

## General Study Abroad Checklist

Study Abroad Application Form & pay the \$30 application fee. (Application form can be found at [www.wichita.edu/studyabroad](http://www.wichita.edu/studyabroad))

[Study Abroad Website](#); click on "How to apply.")

**(Priority deadlines: Fall semester- February 15th and Spring semester- September 15th)** For the MAUI Consortium exchange, spring semester deadline is February 15, although there is some flexibility. Apply for scholarships! Go to study abroad website and click on scholarships on the left side for more details on how to apply.

If you do not already have a valid passport, then you will need to apply for one as soon as possible.

Research selected website to find course offerings for your semester. This can be challenging so meet with the academic advisor for help, as needed.

Have courses approved by academic advisor (Academic Course Approval Form).

Meet with your study abroad advisor about specific application for the program/university you intend to apply. (Often times, this can be an extensive application so it is important to begin this process early and submit the application well in advance.)

Keep in touch with your study abroad advisor throughout the process and have everything submitted at least three weeks prior to the program/university's deadline so your advisor can review it and then, mail it to that university directly.

Once acceptance letter has been received, you should apply for student visa if required by the country where you will study. (Normally, you can only apply up to 3 months prior to your departure and it is best to apply at least 2 to 3 months before your scheduled departure if possible. Some visas can be issued in as little as one week and others can take a couple of months.)

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