



EDUCATION ABROAD ACADEMIC CHECKLIST – INITIAL ADVISING

I. Explore programs

<https://maryvillecollege.via-trm.com/> &

<https://www.maryvillecollege.edu/international/studyabroad/programs/>

- ☐ **Complete your “Traveler Info” and “Program Preferences” Profiles in Via-TRM.** Set up times to talk with the Center for Global Engagement (CGE) as needed.
- ☐ **Set Goals:** Determine your academic, personal and professional goals for studying/interning abroad.
Why do you want to study abroad?
 - Determine coursework you need to take to fulfill major, minor, and degree requirements before, during, and after study abroad. (Note: You need 120+ credits to graduate. *# varies based on year you started)
 - Consider whether you might want to use an education abroad program to be your *significant practical experience (SPE)* as part of Maryville College Works requirements. (minimum 3 weeks)
 - Consider if you want to use your education abroad experience to fulfill your Culture/Intercultural Domain (CD) core requirement (minimum 6 weeks)
 - Consider using education abroad to build your Global/Intercultural Fluency ([Career Readiness Competency](#))
 - See how many electives you could fit into a study abroad semester (this gives you some flexibility in what you take)
 - Verify that your GPA meets minimum requirements.
- ☐ **Research** institutions and programs that would fit your academic goals and academic requirements.
Make a list of possible coursework you could take at each institution you are considering.
 - Look for classes for major/minor/core/elective – it would help if you sat down with your [MC paradigm](#) and looked at what you have done already and what you have left to complete.
 - Look for classes that interest you (elective or major/minor-related) – most majors have room for you to take some classes that don’t need to fit into a particular category.
 - Research how the academic system in the host country compares to MC (i.e. workload, classroom culture, expectations of students, and faculty/student relationships). Evaluate whether or not these academic differences will affect your success on the program.
- ☐ Meet with your **Academic Advisor**
 - Complete the **Study Abroad Initial Advising Form**.
 - Discuss your interests, goals and requirements
 - Major requirements related to study abroad (SPN/INT/INB/Foreign language)?
 - Where do Senior Study and Comps fit in if studying abroad for a semester?
 - Is study abroad something that would be a good fit for my *significant practical experience (SPE)*?
 - Or to fulfill my *Culture/intercultural Domain (CD)* requirement?
 - Or help me to get a [Global+ Certificate](#)?
 - Ask good questions that help you form a solid graduation plan that includes study abroad, for example:
 - When do you recommend study abroad for this major?
 - How many credits do I need during my study abroad to stay on track for graduation?
 - Where is there flexibility in my paradigm? In specific courses I must take?
 - How many electives can I fit into my study abroad semester?
 - Where can I fit in any pre-requisites required for study abroad? (Language?, INT 201?*, OVS 203 – required the semester prior to studying abroad)

- Is there anything I need to consider related to MC sequencing of courses that would affect my study abroad program?
- What courses do I HAVE to take here at Maryville College vs. abroad?
- Are there requirements I would be better off doing in a semester or summer study abroad?
**INT/INB/Global+ Certificate requirement. This class + study abroad could get you close to completing an INT minor or the G+ Certificate.*

- ☐ Meet with **Financial Aid** financialaid@maryvillecollege.edu
 - Bring a budget sheet (if there isn't one on your program brochure, ask the CGE for one) & ask about sources of financial aid
 - What are variables related to your financial aid package that you should consider in choosing a study abroad program?
 - Commuters: talk about how your financial aid package is affected by adding room & board
 - Veterans: talk with Financial Aid, the Veterans Office and the Registrar about eligibility to use VA funding. See [Veteran Information](#)
- ☐ **Meet with the Career Center.** Talk about how study abroad fits into your career goals. Consider your Focus 2 results and the career readiness competencies.

II. Apply

- ☐ **Apply for your education abroad program from your [Via-TRM portal](#).** Be sure to talk to the CGE about which forms to complete.
 - Request academic references at least two weeks before the application deadline.
- ☐ **Interview with the International Programming Committee.**
 - The CGE will send you a nomination letter and assist you with our study abroad partner application forms.
- ☐ **Apply to your Host Provider**
- ☐ Each of our partners has different requirements and application forms. Make sure you know THEIR deadline for your program (different from the MC deadline) - ISEP, CIS Abroad, ISA/TEAN, BarcelonaSAE, CEA Study Abroad/CAPA InternHQ, Volunteer HQ, or Host Institution.
 - Some programs have Study Abroad/Academic Advisor forms. These go to the Center for Global Engagement

III. Register for OVS 203 the semester prior to departure for all semester, summer, study, intern or volunteer abroad credit-bearing programs.