



JSU Study Abroad Student Checklist Cooperative Center for Study Abroad (CCSA)

This checklist may not be an exhaustive list. The list is not in chronological order.

- Review Study Abroad [Policies](#) & JSU Forms Deadlines
- Initial appointment with Study Abroad Coordinator. Email studyabroad@jsu.edu
- Initial appointment with Program Leader
- Initial appointment with Academic Advisor
- Initial appointment with Financial Aid Counselor. You can schedule a [one-on-one virtual chat!](#)
- Complete Initial [Student Conduct Inquiry Form](#)
- Apply for your [passport](#) (if applicable)
- Complete [JSU Study Abroad Student Application](#)
- Complete [Transient Request Form](#). Students will receive WKU credits that needs to be transferred back to JSU. Contact your Program Leader if you have questions about WKU credits.
- Meet with clinician(s) to complete [Clinician's Report Form\(s\)](#) (if applicable)
- Complete [Financial Aid Disbursement Form](#) for Study Abroad (if applicable)
- Complete CCSA application. Contact your Program Leader for links and deadlines
- Make required payments for the program as directed by the Program Leader
- Obtain visa (if applicable)
- Enroll in [Smart Traveler Enrollment Program](#)
- Obtain travel insurance with adequate coverage as directed by the Program Leader/CCSA
- Register in IHP 398 (0 credit) course at JSU
- Attend International House and Programs Pre-Departure Orientation
- Stay in touch with the Study Abroad Coordinator before, during and after the trip

JSU's International Travel Risk Committee will need to review the destinations designated as Level 3 and Level 4 by the [Department of State Travel Advisories](#). Participants-students and program leaders are responsible for understanding the cancellation and refund policies of the providers. In the event the program gets canceled for the safety and health of the participants, the participants will be responsible for any financial losses.