

Accepted Students

Congratulations on your decision to study abroad!

Now that you have begun your journey, it is time to prepare yourself for this incredible experience.

Select the appropriate category to find out more about how you should be preparing for your study abroad program:

CSU Faculty-Led/Short Term Programs Checklist

Attend your mandatory pre-departure orientations.

- Students are required to attend TWO pre-departure orientation sessions: (1) General Orientation & (2) Program-Specific Orientation.
- Students who do not participate will be dropped from their study abroad courses.
- You will be notified by the Center for Global Engagement of your general orientation requirements.
- Faculty program directors will contact you regarding the date & time for your program-specific orientation session(s).

General Orientation Sessions are scheduled as follows:
(In Person for 2023-24 Programs)

Fall faculty-led Education Abroad Programs Orientation
November 10, 2023, from 3:00-4:30

Spring Break Education Abroad Programs Orientation
February 02, 2024, from 3:00-4:30 | Schuster 130

Summer Education Abroad Programs Orientation
April 19, 2024, from 3:00-4:30 | Illges Hall 318

Oxford Summer Sessions Education Abroad Programs Orientation
April 27, 2024, from 9:00-12:00 (TBC) | Schuster 130

Submit all required documents & paperwork.

The following items must be submitted to the Center for Global Engagement:

- Passport Copy Submitted
 - Submit a copy of the information pages on your passport book. Haven't applied for your passport yet? Don't wait! Visit the [U.S. State Department website](https://travel.state.gov) for information on how to apply for your passport.
- Ensure that all of the information in your study abroad portal is accurate and up to date before your departure.
- Photocopy of visa permit (if applicable). CGE will notify students if US citizens are required to receive a visa permit prior to departure for their study abroad program.
 - International students who are studying abroad are responsible for determining whether or not they require a visa to enter the country of their chosen program destination. Contact CGE if you need additional guidance.
- Other documents may be required and are based upon your individual program. Please check with your program director.

Pay your program fees

Program payment deadlines are listed on the application form and brochure for all CSU faculty-led programs.

The CGE now offers online payments for study abroad programs! Once you have completed your online application, you will receive an email with the link to make the deposit payment. Please give at least 24 hours for the link to be sent from the time you finish your online application. Should you request it sooner OR it has been longer than 48 hours, you can email studyabroad@columbusstate.edu.

After you've paid the application fee and been accepted into the program, you can begin making your 1st and 2nd program payments directly within your online study abroad application.

Pay CSU tuition & Fees by the deadlines.

Education Abroad Students are also responsible for paying [CSU tuition & fees](#) for the study abroad courses in which they are registered. Tuition payments & deadlines are handled through the Bursar's office. Students are also responsible for reviewing the withdrawal & refund policy. Please visit our Education Abroad Payment webpage for more information.

Verify that your Financial Aid is in order.

If you intend to use Financial Aid, ensure that all your financial aid paperwork is complete to prevent any delays in processing your aid. It is also important to note **when** you will receive your financial aid or refund. If you are planning to use aid to pay for your program fees, it is important to plan in advance because due to federal regulations, these funds are not available in time to use for your initial payments. See tips from the [Financial Aid Office](#).

Verify that you are registered for your study abroad courses after notification from CGE.

Students do NOT register themselves for their study abroad courses. CGE will register students for courses during open registration (typically after all program payments are submitted) based on the courses selected on their program application form. Once study abroad course registration is completed, CGE will notify students via email. **Students are responsible for checking their course schedule on their MyCSU account** to ensure that they are enrolled in the correct course(s) PRIOR to paying their CSU tuition and fees. **Students are responsible for notifying CGE of any course registration errors.**

Research your host destination.

Now that you have been accepted into a program, you should start to learn as much as you can about your host destination. Research the host culture, social etiquette, food, currency & banking matters, modes of public transportation, etc. Don't forget to explore travel tips & independent travel opportunities. The more you know the more confident and prepared you will be!

Complete the CSU Education Abroad Travel Registry

You will need to complete the mandatory Education Abroad Travel Registry for your program's travel. Also, you are strongly encouraged to submit the form for any additional independent or text-sm group trips you've planned separately from the program's itinerary.

