

Study Abroad Checklist

Freshman/Sophomore Year

- Meet with a student peer advisor – Walk-in peer advising is located in the International Programs in Engineering Office (IPE) at 245 Chrysler Center
- Meet with an Academic Advisor for first/second year schedules to plan a study abroad semester or year into your academic career (Lurie Engineering Center)
- Browse the IPE library and Web for potential programs

12 months before departure

- Meet with your departmental Program Advisor to discuss study abroad department guidelines and course options.
- Discuss study abroad intentions with family
- Select country and institution. Meet with an IPE Peer Advisor for assistance selecting a program that meets your needs.
- [Plan finances](#) – Put together an estimated budget. Determine what funding options are available to you and make note of deadlines. Browse the IPE Scholarships Database.
- Apply for passport/Make sure your passport is current. (Note: passports issued before the age of 16 may not be valid for use as an adult).

4-6 months before departure (semester prior)

- Submit application – Visit the IPE Office to pick up an application or download it from the website.
- Begin Course Evaluation process
- Meet with Financial Aid advisor and apply for funding.

2-3 months before departure (semester prior)

- Apply for housing
- Apply for a visa
- Attend IPE Pre-Departure meeting
- Obtain course evaluations from the IPE and final Program Advisor approval.

1 month before departure

- Review Study Abroad Pre-Departure Handbook
- Register for study abroad on wolverine access (if on UM program)
- Register on [UM's ITOC](#) site

Semester Abroad

- Email IPE office with final list of courses
- Watch for emails from IPE
- Maintain regular contact with family members
- Request official transcript to be sent to IPE office
- Register for next UM semester

Return Semester

- Return Study Abroad Evaluation Form
- Attend return evaluation meeting
- Meet with IPE advisor to complete credit transfer.