Study Abroad/Internship Abroad Basic Steps

Step 1
- Plan early- One year in advance, during freshman or sophomore year for undergraduates.
- Meet with Study Abroad Advisor in the Office of International Affairs (OIA).
- Meet with academic advisor to discuss study abroad plan and course options.
- Research the requirements and cost of a passport; go to http://travel.state.gov.

Please Note: It may take approximately 6 to 8 weeks to obtain a passport.
- Apply for/Renew Passport, if necessary.

Step 2
- Research programs and make a selection.
- Investigate program cost and think about how you will pay for the program.
- Meet with Scholarships and Student Aid to see how much financial aid you may be eligible for.
- Research visa requirements for the country you are interested in.
- Fill out a draft of your Course Transfer form for your academic advisor’s approval.

Step 3
- Meet with Study Abroad Advisor to complete OIA application form procedures.
- Complete program application forms for chosen program and collect required documents (Official Transcripts, Letters of Reference, Essays, Deposits, etc.).
- Study Abroad Advisor will review your application.
- Submit application by appropriate program deadline. It is your responsibility to begin working on the application well in advance to have all materials ready by the program deadline.

Step 4
- Attend Mandatory OIA Orientation(s)

IF ACCEPTED BY STUDY ABROAD PROGRAM

Step 5
- Complete your final Course Transfer form with academic advisor and obtain required signatures.
- OIA works with Registrar’s Office to register you for appropriate number of Study Abroad (STAB) credit hours.
- For a semester, you must register for at least 15 (undergraduate) or 9 (law/graduate) credit hours. For the summer, you must register for at least 6 (undergraduate) or 4.5 (law/graduate) credit hours.

Step 6
- For Financial Aid, submit application and all relevant forms required by the Scholarships and Student Aid Office.
- Make sure you have direct deposit set up with Student Accounting.
- Arrange for a Power of Attorney (POA); if desired.

Step 7
- Work with OIA to obtain required HTH Worldwide Health Insurance.
- Apply for visa, if necessary.
- Get immunizations, if necessary.
• Make travel arrangements.

Step 8
• Make arrangements for following semester back at NCCU (Including registering for classes, housing, financial aid, etc.).

Step 9
• Go on study abroad-internship abroad!
• Send contact information to OIA (address, telephone, and schedule of classes).
• Make sure official foreign transcripts are sent to OIA.

Step 10
• Return home safely.
• Complete an evaluation provided by OIA.
• Make presentations on campus individually and/or with OIA.