

STUDY ABROAD CHECK LIST

Student _____ ID # _____

Program _____ Semester Start Date _____

Semester: AY _____ Fall _____ Spring _____ Summer _____

√	Activity	Timeframe	Date Cmpltd	Initials
_____	Program selection and approval (Director of Study Abroad)	8-10 months in advance	_____	_____
_____	Meeting with Financial Aid Office	6 months in advance	_____	_____
_____	Rockhurst University Study Abroad Application	6 months in advance	_____	_____
_____	Copy of program application to Director of Study Abroad	3-4 months in advance	_____	_____
_____	Program acceptance letter to Director of Study Abroad	2-3 months in advance	_____	_____
_____	Airfare reservations	3-5 months in advance	_____	_____
_____	Course selection, descriptions to departments for approval	3 months in advance	_____	_____
_____	Pre-approval of Study Abroad credit signed by Registrar	6 weeks in advance	_____	_____
_____	Waiver of 30-Hour Rule Received (If applicable)	2 months in advance	_____	_____
_____	Registration for SAx990	2 months in advance	_____	_____
_____	Passport application/renewal	3 months in advance	_____	_____
_____	Visa(s) obtained	2-3 months in advance	_____	_____
_____	International ID Card (ISIC available in VA 215)	1 month in advance	_____	_____
_____	Review program checklist with SA advisor	1 month in advance	_____	_____
_____	Emergency contact Information on file	By Departure	_____	_____