Morehouse College
Student Academic (Semester) Term Study Abroad Workflow

Internal Approval Process

- Within the Morehouse (Terra Dotta) application (pre-decision and post-decision), a series of clearance processes and requirements must be read, completed, signed and/or acknowledged (ORR, Student Conduct, SFS, Student Health Center, Housing, Financial Policy, Legal Waiver, COVID-19 Disclosure, Payment to Provider Acknowledgement, Application to Provider, Course Approval Form, Financial Aid Verification, Crown Forum, Passport Form, Emergency Contacts, and Travel Itinerary Form).

- Academic Approval: Must have minimum 2.0 GPA and must provide completed Study Abroad Course Approval Form to OIE and ORR based on program’s course offerings.
- While securing course approvals, students should also request their SFS financial aid verification, using form, here. See the SFS contact and appointment information, here.
- Secure AUCC-MSM Student Health & Wellness Center travel clearance. See routine travel health clearance information, here. See travel health forms, here. Upload health forms to Point & Click Portal, here.

Internal Approval Process Continued (Academic, Financial, Health)

- Provide your final/confirmed course schedule to oie@morehouse.edu.
- Alert the OIE office of any issues or concerns.
- Retain your Traveler Safety document for quick reference.
- Ensure any outstanding room and board fees, etc. have been paid to the provider.
- Confirm return travel itinerary with OIE.
- Seek academic advisement and register for the upcoming semester.

External Provider Approval Process

- Contact External Provider Program Advisor or Placement Coordinator for application status and decision date.
- Upon acceptance, follow all instructions and directives regarding their health clearance, Student Visa process, course selections, visa entry requirements (if applicable), room and board selections, acceptance deposit, etc.
- Read your Host Country Handbook.
- Create a study abroad budget: Direct Program Budget Template or Exchange Program Budget Template.

Post-Program

- Upon arrival back to the U.S., please confirm your return with OIE.
- Ensure any post-program surveys from provider have been completed.
- External Provider will send the official transcript to OIE and OIE will provide it to ORR for processing.
- OIE will send a notification once the courses have been added to your Morehouse transcript.

Internal Pre-Departure Requirements

- After receiving OIE approval to participate, ensure all post-decision acknowledgements and traveler safety information has been read and/or completed.
- Provide any course schedule changes from provider.
- Meet with OIE staff to discuss any other questions or concerns.
- OIE staff will contact external provider’s billing department to ensure tuition invoice is sent to Morehouse College for payment processing. Room and board invoice is sent directly to the student in accordance with the Morehouse College Study Abroad Financial Policy. *(see footnote below)*
- Ensure a SFS Direct Deposit Enrollment Form is on file with SFS so any refund check can be issued via direct deposit.
- Ensure your Housing cancellation form has been submitted (if applicable).

Departure / Arrival at study abroad program location

- Ensure your arrival is in accordance with the external provider’s program orientation and check-in date.
- Confirm course schedule and provide any updates to OIE and ORR immediately.
- When your financial aid file is complete, Student Accounts should begin processing refunds after the add/drop period has ended for the term. Once disbursed, use refund to pay the room and board invoice immediately, if applicable.

While Abroad

- Upon arrival back to the U.S., please confirm your return with OIE.
- Ensure any post–program surveys from provider have been completed.
- External Provider will send the official transcript to OIE and OIE will provide it to ORR for processing.
- OIE will send a notification once the courses have been added to your Morehouse transcript.

*For students on ISEP Exchange, tuition, fees, room and board are paid to Morehouse as normal to cover the cost to participate in the exchange program. See exchange flyer, here.*