - [Mandatory one-on-one advising session with Direct Exchange Advisor](https://www.chico.edu/'){externallink:1}.
  - 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 & Exchange Office 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.

PHASE III – COMPLETE PRE-DEPARTURE REQUIREMENTS

☐ Upload required Chico State 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](https://www.chico.edu/'){externallink:1} – this may be received within 1 to 2 months from application date

☐ Meet with a Study Abroad & Exchange 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.

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- Register for on-campus Chico State courses as a back-up plan until the host university admission letter is received. Notify the Study Abroad & Exchange Office when you are ready for the 12-unit INED placeholder course to be added to your Student Center.
- Attend the mandatory Pre-Departure Study Abroad & Exchange Orientation the week before finals.

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

- **Purchase flights once a host university admission letter has been issued – Official Advice**
  - Make sure 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 the Financial Aid Office that your file is complete and confirm your aid disbursement date
- Apply for a student visa or residency permit
  - CAREFULLY READ THE APPLICATION INSTRUCTIONS FROM THE HOST COUNTRY CONSULATE WEBSITE!
  - 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)
    - Immunizations (possible)
    - In-person interview (possible) – applicants must often use the consulate nearest their permanent address.
- Pay Chico State tuition and fees – Direct Exchange students are automatically covered by and charged for the appropriate Foreign Travel Insurance fees
- 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 & Exchange Handbook from Orientation

**PHASE V – Preparation, Departure, and Return**

- Attend the MANDATORY Pre-Departure Orientation during dead week (tentative date).
- 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 living abroad – research how your identities may shape your experience and lean on your team at Study Abroad & Exchange for support!
- **Once overseas, complete ENROLLMENT VERIFICATION FORM on TREK**

<table>
<thead>
<tr>
<th>Course Approvals/Registration</th>
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<tr>
<td>- Review course at DE location after you meet with your Direct Exchange Advisor.</td>
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<tr>
<td>- DO YOUR HOMEWORK: Match courses needed at Chico with courses there before meeting with Advisor</td>
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<tr>
<td>- Meet with Major/Minor/GE Pathway Coordinator &amp; Get Course Substitution Form signed</td>
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<tr>
<td>- Register for courses at Chico State as backup precaution</td>
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<td>- Once admitted, notify your DE Advisor so you can be enrolled in placeholder; this marks spot so you can receive Fin. Aid overseas.</td>
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<tr>
<td><strong>MUST ENROLL IN 12 CHICO STATE UNITS WHILE OVERSEAS</strong></td>
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<th>Host University Admission Letter</th>
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<tr>
<td>- Officially informs you of acceptance to program.</td>
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<tr>
<td>- Allows you to be registered in placeholder units.</td>
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<tr>
<td>- Means you can start applying for visa</td>
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<tr>
<td><strong>EMAIL DE ADVISOR &amp; UPLOAD TO TREK IMMEDIATELY</strong></td>
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<th>Credit Overseas</th>
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<tr>
<td>- Must receive an equivalent of an American “C”</td>
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<td>- All credit is posted UPPER Division on transcript</td>
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<tr>
<td>- All grades are posted as Credit/No Credit</td>
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<td><strong>Meet with your DE Advisor if there are any questions regarding credit</strong></td>
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