



### Study Abroad Checklist

Type of Task	Task	Responsibility
<b>SMSU Academic</b>	Identify Major	Student
	GPA of at least 2.5	Student/Advisor
	Must have 30 credits before travel	Advisor/Registrar
	Complete draft of 4-year plan of study	Student Advisor
	Check on federal and MnSCU travel status	International Programs
	Map our courses that must be taken during study abroad experience	Advisor
	Map out course description comparisons at study abroad institutions	Advisor/student/Registrar
<b>Cooperating university institutions or study abroad affiliates</b>	Select comparable institution	Advisor/student
	Select liaison at host institution to process and assist in registration	International Programs/Student

		Select study location	Advisor/Student
		Determine host accommodations	Residential Life/International Programs
		Check finances for study abroad experience including SMSU tuition and fees	Student/Financial Aid/Registrar
<b>Health and Safety</b>		International Travel Orientation	International Programs
		Orientation provided and completed at university cooperating institution or study abroad affiliate ( <i>The Forum on Education Broad's</i> standards for health, safety, security, and risk management).	International Programs/Student
		Immunizations	Student/Campus Health
		Develop, secure and maintain written emergency plans	Student/International Programs/Cooperating Institutions
		Acquire appropriate travel and health insurance	Student/International Programs/Cooperating Institutions
<b>Travel</b>		Secure passports/ Visa's	Student/International Programs/Cooperating Institutions
		Currency exchange and understand currency denominations	Student/International Programs/Cooperating Institutions
		Local customs and FAQ's	Student/International Programs/Cooperating Institutions
		Travel arrangements	Student/International Programs/Cooperating Institutions