

# Student Checklist for Study Abroad 2022

Applying for Study Abroad is easy! Follow this check list, which will tell you exactly what to do and in what order to do so!

\*All Study Abroad paperwork and items, including scholarship applications will be turned in electronically to the International Initiatives Office.  
(Southeastern admission forms are to be sent to the Admissions Office.)

**Director:** Dr. Lucia Harrison

**Office:** Student Union, Suite 1303. Hammond, LA 70402

**Phone:** 985-549-2135

**Fax:** 985-549-3478

**Website:** <http://www.southeastern.edu/studyabroad>

**Email:** [studyabroad@southeastern.edu](mailto:studyabroad@southeastern.edu)

## → Step 1: Visit the Faculty Program Coordinator (click here for a list of program coordinators).

	Done (v)	Notes
Contact the program coordinator to set up a meeting.		
Meet with the coordinator.		

## → Step 1.5: If you are not currently enrolled at Southeastern, you need to contact the Admissions Office to apply to the University (Admissions Office: 985-549-5637).

	Done (v)	Notes
Submit an official Southeastern application.		
Pay the application fee.		
Submit copies of all necessary paper work to the Admissions Office.		

## → Step 2: Apply

	Done (v)	Notes
Complete your online Application which includes: 2 Confidential References, Course Approval, Medical Release, and a \$300 <b>non-refundable</b> deposit.		

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## → Step 3: Necessary Paperwork

	Done (✓)	Notes
Upon acceptance into the program, an email will be sent notifying the student. The last day to withdraw from the program without being held responsible for payment is March 15, 2022.		
If you intend on applying for financial aid, other than the scholarships awarded through our office, contact Financial Aid at (985-549-2244). If you receive any financial aid, please email a copy to the International Initiatives Office.		
Ensure that your current passport is valid. You will need a minimum of six months validity from the start of the trip. <b>If you do not have a valid passport, apply as soon as possible.</b> Passports can be applied for at most United States Post Offices. You will also need to email a copy of your passport to <a href="mailto:studyabroad@southeastern.edu">studyabroad@southeastern.edu</a> no later than six weeks prior to your departure.		
If you are not a current U.S. citizen, you may need to apply for a Visa. It is the student's responsibility to do so.		
The faculty coordinator will announce when it is time to book your flight. Once you have booked your flight, email a copy of your flight itinerary to our office so that the faculty on the trip will know when you arrive. (This does not apply for programs that include airfare.)		

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## → Step 4: Things to Remember

	Done (✓)	Notes
Scholarships will be announced before the drop date.		
<b>The withdrawal date is March 15, 2022.</b> Any student who has not submitted a formal withdrawal form by email <b>will be charged the full amount of the program. Emails must be received by 4:30 P.M.</b>		
Program's balance must be paid by <b>March 15, 2022</b> . Fees will not post to your LeoNet account right away. Any anticipated financial aid or scholarships will constitute payment.		
Course enrollment will be done by our office. Please ensure that all registration holds have been removed and, if necessary, you have obtained override permission to take extended hours.		
Contact the faculty member who is teaching your class for any necessary preparation or course work prior to the trip. There will also be informational meetings regarding each individual program that are mandatory prior to each program.		