Morehouse College Student Academic (Semester) Term Study Abroad Workflow

• Research the steps and requirements for studying a broad via the Morehouse College study a broad website, <u>here</u>.

• Sche dule an advisement a ppointment with the Office of International Education (OIE) to identify a program (or programs) of interest and to create a practical timeline for a cademic and financial planning/preparation.

• Apply for a program via the Morehouse study a broad website, <u>here</u>, as well as on the external provider's website before the application deadline. Also apply for scholarships (<u>OIE</u>, provider, and general study a broad

scholarships). Research, Identify, and Apply for a semester-long study abroad program

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, <u>Crown Forum</u>, Passport Form, Emergency Contacts, and <u>Travel Itinerary Form</u>). Academic Approval: Must have minimum 2.0 GPA and must provide completed <u>Study</u> <u>Abroad Course Approval Form</u> 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, <u>here</u>. See the SFS contact and appointment information, <u>here</u>.
<u>Secure AUCC-MSM Student Health &</u> <u>Wellness Center travel clearance</u>. See routine and travel health clearance information, <u>here</u>. See travel health forms, <u>here</u>. Upload health forms to Point & Click Portal, <u>here</u>.

> Internal Approval Process Continued (Academic, Financial, Health)

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 <u>Host Country Handbook</u>.
- Create a study abroad budget: <u>Direct</u> <u>Program Budget Template</u> or <u>Exchange</u> <u>Program Budget Template</u>.

 After receiving OIE approval to participate, ensure all postdecision 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 <u>College Study Abroad Financial Policy</u>.*(see footnote below)
Ensure a <u>SFS Direct Deposit Enrollment Form</u> 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).

Internal Pre-Departure Requirements

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 courses chedule and provide any updates to OIE and ORR immediately.

•When your financial aid file is complete, Student Accounts should begin processing refunds after the a dd/drop period has ended for the term. Once dis bursed, use refund to pay the room and board invoice immediately, if a pplicable.

• Provide your final/confirmed course schedule to <u>oie@morehouse.edu</u>.

• Alert the OIE office of any issues or concerns.

• Retain your <u>Traveler Safety</u> document for quick reference.

Ensure any outstanding room and board fees, etc. have been paid to the provider.
Confirm return travel it inerary with OIE.
Seek academic advisement and register for the upcoming semester.

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.

Post-Program

*For students on ISEP Exchange, tuition, fees, room and board are paid to Morehouse as normal to cover 10/9/2023 8:04 the cost to participate in the exchange program. See exchange flyer, <u>here</u>.

NOTE: Do you need a passport or is it time to renew your passport? Click <u>here</u>. Please ensure that your passport is valid at least 6 months beyond your planned return date from abroad. If not, then you MUST renew.

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