

## **Procedures for Study Abroad Programs not affiliated with CSU, Chico**

### **Academic Leave of Absence:**

- If you do not participate in a program affiliated with CSU, Chico, you must take a Planned Educational Leave (PEL) from the university.
- Forms are available through the Records Office.
- BEFORE you fill out this form you must meet with Steve Wildhaber, Study Abroad Advisor. Make an appointment with Steve by calling 898-5415, or visit SSC 440.

### **Application Procedures:**

- You apply directly through the program you are interested in.
- Make a photocopy of your application BEFORE you send it to provider.
- Make an appointment with the Study Abroad Advisor (SSC 440)
  - \*\*Give a copy of your application to Study Abroad Office
  - \*\*Ask more questions about your status as an exchange student
  - \*\*Find out the date of the Pre-Departure Orientation at Chico State (highly recommended)

### **How to Get Classes to Transfer to CSU, Chico:**

- Request course descriptions from the program you wish to participate in.
- Meet with the advisor(s) in your Major, Minor, an Evaluator and/or an Upper Division Theme Coordinator to review the course descriptions and choose appropriate classes to meet your CSU, Chico requirements.
- Obtain signed letters from your advisor(s), Evaluator and/or Upper Division Theme Coordinator, outlining exactly how the classes you take abroad will transfer to CSU, Chico. These letters should include exact course names and numbers from both the program you wish to attend, and the course equivalencies at CSU, Chico.
- Give copies of these letters to the Study Abroad Office for your file.
- Keep copies of the letters at your permanent residence in the U.S.
- Take copies of the letters with you abroad.
- Contact your advisor(s) and/or Upper Division Theme Coordinator with you via E-mail to request any necessary changes upon your arrival in country. Keep copies of all correspondence for your records.
- 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 the records office to meet with an Evaluator.
- Meet with your academic advisor in your major/minor to ensure that everything is in order.

### **Finances:**

- Visit the Study Abroad Scholarship Binder in SSC 440
- 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.

**Considering going on a program not affiliated with Chico State?  
That's okay!!!!**

**Here are some 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 CSU, Chico. 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 can usually take your Chico State financial aid with package with you.

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

--The Study Abroad Office at CSU, Chico is not well-informed about other universities' programs, and the Coordinator will 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.