



# 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](mailto: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.