

Study Abroad/Off-Campus Check List

- Complete the Study Abroad/Off Campus Clearance Form and return it to the Office of Global and Off-Campus Programs for the final signature.
- Complete the Liability Waiver and return it to the Office of Global and Off-Campus Programs.
- Complete the Study Abroad Pre-Trip Questions and return them to the Office of Global and Off Campus Programs.
- Complete your application to the off-campus program you will be attending.
- Make sure you have a current passport that is good for six months beyond the end of your trip.
- Attend the required pre-departure orientation during the semester before you leave campus. You will be contacted by e-mail with the dates and times.
- Sign up at Malone for the semester or summer session that you will be gone. Go to the Registrar's Office and tell them you need to sign up to study off-campus for the next semester.
- Keep the Office of Global and Off Campus Programs advised of any changes in your plans or status as well as current phone numbers and e-mail address for reaching you.
- When you arrive at your study location, if any coursework has changed, immediately contact your advisor and work through the process of getting acceptable substitute courses.
- Attend the required post-trip debrief and evaluation the semester after you have been off-campus. You will be contacted by e-mail with the date and times.
- When you return to Malone the following semester, please schedule an appointment with your advisor to review your experience and courses that you took to make sure everything transferred.

Did you take care of all these items?