Study Abroad Process Overview

Step 1: Research

Step 2:
- Mankato faculty-led program Application Process (2a)
- Minnesota State, Mankato Exchange Application Process (2b)
- Third Party Application Process (2c)

Step 3: Finalize & Commit

Step 4: Study Abroad

Step 5: Return / Credit Transfer

8/11/2010
Step 1: Research

Meet with Study Abroad and Academic Advisor

Explore what programs interest you

Check visa requirements for the country of the program(s) you plan to apply to – visa process can take a long time

Apply for a passport if you don’t already have one with at least 1 year validity remaining

Select a program and begin application process for that type of program

Minnesota State, Mankato Short Term (faculty led) program
Application Process 2a

Third Party Application Process 2c

Minnesota State, Mankato Exchange Application Process 2b

Learn about the study abroad process, course requirements for your major or minor, best time to go, etc.

You’ll need to apply to Third Party in addition to MNSU

Check the Country’s Embassy or Consulate website for visa requirements.
Request permission from faculty leader

Complete all necessary registration forms from faculty leader

Sign in to StudioAbroad online application and complete personal information

Complete the following simultaneously

Begin financial aid process

Complete online signature documents

Pay study abroad fees

Upload Photo

Complete Online Orientation & Assessment

All must pay $40 admin. & $22 ISIC card fee.

Upload a passport-like photo to your StudioAbroad personal homepage (for ISIC card)

8/11/2010
Step 2b: Mankato Exchange Programs
Application Process

- Meet with Caryn Lindsay (Director) to discuss your nomination to exchange
- Complete exchange partner application form(s) for IPO to mail
- Sign in to online application and complete personal information
- Complete the following simultaneously
  - Course equivalency form
  - Begin financial aid process
  - Complete online signature documents
  - Study abroad fees
  - Upload photo
  - Complete Online Orientation & Assessment

- Partners will only accept applicants who have been nominated by the director
- Find in online application. Follow instructions on form and obtain appropriate signatures
- All must pay $40 admin. & $22 ISIC card fee.
- Upload a passport-like photo to your StudioAbroad personal homepage (for ISIC card)

MNSU Featured Programs

8/11/2010
2c: Third Party Programs
Application Process

- Contact the program provider to learn about and begin their application process
- Coordinate with an MNSU study abroad advisor about provider services
- Sign in to StudioAbroad online application and complete personal information
- Complete the following simultaneously:
  - Course Equivalency Form
  - Complete online signature documents
  - Study abroad fees
  - Upload photo
  - Complete Online Orientation & Assessment

Follow instructions on form and obtain appropriate signatures.

All must pay $40 admin fee. Check with study abroad advisor whether you must also purchase an ISIC card.

Upload a passport-like photo to your StudioAbroad personal homepage (for ISIC card)

8/11/2010
Financial Aid – For Minnesota State University programs (short-term & exchanges)

Complete FAFSA

Develop a budget with your study abroad advisor or, for short-term programs, pick up copy of prepared budget from leader or advisor

Bring budget to the Campus Hub and fill out a budget adjustment request form for Student Financial Services.

You must complete and submit your FAFSA at least 6 weeks before the study abroad application due date

SFS will send you a revised award letter.

This process will adjust how much money you receive to help finance your trip.
Without it, no financial aid, including scholarships, grants, etc. can be disbursed to you for the study abroad term.
Step 3: Finalize & Commit
(If you are participating in a Mankato faculty program, this is your last step)

- Mankato application is finalized by the International Center
- Purchase your plane tickets
- Complete any last minute requirements
- Attend Mankato pre-departure orientation

The prices will be cheaper the earlier you book the tickets.

Verify with your Int’l Center study abroad advisor that your application is complete & you intend to go – at this point, study abroad fee becomes non-refundable.

Required for all students studying abroad for a semester or year or on Mankato Spanish language programs. Short term program participants are encouraged, but not required, to attend.
Step 4: Study Abroad

When you are settled, log onto your MNSU application and fill in your abroad address and phone number so we can contact you in case of emergency.

We will send you occasional reminders, such as when registration opens for your next semester.

Feel free to contact Caryn Lindsay (Director) if you have any questions or concerns.

This only applies to MNSU exchange and third party programs – you can also access your course equivalencies & passport copy, if needed.
Step 5: Return & Credit Transfer

Before departing your study site, make sure that your transcript will be sent to Caryn Lindsay in the International Center.

Your transcript should arrive within 2 months of your return. When it does, Ms. Lindsay will evaluate it, send the original to the Registrar, and send you an email informing you of next steps.

If you wish to apply credits to a major or minor, you must now visit the appropriate academic department and request that they complete a Course Substitution Form. Bring your course equivalency form & DARS report.

Grades will transfer if your transcript comes from a U.S. university or an exchange partner. If not, courses will transfer as Pass / No Pass.