

Procedures for a Non-Affiliated Chico State Study Abroad Programs

Academic Leave of Absence:

- If you do not participate in a program affiliated with Chico State, you must take a Planned Educational Leave (PEL) from the university. Forms are available on the [Student Records & Registration forms list](#), [Planned Educational Leave \(PDF\)](#).
- BEFORE you fill out this form you must meet a Study Abroad & Exchange Advisor or Coordinator.

Application Procedures:

- Apply directly to the program you are interested in.
- Create a TREK account. We will add you under a non-affiliated status on TREK.
- Make an appointment with a Study Abroad & Exchange Advisor (SSC 440)
 - **Include program details on your TREK account.
 - **Ask more questions about your status as a participant on a non-affiliated program.
 - **Find out the date of the Pre-Departure Orientation at Chico State (highly recommended)

How to Get Classes to Transfer to Chico State:

- Request course descriptions from the program you wish to participate in.
- Get courses approved for your major, minor and/or general education. For more detail, click [here](#).
- As courses are approved, keep a copy in your files and on your TREK account.
- Keep copies of all syllabi, course descriptions and completed projects/papers. These may be helpful upon your return to the U.S.

Upon Return:

- No need to reapply to Chico State—your PEL will automatically end when specified on the form.
- Upon your return to Chico, bring your sealed transcripts and letters of course equivalencies to [Student Records & Registration](#) and meet with an Academic Records Specialist.
- Meet with your academic and graduation advisors to ensure that everything is in order.

Finances:

- Although you cannot use your Chico State financial aid package for outside programs, you may be eligible to apply through the sponsoring institution. Visit <http://www.fafsa.ed.gov/>. Type in the name of the program you are applying for to see if it is accredited and able to process your Federal aid.
- Check out what [scholarship](#) you are eligible for and apply.

Travel Insurance:

- Ask the program or university you are applying to if they offer travel insurance. If they do, make sure to read what it covers.
- If they do not offer travel insurance, make sure to do your research and assure you have coverage for the duration of your program.

Other Important Considerations

1. Does another CSU offer a program in that location??

This is the easiest way to ensure that the program you choose is high quality, and to use your financial aid package to help pay for the program. All you need to do is fill out a visitor status form, and essentially “transfer” to another CSU for the semester or year you plan to study abroad. Inquire how this works with a Study Abroad Advisor at Chico State. To find out what programs are available at other CSU’s, you will need to visit each individual campus’ study abroad website.

2. Is the host university and/or American university running the program accredited? Who will post the transcripts?

Your academic advisors and evaluators won’t accept credit for another university’s program unless it’s ACCREDITED. Make sure you ask the program provider if the transcript will come from an accredited university.

3. Do you need to use your Chico State financial aid package to help fund this experience?

- You can only use your Chico State financial aid on Chico State programs. Some programs will process your financial aid package for you. Ask the program provider about this.
- If you go on another CSU’s program (see above), you may take your Chico State financial aid with package with you. Make sure to ask and get confirmation.

4. How do you feel about not having an on-campus advisor helping you with all of your pre-departure needs?

- The Study Abroad & Exchange team at Chico State is not well-informed about other universities’ programs, and we may not be able to assist you much past the basic checklist. If you are looking for a lot of pre-departure support, this is something important to take into consideration.

5. **MOST important:** Ask the program provider to connect you with past participants.

- How else will you know if this is a good program? Ask past participants about support services, courses, housing, excursions and more.