Steps to Studying Abroad

1) **Attend “Study Abroad 101”**
   Study abroad information sessions are held at 1pm on Tuesdays in 1108 Boylan Hall, during the Fall and Spring semesters. Find out about opportunities to study abroad, costs of study abroad, academic considerations, financial aid and scholarships, and how to choose a program that is best for you. Get all of your study abroad related questions answered!

2) **Think About the Experience You Want to Have**
   Create the experience you wish by considering the following: What countries appeal to you? Would you like to learn or practice a foreign language or study in English? What would you like to study? Do you want to go abroad for a few weeks, a semester or an academic year? Would you like to interact more with local people or with other American students? Are you interested in a program that offers a lot of support or would you like to be independent while abroad?

3) **Research Program Options**
   Talk with your friends and professors who have study abroad knowledge. Also, check out programs on the internet. Some excellent websites are:
   - CUNY Study Abroad Programs – http://www.cuny.edu/academics/programs/international/view.html
   - Studyabroad.com
   - www.iiepassport.com
   - Browse the internet. Plug in “study abroad”, and the topic and/or region you’re interested in exploring.
   - If you’re interested in directly enrolling in a foreign institution, visit the institution’s website and look information for “visiting students”.

4) **Discuss Your Plan With an Academic Advisor**
   Once you have narrowed your choices down to two or three programs, plan to meet with your academic advisor and your major advisor to identify the courses offered by the abroad programs that will fit with your personal and academic goals. Along with your advisor, map out your coursework to stay on track to graduate.

5) **Choose a Program and Apply**
   Once you find a program that is a good fit for your interests, you will need to complete two applications: (1) A short application for the Office of International Education and Global Engagement (available on the IEGE website) that allows the IEGE to help you manage your abroad experience, and ensures you will remain in good standing at Brooklyn College while you are away; and, (2) The application for the study abroad program in which you have chosen to participate. Remember, popular programs fill up quickly, so make sure to apply early!
6) **Complete the IEGE Post-Acceptance Program Packet**
   As soon as you have been accepted by your study abroad program, notify the IEGE. Within two weeks of your acceptance, complete the post-acceptance study abroad packet and the course equivalency form, available on the IEGE website. This paperwork is required in order to transfer credits, release financial aid and scholarship funds, and ensure you are registered correctly before you leave for your program.

If you are participating in a study abroad program offered by another CUNY college other than Brooklyn College, you will need to file an **e-permit**. Upon acceptance to your CUNY study abroad program, you will be given clear instructions on how and when to file your e-permit. Brooklyn College students attending a Brooklyn College study abroad program or a non-CUNY program do not need to file an e-permit.

7) **Confirm Your Financial Aid**
   Most financial aid and scholarship can be applied to study abroad. Check with Marcus Richardson in the Financial Aid Office to confirm what aid is available to you based on your individual package. Make sure to complete your FAFSA by the April deadline to qualify for assistance.

8) **Pay Program Fees and Tuition**
   If you are participating in a CUNY study abroad program at your home college or any other CUNY institution, you will pay tuition through your home college bursar. You will pay your program fees to your study abroad host college as directed by your specific program. For non-CUNY study abroad, make sure you follow the payment instructions and deadlines for your specific program.

9) **Pack, Prepare, and Enjoy!**
   Your time abroad will be the experience of a lifetime. Your program will provide you with a packing list and checklist to help you prepare for your trip. Remember to take a lot of photos to share with family, friends, and classmates when you return!

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**Countdown to Study Abroad**

- **6 Months**
  - Attend study abroad information session

- **5 Months**
  - Research program options
  - Talk with academic advisor

- **4 Months**
  - Choose a program and apply

- **3 Months**
  - Complete and turn in the post-acceptance packet

- **2 Months**
  - Check in with Financial Aid Office
  - Pay program tuition/fees

- **1 Month**
  - Pack, Prepare, Enjoy!