

# STEPS TO STUDYING ABROAD

## ON A CO-SPONSORED, APPROVED OR NON-MIAMI PROGRAM

### Step 1: Identifying a Study Abroad Program

- Talk to your academic advisor** as early as possible about the best classes/time for you to study abroad, and arrange your academic plan around a study abroad experience.
- Check out the OIE program listings ([www.muohio.edu/international/programs.php](http://www.muohio.edu/international/programs.php)) and attend the annual Study Abroad Fair to get an idea of the options available to you.
- Attend a Study Abroad 101 Group Advising Session ([www.muohio.edu/international/events.php](http://www.muohio.edu/international/events.php)) to begin your study abroad research and to get tips on narrowing down your options
- Continue your research by consulting by making an appointment with a Study Abroad Advisor. Your study abroad advisor can help you choose a program that meets your academic, financial and professional needs and goals. To set up an appointment with a Study Abroad Advisor, please call 513-529-5628 or email Sarah McNitt ([mcnittsa@muohio.edu](mailto:mcnittsa@muohio.edu)) or Richard Menard ([menardro@muohio.edu](mailto:menardro@muohio.edu)).
- You may also want to meet with Student Financial Assistance at this time in order to understand your financial aid package and its transferability. This might affect your choice of a study abroad program.
- Choose your study abroad program after discussions with your departmental adviser(s), Study Abroad Advisor, financial aid counselor, parents and returnees.

### Step 2: Applying for a Study Abroad Program

[www.muohio.edu/international/applying.php](http://www.muohio.edu/international/applying.php)

- If your program is not listed on the OIE website, contact a Study Abroad Advisor to confirm that credit can be transferred to Miami.
- Fill out your program's application (most applications are now online). Application deadlines can be anywhere from 1-2 semesters ahead, so plan ahead. Remember that a **Disciplinary Report** ([www.muohio.edu/international/pdf/disciplinary\\_report\\_form.pdf](http://www.muohio.edu/international/pdf/disciplinary_report_form.pdf)) can take up to a week to process, so turn in Study Abroad Advisor forms or Home School Nomination forms to a Study Abroad Advisor well before your deadline.
- Transcripts can be requested from the Office of the Registrar in the CAB Building ([www.units.muohio.edu/reg/student/transcriptrequest](http://www.units.muohio.edu/reg/student/transcriptrequest)).

### Step 3: Transfer Credit

- Major and minor classes should be approved by the Chief Departmental Advisor for your department. Miami Plan courses should be approved by the divisional adviser (i.e. Arts & Sciences advising, Business advising). To do a self-designed Thematic Sequence, see the Office of Liberal Education ([www.muohio.edu/led/ThematicSequences](http://www.muohio.edu/led/ThematicSequences))
- The university sponsoring the program must send an official transcript to Miami after completion of the program.
- Transfer grades of "C" or higher are accepted, but grades of "Pass/Fail" and "Credit/Non-credit" are not accepted.
- Transfer hours are posted on your Miami transcript without grades and do not count in your grade point average.
- Request from your program (or find on their website) course descriptions, syllabi, and other course materials, so that your adviser(s) has a good idea of the course content.
- Visit the Office of the Registrar (102 Campus Avenue Building) to pick up a **Transfer Credit Approval Form**.
- Visit your academic adviser(s) to discuss the program courses and request approval of the Transfer Credit Approval Form.
- Notify the program provider of your preferred and alternate courses after approval by your adviser(s).

### Step 4: Scholarships and Financial Aid

[www.muohio.edu/international/funding.php](http://www.muohio.edu/international/funding.php)

- If you want to transfer financial aid to your study abroad program or request a loan deferment, visit the Office of Student Financial Assistance (121 CAB) to arrange a **Consortium Agreement** ([www.muohio.edu/sfa/study\\_abroad.htm](http://www.muohio.edu/sfa/study_abroad.htm)).
- If your FAFSA indicates that you have financial need, check with the Office of Student Financial Assistance for information about the Study Abroad Airfare Grant for semester study abroad.
- Review the OIE Scholarships listing ([www.muohio.edu/international/scholarships.php](http://www.muohio.edu/international/scholarships.php)). Be willing to write competitive essays to earn scholarship dollars.

### Step 5: Informing Miami of your Study Abroad Plans

- Submit the **Study Abroad Declaration Form** ([www.muohio.edu/international/pdf/study\\_abroad\\_declaration\\_form.pdf](http://www.muohio.edu/international/pdf/study_abroad_declaration_form.pdf)) to the OIE during the semester before you study abroad.
- Contact Housing and Meal Plan Services to inquire about campus housing for after your return from study abroad or to cancel current housing/dining arrangements.
- Request a waiver of Miami's 12-credit residency requirement if you study abroad as a second-semester senior.

### Step 6: Preparing for a Successful Study Abroad Experience

[www.muohio.edu/international/orientation.php](http://www.muohio.edu/international/orientation.php)

- If your study abroad program does not provide your airfare, shop around for the best price. We recommend including [statravel.com](http://statravel.com), [studentuniverse.com](http://studentuniverse.com), [kayak.com](http://kayak.com) and the airlines' own sites in your search.
- Attend the Predeparture Orientation Program offered by the Office of International Education (see [www.muohio.edu/international/events.php](http://www.muohio.edu/international/events.php) for date/time).
- Read the orientation materials - and participate in any orientation sessions - offered to you by the program provider.
- Establish a Power-of-Attorney relationship with a parent or other trusted person to act on your behalf in financial matters.
- Contact Student Health Services and Centers for Disease Control and Prevention about any needed immunizations.
- If your study abroad program does not provide international health insurance, do not go without it! Contact the Office of International Education for more information on the HTH international health insurance plan.
- Research the countries and cities where you will live and travel.
- Purchase travel guides for your host country/region. We recommend *Lonely Planet*, *Let's Go* or *The Rough Guide*.
- Pack lightly! You won't need as much as you think, and many things you'd pack can also be bought in your host country.

### Step 7: Studying Abroad Successfully

[www.muohio.edu/international/abroad.php](http://www.muohio.edu/international/abroad.php)

- Learn the regulations of your host country, university or program. Ignorance of the rules is no excuse!
- Accommodate yourself to local customs—in scheduling, in dress, in food, in language, and in human relationships!
- Remember that YOU ARE THE LEARNER—keep your eyes and ears open to the new world around you!
- Keep in touch with family and friends at home—but get involved with new friends and activities to best experience your host culture.
- Remember that you serve as an “Ambassador” of Miami University, your family, and your country. Serve well!

### Step 8: At the End of Your Program

- Obtain and save a copy of your transcript from your study abroad program in case you decide to apply to graduate school or need a full record of your university studies.
- If your academic advisor did not pre-approve your courses, be sure to bring back course materials including syllabi, papers and exams.

### Step 9: Returning to Miami University

[www.muohio.edu/international/reentry.php](http://www.muohio.edu/international/reentry.php)

- Evaluate your study abroad program. This helps us learn more about what works and what doesn't. ([www.muohio.edu/international/doc/study\\_abroad\\_evaluation.doc](http://www.muohio.edu/international/doc/study_abroad_evaluation.doc))
- Submit your photographs to our Study Abroad Photo Contest ([www.muohio.edu/international/photocontest.php](http://www.muohio.edu/international/photocontest.php))
- Join the Study Abroad Contact List to serve as a representative of your program and answer other students' questions.
- Volunteer for study abroad activities throughout the year!

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