Congratulations on your decision to spend a semester abroad.

The adventure that lies ahead of you will broaden your understanding of the world and change you forever. This is an exciting opportunity; but, before you become the next Marco Polo, Amelia Earhart or David Livingstone, there are a few things you must do to ensure you get the most out of your experience. This booklet will guide you through the process of planning your semester abroad.

Donald R. Clerico, PhD
Director: Office of International Programs
201 Wingo Hall
Charleston Southern University
Charleston, South Carolina
Email: dclerico@csuniv.edu
Phone: 843-863-7569
Starting Out

- **Meet with Dr. Clerico**, Director of the Office of International Programs. (201 Wingo Hall - dclerico@csuniv.edu) Discuss with him what you are interested in studying, where you would like to go, and what semester you would like to study abroad. He will explore with you the various opportunities available.

- **Complete the application for admittance to the international university you have chosen.** During your semester abroad you will still be considered a CSU student even though enrolled at and receiving credit from an international university.

- **Get your passport.** You must have one to travel outside of the USA. [http://travel.state.gov/passport/get/first/first_830.html](http://travel.state.gov/passport/get/first/first_830.html)

- **Stop by the Registrar’s office and pick up a Request to Take Courses at Another Institution form.** Complete this form and take it with you when you meet with your academic advisor.

- **Meet with your academic advisor to discuss the international courses** you are interested in taking and how these may be accepted for transfer credit at CSU. The department chair must approve your course selections.

- **Get the Registrar’s signature on your Request to Take Courses at Another Institution form.**

- **Upon acceptance by the international university meet with Dr. Clerico.** Bring all of your paperwork and completed forms with you.

- **Apply for a Visa if necessary.** Some countries require that international visitors obtain a visa before entering the country.

- **Meet with a financial aid advisor to discuss tuition costs** and any scholarship carryover you may be eligible for. A student account representative will determine what tuition and fees will need to be paid directly by you and which will be paid through the University based on your eligible financial aid and scholarship awards.
Prior to Departure

- **Complete paperwork for International Medical Insurance coverage** if such is not provided by the university you will be attending.

- **Discuss with your doctor** any regular medications you take and which will require refills while you are out of the country.

- **Obtain appropriate immunizations** as required or recommended for traveling in the country or countries you will be visiting.

- **Make your travel arrangements.** Arrange your flight as well as any other in-country transportation necessary to reach your university.

- **Sign the CSU Participant Agreement Statement.** This is your agreement to represent CSU in an honorable manner during your semester abroad.

- **Meet with Dr. Clerico** to make sure everything is “in place” for your semester abroad experience.
During Your Semester Abroad

- **Maintain communication with the Office of International Programs.** You’ll be expected to email Dr. Clerico at least once a month to provide him with updates on the progress of your study abroad as well as to inform him of any problems or issues as they arise. You will be provided with contact information should you need to reach Dr. Clerico or someone at the university in an emergency.

- **Keep in email contact with your academic advisor** so that you can get preregistered for the classes you’ll need when you return to CSU.

- **Request transcripts of your academic work** be sent from the international university to the CSU Registrar’s Office.

- **Have Fun! This is the opportunity of a lifetime.** Take advantage of it. Study hard, take pictures, keep a journal, visit landmarks and historical sites, make new friends and immerse yourself in a new culture!
SAMPLE

CSU Semester Abroad Study Program

Personal Information

Full Name:

Passport Number:

Local Address:

Local Telephone Number: (       )    Cell Phone Number: (       )

EMail Address(es):

CSU Academic Major:

CSU Academic Advisor:

Semester to be spent abroad:

Approximate date of departure from U.S.:

Approximate date of return to U.S.:

University where studying:

University Contact Person:

Contact Information:

Course(s) you plan to enroll in:

USA Emergency Contact Information

Emergency Contact Person(s):

Emergency Contact Telephone:

Emergency Contact E-Mail:

Emergency Contact Address:

City, State, Zip Code:

Integrating Faith in Learning, Leading and Serving

9200 UNIVERSITY BOULEVARD • POST OFFICE BOX 118087 • CHARLESTON, SOUTH CAROLINA 29423-8087
WWW.CHARLESTONSOUTHERN.EDU • PHONE 843-863-8044 • FAX 843-863-7021
SAMPLE

CSU Semester Abroad Study Program

Participant Agreement Statement

I, ____________________________, as a student of Charleston Southern University agree as follows:

I will abide by the rules set forth by the international institution where I will be studying and will not break the laws of the country I am entering. Should any of these rules or laws be broken, I will not hold Charleston Southern University or its agents responsible.

I hereby release CSU and waive any claims of whatever nature against CSU arising from any act or omission on my part or those of any person, corporations, or entity not under the direct supervision and control of CSU at the time of such act or omission. I further release CSU from any liability for any acts or damage to my person or property arising out of an accident or disaster during the time of my study abroad.

I understand that while enrolled at ____________________________ I remain a CSU student and will uphold the honor, integrity and good name of the university. I understand that for the people I encounter during my time abroad I represent America and American higher education.

SIGNATURE: _____________________________          DATE: _______________

(Participant)
REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION

Office of the Registrar
P.O. Box 118087
Charleston, SC 29423-6087
Phone: (843) 863-8044 • Fax: (843) 863-8023

PLEASE READ BEFORE COMPLETING THIS FORM

1. A separate form is required for each institution you desire to attend.
2. To request approval to take courses at another institution the following steps should be followed:
   Step 1 - Complete sections 1 and 2 of this form.
   Step 2 - Obtain appropriate department Chairperson's or Dean's signature for each course requested.
   Step 3 - Return the completed form to the Office of the Registrar. You should receive the student copy as well as the external institution's copy of the form.
3. It is the student's responsibility to request that an official transcript be sent to the Charleston Southern University Office of the Registrar after completing approved courses. Minimum grade for undergraduate credit is a "C," Minimum for graduate is a "B."
4. Charleston Southern University reserves the right to not accept courses for which permission has not been granted.
5. Transfer credit brings in hours earned and letter grade, but not quality points.

SECTION 1

Student

Last

First

Ml

Permanent

Address

Street or P.O. Box

City

State

Zip Code

Institution at which course(s) will be taken:

Term / Year course(s) will be taken:

SECTION 2

<table>
<thead>
<tr>
<th>Title of course(s) to be taken</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Department Chairperson, Dean, or Director Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Signature</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Course Transfer Approval:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

Student's Signature ____________________________________________________________________________ Date

Registrar Approval ____________________________________________________________________________ Date

Promoting Academic Excellence in a Christian Environment

FORM 60 - 117

White Copy: External Institution

Yellow Copy: Student

Red Copy: Registrar

REV 01/15

9200 UNIVERSITY BOULEVARD • POST OFFICE BOX 118087 • CHARLESTON, SOUTH CAROLINA 29423-8087
WWW.CHARLESTONSOUTHERN.EDU • PHONE 843-863-8044 • FAX 843-863-7021
Study Abroad Checklist

Initials/Date

1. Meet with Director of the Office of International Programs to discuss your plans
2. Complete the application for admittance to the university you have chosen
3. Obtain your U.S. Passport
4. Pick up a Request to Take courses at Another University from the Registrar's Office
   - Meet with your Academic Advisor and/or Department Head to obtain approval for the courses you wish to enroll in
5. Meet with a Financial Aid Office Counselor to obtain approval of your financial aid and budget plans
6. Meet with Business Office personnel to ensure that all financial issues have been addressed
7. Obtain signature of the CSU Registrar on your proposed program of study
   - Meet with Director of the Office of International Programs for final review of your plans and paperwork
8. Apply for a Visa, if required
9. Arrange travel transportation as required
   - Email or SKYPE the Director of the Office of International Programs on a monthly basis while studying abroad