[Education Abroad Travel Registry](#)

Have a great time, but also remember to keep an open mind!

In preparing for your study abroad experience, remember to keep an open mind. Everything is new and different; avoid judging your new encounters as good or bad, and remember to stay flexible. The more open you are, the more you will learn. Most importantly, don't forget to HAVE FUN!

CSU Semester Program Checklist

The Education Abroad Coordinator will register you for the ITDS 2105 pre-departure course once you apply to a program.

Purchase additional insurance for travel cancellation/interruption. All students will be required to purchase a comprehensive health insurance policy provided by Cultural Insurance Services International. However, insurance for trip cancellation or interruption is another cost to consider. If students wish to purchase this type of insurance, they may do so on their own. It is not provided in connection with any study abroad program. There are a number of providers of this type of insurance.

Apply for your study visa (required for most countries). You can review [Visa Central website](#) for more details about your specific location.

Purchasing additional insurance like CFAR (Cancellation For Any Reason) through Zurich American Insurance Company is optional but **STRONGLY** encouraged, in the event the program is canceled due to COVID-19 or other reasons. Columbus State University and the Center for Global Engagement can not guarantee a full refund of program costs paid. Any coverage and cost options will be updated upon confirmation from the provider and distributed to you via your CSU email.

Columbus State University is not the underwriter of the CFAR insurance plan. This plan is optional and in addition to the CSU study abroad program fees. Any claims or grievances regarding the CFAR policy must be done directly with the insurance company.

Travel Protection for Academic TravelProtect your prepaid trip costs from named risks or *For Any Reason preventing travel. The Worldwide Trip Protector Plans with travel insurance underwritten by the United States Fire Insurance Company, rated A (Excellent) by A.M. Best 2019, may help protect the financial investment for educational travel both domestically and abroad.

Ideal for study/intern abroad, the program provides trip cost protection for individual travel including students, faculty, and chaperones.

Worldwide Trip Protector Plus Benefits:Travel Delay:

May provide benefits (i.e. reimbursement of lodging, food and other reasonable expenses) if you are delayed by quarantine, Natural Disaster or other covered reasons while en route to/from or during your trip.

Trip Cancellation:

May provide reimbursement (up to 100% of Trip Cost) when forced to cancel for quarantine, sickness or other reasons covered by the plan.

Trip Interruption:

May provide reimbursement (up to 150% of Trip Cost) when you must interrupt your trip due to quarantine, sickness or other reasons covered by the plan.

Cancel For Any Reason (CFAR)*: RECOMMENDED FOR COVID-19 CONCERNS

May provide reimbursement when forced to cancel your trip For Any Reason (up to 75% of non-refundable Trip Cost).

Interrupt For Any Reason (IFAR)*:

May provide reimbursement when you must interrupt your trip For Any Reason (up to 75% of non-refundable Trip Cost).

*CFAR must be **purchased within 21 days** of receiving the official acceptance letter from your host university, and you must insure 100% of the prepaid trip costs that are subject to cancellation penalties or restrictions (and also insure within 21 days of the deposit/payment the cost of any subsequent travel arrangements added to your trip). Additional terms apply to both CFAR and IFAR.

To learn more about this program, contact Travel Insured International: 855-611-0918

[Get a Quote / Purchase Travel Protection](#)

- Apply for your passport
 - Submit a photocopy of your Passport to CGE once received.
- Begin your visa application. Start by exploring the embassy website.
- Secure housing arrangements at your host institution and pay any security deposits.
- Purchase an international health insurance policy. You can purchase Zurich American Insurance from the CGE by contacting Ms. Christine Shaw at 706-507-8544
- Ensure you have made arrangements for any obligations at home (i.e. rent, other bills, etc.)
- Research your host destination.
- Finalize your course selection at your host institution.
- Complete the Course Equivalency Form.

- Finalize your travel itinerary and submit it to CGE.
- Pay your tuition and fees
- Upon arrival in-country submit the Enrollment Verification Form (2-weeks)
- Complete the CSU [Education Abroad Travel Registry](#)

Contact Raquel Aponte, the Education Abroad Coordinator for additional guidance on preparing for a semester abroad program at

aponte_raquel@columbusstate.edu

or

[706-565-1380](tel:706-565-1380)

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